



# 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](mailto:drcoord@fcgov.com) 970-221-6689



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

Incomplete or deferred submittals will not be accepted

Revised 8/5/2020

### 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: <a href="http://www.fcgov.com/building/codes.php">www.fcgov.com/building/codes.php</a>	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

<b>Architectural Drawings - Stamped</b> Building Envelope Air barrier details Building Code Analysis Proposed Floor Plans with room labels and areas Exterior Elevations, Building Sections, Details Accessibility details	
<b>Engineered Structural Drawings</b>	
<b>Engineered Plumbing Drawings</b>	
<b>Engineered Mechanical Drawings</b>	
<b>Engineered Electrical Drawings</b> One line, fault current calculations, lighting and power plans.	
<b>Utility Plan:</b> Submit the City of Fort Collins Approved site Utility Plan, (that was approved in development) showing underground utilities and line sizes.	
<b>Site and Landscape Plans</b> Show distance to property lines, and adjacent structures	
<b>Optional Footing and Foundation Permit</b>	
Submit for full permit with an additional F&F set	
Separate F&F Set: Structural Foundation Plans, Underground plumbing and electric (stamped)	

### Additional Requirements

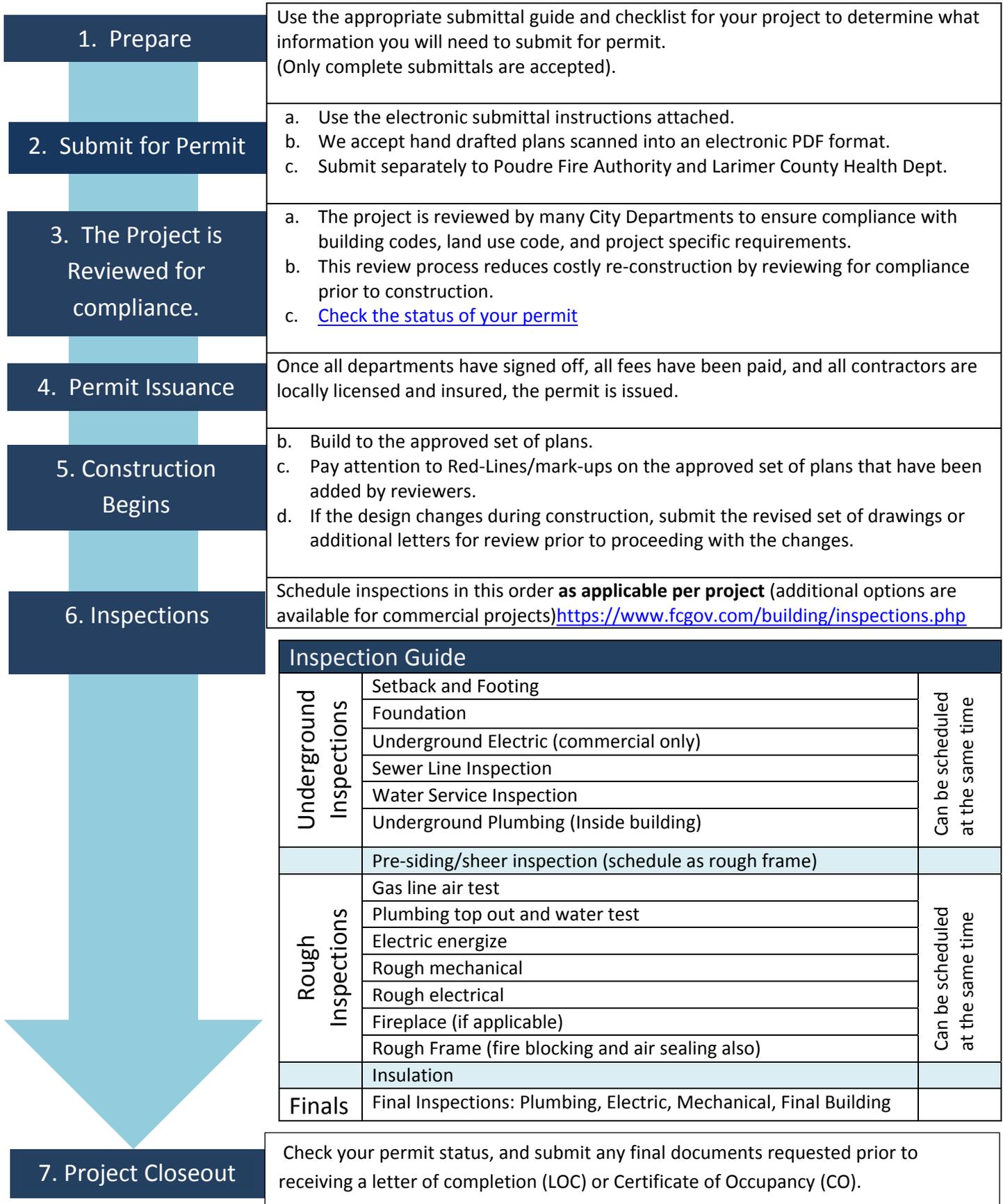
(may require a separate submittal, or review process)

