

Commercial Permit Submittal – Tenant Finish/Remodel/Change of Occupancy
2018 International Codes adopted and enforced.

**The following will be required for full plan submittal for Building Division review.
 Please read all items very carefully:**

- Plans are to be stamped by a Colorado Licensed Architect and Colorado Registered Engineer.
- All plans shall be drawn to scale, such as 1/4" = 1'. Maximum paper size accepted is 24" x 36".
- Notations/markings in **red-ink are prohibited**; red-lines are only for Building staff review notes and corrections.

- 1. Prior to building permit submittal, a Commercial Site Plan Waiver with one site plan must be submitted to the Planning Division for approval. Fillable form online: larimer.org/building/codes (Site Plan Review Determination Form). **After an approved site plan waiver has been obtained:****
- 2.** Provide 4 sets of the Site Plan. Show distances from building to property lines, roads, waterways, and other structures on same site. Approved site plans will be required on most Commercial projects. No aerial photos will be accepted.
- 3. Three (3) Sets of Floor Plans** for each level. Indicate **uses of all rooms or areas** on the floor plans.
- 4. Two (2) sets of Wall Framing/Assembly Details** - Show all parts of the wall assemblies.
- 5. Design Block (or Code Analysis)** - Show Occupancy classification, type of construction, indicate fully sprinkled or non-sprinkled, square footage of each level and provide calculations showing building size/area compliant with the 2018 International Building Code requirements & exceptions.

Energy Code Compliance Requirements

An **Energy Code** Compliance Report, prepared by the designing Architect shall be provided as a part of the plan submittal for building permit. The structure must be designed to comply with either ASHRAE/IESNA 90.1 or Chapter 4 [CE] and applicable tables for Climate Zone 5 of the 2018 International Energy Conservation Code (IECC). A Com Check Energy Code analysis of the structure will be accepted as part of the required compliance report.

Com Check (Three Part Report) – Report showing Building Envelope, Mechanical & Engineer
Air Leakage Test – Required on new structures & large additions

In addition to the above items, the following must be addressed within the Energy Code Compliance report:

Electrical Power & Lighting Systems shall indicate specific compliance with Section C405 of the 2015 International Energy Conservation Code (IECC).

- Buildings shall comply with at least one of the following 2015 IECC Section C406.1 options;
 - a. Efficient HVAC performance in accordance with Section C406.2;
 - b. Reduced lighting power density in accordance with Section C406.3;
 - c. Enhanced lighting controls in accordance with Section C406.4;
 - d. On-site supply of renewable energy in accordance with Section C406.5;
 - e. Provision of a dedicated outdoor air system for certain HVAC equipment in accordance with Section C406.6;
 - f. High-efficiency service water heating in accordance with Section C406.7

Note: Individual Tenant Spaces shall comply with Section C406.2, C406.3, C406.4, C406.6 or C406.7 unless documentation is provided that demonstrates the entire building compliant with Section C406.5 – 2015 IECC.

****Section C408 – 2018 IECC requires HVAC and Electrical Systems to be commissioned in accordance with Sections C408.2 and C408.3 – 2018 IECC. Final Commissioning Reports shall be provided to the Building Department and the Building Owner in compliance with each section. (**New structures not exceeding 15,000 sq. ft. in floor area, additions and alterations are exempt from HVAC commissioning requirements.)**

