



Submittal Guide

Commercial Remodel/Tenant Finish

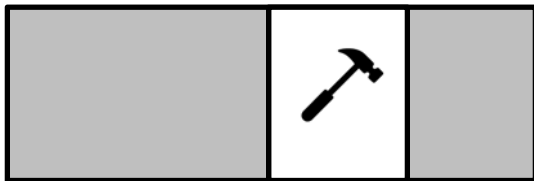
Authorized Contractor License:
Structural: A, B, C,
Non-structural: E

Use this Guide for:



Remodel or alteration within an existing building for:

1. New tenant or function
2. Improvements for an existing space



Landlord provided work such as:
a white box, vanilla shell, preliminary finish work, demising walls etc.



First tenant to occupy a vacant space in a new commercial building

Documents Needed

1. Submittal checklist (Included)
2. Permit Process Guide
3. Electronic Submittal Instructions
4. Building Permit Application
5. Owner Authorization Form
6. Construction Waste Management

Other submittal options:

For commercial additions, use the New Commercial Submittal Guide

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

Change of Use (function) of a commercial space or exterior modifications (i.e.: façade, parking, landscaping, or other changes visible to the public).



Building Permit Submittal Checklist: Commercial Remodel/Tenant Finish

Incomplete or deferred submittals will not be accepted

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

Drawings depicting the scope of work
Plans must reflect current adopted codes and standards: www.fcgov.com/building/codes.php
Plan Check Fee (Payment by Check only)

Building Permit Application
Construction Waste Management Plan Form (Required for a scope of work over 2,500 sf.)
Owner Authorization Form

Required Drawings

NA=Not Applicable NIS=Not in scope

A Fully Stamped Set is required for any of the following (4) conditions:

	1. Scope of work greater than 5,000 square feet
	2. First Tenant to occupy a space
	3. Change of Occupancy (see additional handout)
	4. New 3 phase service or service change greater than 225 amps - <u>Only for Electrical Scope.</u>

Existing and Proposed Scaled Drawings

	Floor Plans with room labels and areas
	Accessibility details as required
	Interior Elevations including restrooms
	Structural Drawings (stamped by a State of Colorado licensed Structural Engineer or qualified Architect)
	Exterior Elevations (see Zoning requirements)
	Wall types, sections and details.

Mechanical Drawings

	Drawings to show supply, Return, Exhaust, Hoods, and other special equipment.
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Electrical Drawing

	Outlets, lighting plan, panel, one-line, equipment.
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Plumbing Drawings

	Waste and Vent Isometric, Supply, Equipment.
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ComCheck or Lighting Wattage Worksheet

	Required for Lighting alterations more than 50%.
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Additional Requirements (may require a separate submittal)

Larimer County Health Department

	1525 Blue Spruce / (970)-498-6785
	https://www.larimer.org/health
	Required for food or drink service, preparation, or processing; daycares; schools; and healthcare.

Energy Assessment: 970-221-6818

	assessments@fcgov.com
	Free assessment by Fort Collins Utilities. Required for alterations of \$50,000 +, or has not had an assessment within the past 3 years.

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 most tenant finish projects. Fire suppression system modification will also require a separate additional submittal.

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.

Are you building in a Floodplain?

	https://www.fcgov.com/utilities/what-we-do/stormwater/flooding/floodplain-maps-documents
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Historic Preservation Review

	www.fcgov.com/historicpreservation
	Alterations to, or Demolitions of buildings more than 50 years old will be reviewed for Historic Eligibility

Applicant Name:

Job Site Address:

Phone:

Email (Required):