**Separate Demo Permit:** Required for Full or Partial demolition of exterior elements.

**Separate Solar Permit:** Required for all new solar

<b>Poudre Fire Authority:</b> 102 Remington / (970)-416-2891 <a href="https://www.poudre-fire.org/online-services">https://www.poudre-fire.org/online-services</a> <b>A separate submittal is required</b> through the Poudre Fire Authority website for new construction projects. Fire suppression systems being installed will also require an additional separate submission.
<b>Grading:</b> Separate Submittal <a href="mailto:WaterUtilitesEng@fcgov.com">WaterUtilitesEng@fcgov.com</a> Grading plan may be required if impervious area on lot is greater than 350sf.
<b>Are you building in a Floodplain?</b> <a href="https://www.fcgov.com/utilities/what-we-do/stormwater/flooding/floodplain-maps-documents">https://www.fcgov.com/utilities/what-we-do/stormwater/flooding/floodplain-maps-documents</a>
<b>Zoning:</b> 281 N College / (970) 416-2745 <a href="mailto:zoning@fcgov.com">zoning@fcgov.com</a> 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):





## Electronic Document Submittal Guide for building permits

The following are instructions for completing an Electronic Document Submittal:

**Step 1:** Prepare required documents. Building permit process and submittal checklist guides are available at: <https://www.fcgov.com/building/application.php>.

**Step 2:** Organize and format files as follows:

- a. Group and name each file according to the [Electronic Document Naming Instructions](#) below.
- b. PDF "Plans" must be combined into a single PDF file (Arch + Structural + Commercial MEP, etc).
- c. PDF plans and site plans must be generated to scale (e.g. 1/4" = 1'; 1/8" = 1'; 1:10; etc).
- d. PDF plans must be legible when printed to scale (Font size on plans shall not be smaller than size 8)
- e. PDF documents/files cannot be locked, or password protected, and shall have permissions set to allow annotations, form fill, and signing by City staff.
- f. Plans prepared by design professionals shall contain an information block with name, license number, signature and contact information.
- g. If required for your project type, each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically in accordance with Colorado architectural and engineering standards in a flattened, non-working format.
- h. PDF plans must be oriented so that north is always at the top of the monitor and oriented either landscape or portrait view so that the top of the page is always at the top of the monitor. Pages cannot be rotated in different directions/orientations).
- i. Plans cannot have any working, active, or living comments (must be a clean, flattened set).
- j. Maximum size for any file shall be 75MB.

**Step 3:** Submit all required plans and documents. Name each separate file according to the naming conventions below. Incomplete submittals will not be accepted or routed for review.

**Step 4:** Email submittal to [BuildingServices@fcgov.com](mailto:BuildingServices@fcgov.com)

**Step 5:** A staff member will contact you for payment.



## Re-Submittal Instructions

for electronic building  
permit documents

### AN E-MAIL WILL BE SENT TO THE "APPLICANT" IF A RESUBMITTAL IS REQUIRED.

This means that corrections need to be made prior to permit issuance and construction. Re-submittals receive a reduced review time, typically less than 2 weeks.

- 1:** Login to your account at the City's [Citizen Access](#) portal. You must create an account re-submit plans.
- 2:** Type the building permit number into the "Simple Search" box or click "Search Permits" to see a list of active permits associated to your account.
- 3:** Select the permit you want to resubmit documents for by clicking on the permit number.
- 4:** On the permit information page, click the arrow next to "Attachments". This will reveal a list of documents—THERE MAY BE MULTIPLE PAGES OF ATTACHMENTS. Note: if you do not see this option, make sure you are logged in.
- 5:** Find the document that needs to be resubmitted by checking the "Document Status" column. The status will say "Resubmittal Required."
- 6:** Make sure your revised document is named according to the Electronic Document Naming Instructions.
- 7:** Document must be a complete, full set, without any active or working comments (must be flattened).
- 8:** In the "Actions" column, click on the "**RESUBMIT**" link for the document you wish to resubmit. If you don't see this option, contact [revcoord@fcgov.com](mailto:revcoord@fcgov.com) DO NOT USE THE "UPLOAD" BUTTON.
- 9:** Click "Select Files" and choose the revised document you wish to upload.
- 10:** Click "Continue".
- 11:** In the "Type of Document" dropdown, select the type of document you are uploading. If you're not sure, look at the "Document Type" column for the document type assigned to the original version of the document you are uploading.
- 12:** Add a brief description of your revision to the "Description" box.
- 13:** Click "Upload".
- 14:** Repeat these steps for any other requested document files.



# Electronic Document Naming Instructions

Each file included in a submittal should be named starting with a prefix according to the table below, followed by Address or the Model Name (for Stock Plans only) or, and then the version number (v1, v2, etc).