6. **Two Sets of Floor & Roof Framing** - Show all header and beam sizes, spacing - span and type of joists and rafters. Include engineered floor and roof truss layouts if trusses are used. **Indicate all design loads.**
**To be provided for any new floor, roof areas or altered areas.*
7. **Two Sets of Stairway Detail** - Show rise, run, headroom and graspable handrails and their extensions. For new stairs and existing stairs where the use or occupancy has changed.
8. **Two Sets of Engineered Foundation** - Show section details indicating reinforcement and anchor bolts, design information, etc. **Indicate all design loads.**
**To be provided for all new areas that are added as a part of the remodel/tenant finish.*
9. ***Two Sets of All Fire Wall Assemblies** - Detailed and listing number of such assemblies. If assemblies are required, **See Special Note** on next page. All such assemblies require full inspection.
10. ***Two Sets of Detailed Roof /Ceiling or Floor/Ceiling Fire Rated Assemblies** – Listing number of such assemblies. If assemblies are required, **See Special Note** on next page. All such assemblies require full inspection.
11. **Two Sets of Heating, Venting, Ventilation & Air Conditioning** - Show all duct sizes, fire/smoke damper locations in any fire-rated assemblies, list BTUs of all appliances. Show locations of all furnaces and associated units and water heaters on the plans. Indicate how outside combustion air is to be provided for gas fired units. Indicate how outside air & ventilation requirements are to be satisfied, using the proper adopted tables and code.
12. **Two Sets of Plumbing Plans** – Show size of piping (drain, waste & vent), clean out locations and indicate type of material to be used for all plumbing lines.
13. **Two Sets of Gas Piping Plans** - Show size and lengths of run on all gas piping and list BTUs of appliances connected thereto.
14. **Two Sets of Ceiling Plans** - Show locations of all Exit signs and provisions for Exit Illumination. (These items may be shown on floor plans).
15. **Two Sets of Complete Door, Door Hardware & Window Schedules** - Sizes of all doors and windows and complete door hardware listings required, even if existing. These are needed to verify exit width requirements and to assist in ventilation requirements.
16. **Two Sets of Room Finish Schedules** - For all new/replacement floor, wall and ceiling finishes.
17. If **Kitchen Hoods** are a part of your project, the following is **required**:
 - ❖ **Two Sets of Hood Plans**, listing the manufacturer and giving installation information for the hood used. For Type I Hoods - Two Sets of Fire Extinguishing System plans are required also.
 - ❖ **Two Sets of Hood Duct & Shaft - For Type I Hoods provide detailed plans of the rated shaft and listing number of the assembly used for the minimum 1-hour fire rating of the shaft.**
18. For **Wood Working** Businesses - Two Full Sets of Engineered Plans and calculations for the entire dust collection system. See Dust, Stock and Refuse Conveying Systems provisions of the Mechanical Code as well as the Fire Code. Dust collection systems must be interlocked with all dust producing machines.
19. **For Tenant Finish Projects in Strip Mall or Condominium Situations** - Provide a Key Plan, showing the location of the tenant space being finished in the building AND the occupancy groups of the tenants on each side and above or below such space being finished.
20. **Two Sets of Electrical Plans** - Stamped by a licensed Colorado Electrical Engineer, showing load calculations, size (ampere rating), voltage and type (single or three-phase) of new or increased service, single line electrical diagrams and electrical equipment location and certification.

***Special Note - #8 & #9:** Details of how penetrations in fire rated assemblies are to be protected are required, along with the listing number of the material or system to be used. Approval of such systems or materials is required prior to actual use of such materials or systems. {A "Listing Number" is the number assigned to a given product or assembly by a testing lab or

agency such as UL, ETL, or RADCO.) All such assemblies require full inspection.

PLANS NOTE:

Specialty plans (indicated in #16 & #17) are required on such items that are not typical to all types of Commercial construction. For example, Spray Paint Booths, which involve the spray application of flammable finishes, are required to have approved paint booths and mixing rooms. Two sets of all such plans must be submitted to the Fire Department having jurisdiction as well as this department for review. Provide all listing numbers for all such units in the submittals. {A "Listing Number" is the number assigned to a given product or assembly by a testing lab or agency such as UL, ETL, or RADCO.} Toilet room "blow-up" details are very helpful to ensure that accessibility requirements are met.

***Notations or markings in red-ink are not permitted on plans; "red-lines" are reserved for Building Division review notes and corrections.**

APPROVAL FROM OTHER AGENCIES REQUIRED:

Fire Department Review and Approval:

The applicant for Building Permit must take **two sets** of plans for the project to the Fire Department having jurisdiction. The Fire Department concerned then reviews the plans and issues Larimer County Building Department a letter of project approval when the plans have been reviewed and approved by such fire department. **Until the Fire Department having jurisdiction issues a "plans approval letter," no building permit will be issued for the project concerned.**

Health Department Review and Approval: {Drinking & Dining establishments, Pet Shops}

The applicant must take a set of all plans by the Larimer County Health Department for review and approval. **The health department must sign off/approve plans in the computer system prior to issuance of a building permit.** Obtain a copy of the Larimer County Health Department Plan Review Requirements pamphlet for further direction. Kitchen hoods plans must be reviewed and approved by the health department and the hoods inspected on-site by them as well.

This handout is not intended to be all-inclusive, merely to give a good basic outline as to plan submittal requirements.

For further information on requirements for your specific project, please feel free to call (970) 498-7660.