

## NEW COMMERCIAL PLAN SUBMITTAL PROCEDURE

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- Fill out a building permit application giving description of project and square footage, total project valuation and electrical valuation, type of construction and occupancy group.
- Submit a minimum of **three (3) sets** of the following:
  - Site Plan– Scaled site plan including all exterior improvements, grading, sidewalks, parking, and mechanical equipment, etc.
  - Architectural Plans\* – stamped by a Colorado licensed architect or engineer  
*Architectural plans must include: Floor plan, wall section details, building section, fire-resistive construction details, means of egress including the path to the exit discharge and code summary.*
  - Project Specifications\* – stamped by a Colorado licensed architect or engineer
  - Structural Plans\* - stamped by a Colorado licensed engineer.
  - Electrical Plans\* - stamped by a Colorado licensed engineer.  
*Electrical plans must include load calculations, one-line diagrams and fault current analysis.*
  - Mechanical/Plumbing Plans\* – stamped by a Colorado licensed engineer.
  - Fire Protection Plans\* – stamped by a Colorado licensed engineer (if system is part of the design).
  - Documentation showing compliance with the 2009 Energy Code

**\*Colorado Revised Statute (C.R.S.) requires all sheets to bear the original seal of an architect or engineer licensed by the State of Colorado unless the preparation of plans and specifications is exempted by section 12-4-112 C.R.S. Such plans and specifications prepared by architectural or engineering sub-disciplines shall be so designated and shall bear the seal and signature of the architect or engineer for that sub-discipline. Electronic stamps are acceptable.**

- Submit **two (2) copies** of the following:
  - Soils report- stamped by a Colorado licensed soils engineer.
  - Structural calculations- stamped by a Colorado licensed structural engineer.
  - List of special inspections required by Building Code
  - Detailed drawings for fire rated floor/ceiling, roof/ceiling and wall assemblies.
- On the cover sheet, **include your building code summary** and assumptions made with regard to occupancy, construction type, total allowable building area, exiting and occupant load, wind speed design, snow load, frost depth and other pertinent information.

The applicant will be contacted by Safebuilt for any additional information that may be needed to complete the plan review. When the permit is issued, you will be given an approved set of plans that must remain on the job site throughout the construction process including final inspections.

**Note: Although not required, it is advised that a meeting be conducted with Safebuilt and the Fire Protection District prior to submitting an application for a building permit. The purpose of this meeting is to review the documents intended for submittal in an effort to speed up the review process. A building code summary and a list of questions regarding the project shall be submitted to SAFE BUILT prior to the meeting.**

## COMMERCIAL TENANT FINISH/REMODEL PLAN SUBMITTAL PROCEDURE

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- Fill out a building permit application giving description of project and square footage, total project valuation and electrical valuation, use of surrounding spaces, type of construction and occupancy group.
- Submit **three (3) sets** of the following:
  - Architectural Plans\* - stamped by Colorado licensed architect or engineer.
  - Structural Plans\* - stamped by a Colorado licensed engineer.
  - Electrical Plans\* - stamped by a Colorado licensed engineer.
  - Mechanical/ Plumbing Plans\* - stamped by Colorado licensed engineer.
  - Documentation showing compliance with the 2009 Energy Code

**\*Colorado Revised Statute (C.R.S.) requires all sheets to bear the original seal of an architect or engineer licensed by the State of Colorado unless the preparation of plans and specifications is exempted by section 12-4-112 C.R.S. Such plans and specifications prepared by architectural or engineering sub-disciplines shall be so designated and shall bear the seal and signature of the architect or engineer for that sub-discipline.**

Architectural plans are required and must include: Floor plan, wall section details, building section, fire-rating details, and code summary.

Structural plans are required for any structural changes such as removal of bearing walls, openings in bearing walls, floor systems for storage, etc.

Electrical plans are required for adding circuits, service upgrades, emergency lighting. Load calculations are required along with one-line diagrams and fault current analysis.

Mechanical plans are required for any changes to the heating, ventilation or air conditioning system such as change of equipment, relocation and/or replacement of mechanical ductwork or refrigeration piping.

Plumbing plans are required for any changes to the plumbing within a building and include sewers, drains, vents, water piping, roof drains, and gas piping.

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## RESTAURANTS & COMMERCIAL KITCHENS

Restaurants and commercial kitchens contain equipment and processes that require special design to achieve a safe environment for diners and workers. Cooking equipment in commercial kitchens produce grease and grease vapors that cause buildup of grease within duct work, in drains, and on walls and surfaces adjacent to equipment. Below are listed some basic kitchen issues that must be addressed as a part of the Commercial Plan Submittal and prior to issuance of a permit:

1. A grease interceptor is required for operations that produce grease in amounts determined to be damaging to the sewer treatment plant. Sizing of grease interceptors shall be in accordance with the adopted Plumbing Code or shall be designed by an engineer and approved by the jurisdiction.
2. Restaurants which are more than 5,000 square feet in size, must be equipped with an approved fire sprinkler system.
3. Restaurants serving liquor, shall be responsible for obtaining all necessary liquor licenses, inspections and other approvals from the Town.
4. Type I hoods shall be installed where cooking appliances produce grease or smoke, such as occurs with griddles, fryers, broilers, ovens, ranges and wok ranges.  
Type II hoods shall be installed where cooking or dishwashing appliances produce heat or steam and do not produce grease or smoke, such as ovens, steamers, kettles, pasta cookers and dishwashing machines.
5. For restaurants with an occupant load of 50 or more, two exits are required. Exits may not pass through a kitchen, storage or similar spaces. Doors must be equipped with panic hardware when serving an A Occupancy with an Occupant Load of 50 or more.
6. Health department approval will be required as a condition of the Certificate of Occupancy. A letter, e-mail, or fax from the health department giving approval for the project is required on the jobsite before the final inspection will be approved. Please contact the health department that has jurisdiction regarding their approval and permitting process.
7. A seating plan will be required for dining areas inside or outside the building. Outside patio areas are required to comply with all exiting regulations of the building code. Fenced-in areas must be provided with gates conforming to the applicable requirements for doors.

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