**\*\*\*To find out what documents are required for your project, please refer to the applicable Submittal Checklist.\*\*\***

Document Prefix:	Documents to include (as required) combined in a single file named with this prefix:
Apps	Building Permit Application, Building Owner Authorization, Homeowner Affidavit, Addendum Form, Housing Model Affidavit, Submittal Checklist
Site Plan	Site Plan
Plans	Architectural Plans, Structural Drawings, MEPs, P2904 Fire Sprinkler Plans
Mech Docs	Residential Mechanical System Design Form, HVAC Load Calculations.
Energy Docs	Energy Code Compliance form (residential or commercial), Required Energy Reports, Lighting Comcheck Reports
Env Docs	Waste Management Plan, State Demolition Approval Notice, Asbestos Assessment, Asbestos Awareness Form
Eng Docs	Engineer's stamped <i>supporting</i> documents such as: structural letters, reports, sketches.
Grading	Grading Plan
Soils	Soil Prep Certification
Letters	Comment Responses, Approved Variances, Emails, other letters
FF Plans	Footing & Foundation Plans including relevant underground MEP pages
Util Plans	City of Fort Collins Approved Utility Site Plan showing underground utilities and line sizes

## Examples of proper naming conventions:

### INITIAL SUBMITTAL (These documents are version 1):

Document Type – Address or Model Name – Version number <i>(include street direction and unit number if applicable)</i>
Apps - 1234 Street Name - v1
Plans - 1234 Street Name - v1
Site plan - 1234 Street Name - v1
Energy Docs - 1234 Street Name - v1
Util Plan – 1234 Street Name - v1
FF Plans - 1234 Street Name - v1
Plans - Model Name - v1 <i>(for stock plans)</i>
Plans - 1234 Street Name 100 - v1 <i>(for addresses with unit numbers or letters)</i>
Plans - 1234 Street Name - v1 <i>(for duplexes, use lower address number)</i>

### REVISIONS/RESUBMITTALS (re-submitted documents will be version 2, or version 3, etc.):

Document Type - Address or Model Name - Updated Version number <i>(include street direction and unit number if applicable)</i>
Plans - 1234 Street Name - v2
Site plan - 1234 Street Name - v2
Energy Docs - 1234 Street Name - v2
Mech Docs - 1234 Street Name - v2
Plans - Model Name - v2 <i>(for stock plans)</i>
Plans - 1234 Street Name 100- v3 <i>(for addresses with unit numbers)</i>
Plans - 1234 Street Name - v4 <i>(for duplexes, use lower/smaller address number)</i>

## No Approved Plans = No inspection

**All approved *documents* must be located on-site during construction, and available for all inspections.**

1. Use Citizen Access to download *all documents* titled “Approved”
  - a. <https://accela-aca.fcgov.com/CitizenAccess/Default.aspx>
  - b. See page 2 for steps.
  
2. The approved documents are the “field set.” Pay attention to mark-up notes from reviewers during construction as these requirements are part of your approved plans.
  
3. Provide all “Approved” documents on-site for all inspections using one of the following methods:
  - a. **Option 1 – Printed Plans:**
    - i. Print all documents to scale on the PDF size created by the designer. (i.e. a 24x36 PDF should be a 24x36 paper size. This may require a plotter or print shop for large sheets.)
    - ii. Plans that are too small, or not to scale cannot be used.
    - iii. Plans can be printed in black and white (color is optional)
  - b. **Option 2 – Electronic Screen:**
    - i. Must be a large device (i.e. large tablet or laptop, no phones).
    - ii. Screen must be mobile.
    - iii. Screen must be clean, clear and free of cracks.
  
4. Building Inspectors are authorized to deny inspections that are not ready, or do not have approved and legible plans on-site.

# How to download Approved Documents:

1. If you do not have an account, “register for an account” (follow instructions as they appear on the screen):  
 “Company Name” is a required field. (Property Owner, Engineer Firm, Architect Firm, Contractor). You must be associated With a project team/company to register. After registering, a confirmation e-mail will be sent. Then, create a username and password.

2. Log In using your username and password:

3. Search permits by permit number, then click the “record info” drop down to access “Attachments”

4. Scroll through each page (on the bottom of the screen) and locate ALL “APPROVED” documents. Use the Action drop down to download all approved documents.

File Name	Permit Type	Document Type	File Size	Document Status	Status Date	Action
Letter - 700 Remington St 2 - v1.pdf	Residential New Single Family Detached	Letters	23.55 MB	Review Complete	12/17/2019	Actions
APPROVED - Letter - 700 Remington St 2.pdf	Residential New Single Family Detached	Letters	24.14 MB	Approved	12/17/2019	Actions
APPROVED - Plans - 700 Remington St 2 .pdf	Residential New Single Family Detached	Plans	48.28 MB	Approved	12/17/2019	Actions
Plans - 700 Remington St 2 - v3.pdf	Residential New Single Family Detached	Plans	46.51 MB	Review Complete	12/17/2019	Actions
Eng Docs - 700 Remington St 2 - v1.pdf	Residential New Single Family Detached	Reports/Supplemental Info	46.27 KB	Review Complete	12/17/2019	Actions

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Hint: You must log in to view and download plans. All text will appear in light blue when successfully logged in.