



Submittal Guide

New Commercial/ Commercial Additions

Authorized Contractor License: A, B, C1

Use this Guide for:



New Commercial Buildings with single, or multiple functions.



Additions to Existing Commercial Buildings.

Documents Needed

1. Submittal checklist
2. Permit Process Guide
3. Electronic Submittal Instructions
4. Building Permit Application
5. Energy Compliance Form
6. Owner Authorization Form (Additions only)
7. Construction Waste Management Plan

Other submittal options:

For tenant improvements or commercial remodels, use the tenant finish submittal packet.

A Development review process is required prior to submitting for permit drcoord@fcgov.com 970-221-6689



Building Permit Submittal Checklist:
New Commercial Buildings, and Commercial Additions

Incomplete or deferred submittals will not be accepted

Required at the time of permit submittal - Electronic submittal required.

Drawings depicting the scope of work	Building Permit Application
Plans must reflect current adopted codes and standards: www.fcgov.com/building/codes.php	All plans must be stamped
Energy Code Compliance Form	Owner Authorization Form (additions only)
Construction Waste Management Plan Form	Plan Check Fee (Payment by check only) Additional fee required for an F&F permit.

Required Drawings

NA=Not Applicable NIS=Not is scope

All "*Engineered* Drawings" must be signed and sealed by a Colorado Licensed Engineer/Architect

Architectural Drawings - Stamped
Building Envelope Air barrier details
Building Code Analysis
Proposed Floor Plans with room labels and areas
Exterior Elevations, Building Sections, Details
Accessibility details
Engineered Structural Drawings
Engineered Plumbing Drawings
Engineered Mechanical Drawings
Engineered Electrical Drawings
One line, fault current calculations, lighting and power plans.
Site and Landscape Plans
Show distance to property lines, and adjacent structures

Optional Footing and Foundation Permit

Submit for full permit with an additional F&F set
Separate F&F Set: Structural Foundation Plans, Underground plumbing and electric (stamped)

Additional Requirements

(may require a separate submittal, or review process)

Separate Demo Permit: Required for Full or Partial demolition of exterior elements.
Separate Solar Permit: Required for all new solar
Poudre Fire Authority: 102 Remington / (970)-416-2891 https://www.poudre-fire.org/online-services A separate submittal is required through the Poudre Fire Authority website for new construction projects. Fire suppression systems being installed will also require an additional separate submission.
Grading: Separate Submittal WaterUtilitesEng@fcgov.com Grading plan may be required if impervious area on lot is greater than 350sf.
Are you building in a Floodplain? https://www.fcgov.com/utilities/what-we-do/stormwater/flooding/floodplain-maps-documents
Zoning: 281 N College / (970) 416-2745 zoning@fcgov.com Change of Use or Exterior modifications (i.e.: façade, parking, landscaping, or other changes visible to the public), may require a minor amendment.

Applicant Name:	Job Site Address:
Phone:	Email (Required):

