



### COMMERCIAL BUILDING PERMIT CHECKLIST

- \_\_\_\_\_ **Fire Clearance Permit Application**
- \_\_\_\_\_ **Building Permit Application**
- \_\_\_\_\_ **Mechanical Permit Application (by Subcontractor)**
- \_\_\_\_\_ **Electrical Permit Application (by Subcontractor)**
- \_\_\_\_\_ **Fire Alarm Permit Application (by Subcontractor), If required**
- \_\_\_\_\_ **Fire Sprinkler Permit Application (by Subcontractor), If required**
- \_\_\_\_\_ **Copy of the recorded deed**
- \_\_\_\_\_ **Two Plot Plans which include the following: Property Address, North Arrow and Scale, Lot Dimensions, All projections (stairs, balconies, decks, cantilevers), distance from proposed structure to property lines and existing structures, what surrounds the property (street names, ditches, lakes, railroads)**
- \_\_\_\_\_ **Site Development Approval (see separate checklist)**
- \_\_\_\_\_ **Two sets of the following:**
  - Architectural/Floor Plans – stamped by a Colorado licensed architect to include code analysis including elevations, door and hardware schedules, finishes, reflected ceiling plan, accessibility.
  - Project Specifications
  - Soils Report – stamped by a Colorado licensed engineer
  - Structural Calculations – stamped by a Colorado licensed engineer
  - Structural Plans and Specifications – stamped by a Colorado licensed engineer
  - Foundation plans – stamped by a Colorado licensed engineer
  - Mechanical/Electrical/Plumbing Plans – stamped by a Colorado licensed engineer
  - Fire Protections Plans (Alarm and / or Sprinkler) – stamped (if alarm and / or sprinkler system is part of the project)
  - List of Special inspections required by IBC
- \_\_\_\_\_ **Submit a code analysis prepared by the Architect of Record for the following:**
  - Occupancy and Construction Type
  - Area Calculations
  - Exiting
  - Occupant Load
  - Wind Speed Design
  - Snow Load, Frost Depth
  - List codes used for design
  - Compliance with the Energy code either through Com-Check or prescriptive methods
  - Any other pertinent information
- \_\_\_\_\_ **Address application**
- \_\_\_\_\_ **Sewer and Water tap application (or County OWTS approval for septic when applicable)**

**PERMITS or Agreements that MAY be required:**

- \_\_\_\_\_ Excavation Permit
- \_\_\_\_\_ County On Site Wastewater Treatment System (OWTS)
- \_\_\_\_\_ Floodplain Permit
- \_\_\_\_\_ Curb, Gutter and Sidewalk installed or postponement agreement signed

**FEES required at application:**

- \_\_\_\_\_ Plan Review

**FEES required at issuance of permit:**

- \_\_\_\_\_ Building Permit Fee
- \_\_\_\_\_ Water and Sewer Tap Fees
- \_\_\_\_\_ Mechanical/Electrical/Fire Clearance Permit Fees – At time of permit application

**Building Official:** 970-874-7909 EXT 228 **Building/Mechanical/Electrical Inspector:** 970-874-7909 EXT 227 **Plumbing Permits** are issued by the State Plumbing Board, inspections are completed by the State Plumbing Inspector. For State of Colorado Plumbing Permits go to (<https://dpo.colorado.gov/EandP/Permits>)