



Revised 01/21/2015

COMMERCIAL BUILDING PERMIT SUBMITTAL CHECKLIST
TENANT FINISH REMODELS (No additional Square Footage)
Based on 2012 International Building Code

- 1 completely filled out Commercial permit application (signed and dated).
- 1 completely filled out water tap fixture count application form (signed and dated) - to verify with core and shell estimate of plumbing fixtures.
- 1 completely filled out Wastewater Classification Survey Form.
- 2 sets of ASHRAE/IESNA 90.1-2012 calculations and statement of compliance stamped by mechanical engineer. See COMcheck on the internet. (www.energycodes.com)
- 2 set of structural calculations (stamped by Colorado structural engineer) - required only if structural work to be done.
- 4 sets of structural plans if doing structural work (stamped by Colorado licensed architect or registered engineer).
- 4 sets of architectural plans(stamped by Colorado licensed architect or registered engineer). Floor plan, door/hardware schedule, wall/ceiling framing.
- 4 sets of plumbing plans(stamped by Colorado licensed architect or registered engineer). Fixture schedule, pipe specifications, floor plan/isometric.
- 4 sets of mechanical plans. (stamped by Colorado licensed architect or registered engineer). RTU size, duct work specifications.
- 4 sets of electrical plans. (stamped by Colorado licensed architect or registered engineer). One line drawing, calculations, floor plan.

Needed for Public Works: Located on 2nd floor

- Right of Way application (if applicable)

NOTE: ACCEPTANCE OF SUBMITTED PLAN DOCUMENTS AND APPLICATION DOES NOT INFER THAT THEY ARE COMPLETE - THIS WILL BE DETERMINED DURING PLAN REVIEW. ADDITIONAL INFORMATION MAY STILL BE REQUIRED. THE PLAN REVIEW PROCESS WILL NOT START UNTIL ALL THE REQUIRED ITEMS ABOVE ARE SUBMITTED.

APPLICANT (Signature)

DATE

APPLICANT (Printed)