

COMMERCIAL PLAN SUBMITTAL INFORMATION

2018 International Codes (Adopted & Enforced)

The following information/plans 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(s).
 - All plans shall be drawn to scale, such as 1/4"=1' or 1/8"=1'. Maximum paper size accepted is 24" x 36".
 - Notations/ markings in **red-ink** are prohibited; "**red-lines**" are only for Building 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. Please use the [Site Plan Review Process Determination Form](#).**
 2. **After an approved site plan waiver has been obtained:** Provide 7 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. Provide 3 sets of floor plans for each level. Indicate uses of all rooms or areas on floor plans.
 4. Provide 2 sets of building section details showing all components of construction from bottom of footing to top of roof.
 5. Provide 2 sets of all wall framing/assembly details, showing all parts of the wall assemblies.
 5. **Design Block (or Code Analysis) must be on all Commercial plans.** Show Occupancy Classification, Type of Construction, indicate fully sprinkled or non-sprinkled, square footage of each level and provide calculations showing the building area complies with International Building Code requirements & exceptions. **The wind speed design must comply with the adopted Larimer County Ultimate/Basic Wind Speed Map.**

*****Energy Code Compliance Requirements*****

An **Energy Code** Compliance Report prepared by the designing/project architect shall be provided as a part of the plan submittal for a building permit. The structure must be designed to comply with either ANSI/ASHRAE/IESNA 90.1 or Chapter 4 [CE] and applicable tables for Climate Zone 5 of the 2018 International Energy Conservation Code (IECC). A COMCheck energy code analysis of the structure will be accepted as part of the required compliance report. (COMCheck is a three-part report: Building Envelope, Mechanical & Electrical).

An Air Leakage Test is required on all new structures and large additions.

The following items shall be addressed in the required Energy Code Compliance report in addition to the items noted above:

- Electrical Power & Lighting Systems shall indicate specific compliance with Section C405 of the 2018 IECC.
- Buildings shall comply with at least one of the following 2018 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;
 - g. Enhanced envelope performance in accordance with Section C406.8;
 - h. Reduced air infiltration in accordance with Section C406.9.

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 is in compliance with Section C406.5 – 2018 IECC.

****Section C408 – 2018 IECC requires HVAC, Service Water Heating 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 commissioning requirements.)**

6. Two sets of floor and roof framing plans. Show all header and beam sizes, spacing, span and type of joists and rafters. Include engineered floor and roof truss layouts if trusses used. **Indicate all design loads used.**
7. Two sets of section through stairway, detail plans showing rise, run, headroom, graspable handrails and their extensions.
8. Two sets of engineered foundation plans with section details indicating reinforcement and anchor bolts, design information, etc. **Indicate all design loads used.**
- 9.* Two sets of detail drawings of all fire wall assemblies and listing number of such assemblies.
* See “Special Note” on next page. **All such assemblies require full inspection.**
- 10.* Two sets of detail drawings of all roof/ceiling or floor/ceiling fire-rated assemblies and listing number of such assemblies.
* See “Special Note” on next page. **All such assemblies require full inspection.**
11. Two sets of HVAC plans showing all duct sizes, fire/smoke damper locations (if required), BTU’s of all appliances. Show locations of all HVAC units and water heaters and provisions for outside combustion air. Indicate on plans how outside air and ventilation requirements will be satisfied.
12. Two sets of plumbing plans showing size of piping (DWV), fixture and clean-out locations; indicate type of materials to be used.
13. Two sets of gas piping plans showing sizes and length of runs for all gas piping. Provide a list of BTU’s of appliances connected thereto.
14. Two sets of building elevation plans showing all sides.
15. Two sets of ceiling plans showing all Exit signs locations and provisions for Exit Illumination. (These items may be shown on floor plans, if so desired.)
16. Two sets of complete door hardware and window schedules.
(Sizes of all doors and windows and complete door hardware listings required.)
17. Two sets of room finish schedules (floors, walls and ceilings).
18. **For engineered steel buildings only:** Provide two sets of wet-stamped building plans or two wet-stamped Design Certification letters from the steel building manufacturer certifying that the building will comply with Larimer County Wind and Snow loading requirements. Also provide anchor bolt setting plans with the size, diameter and embedment depth of the anchor bolts called out. **These are required in addition to the other requirements listed above.**
19. **For footing and foundation only permits, provide:**
 - (1) Two sets of engineered footing and foundation plans with sections and design information including soils report number and soils engineering firm.
 - (2) Two sets of underground plumbing plans.
 - (3) Site plans and other information as noted in item # 1 of this handout.
 - (4) Design Block as noted in item # 5 of this handout.
20. If **kitchen hoods** are part of your project, the following is required in addition to above items:
 - (1) Two sets of plans for the hood. For Type I hoods, provide two sets of fire extinguishing system plans.
 - (2) Two sets of plans for the hood, duct and shaft. For Type I hoods, provide detail plans of shaft and listing number for the minimum 1-hour fire rating of the shaft.

21. **For woodworking businesses**, provide two full sets of engineered plans and calculations for the entire dust collection system. See Dust, Stock and Refuse Conveying Systems provisions of the 2018 International Mechanical Code, as well as the 2018 International Fire Code. Dust collection systems must be interlocked with all dust producing machines.
22. **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 the space being finished.

***Special Note concerning items 9 & 10 above:** 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, per 2018 IBC Section 107.2.2. Approval of such systems or materials is required prior to use of such materials or systems. **All such assemblies require full inspection.**

GENERAL NOTES:

- A) Specialty plans, such as those indicated in items 20 & 21, are required on items that are not typical of all types of commercial construction. Ex: Spray Paint Operations with flammable finishes, which need approved paint booths and mixing rooms.
- B) Toilet room “blow-up” details are always good to verify that accessibility requirements are met.

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

APPROVALS FROM OTHER AGENCIES ARE REQUIRED:

Fire Department Review & 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 the Larimer County Building Department a letter of project approval after they have reviewed and approved the plans. **Until the Fire Department having jurisdiction issues an “approval letter,” no building permit will be issued for the project concerned.**

Environmental Health Review & Approval: (Drinking & Dining Establishments, Pet Shops)

The applicant must take a full plan set to the Larimer County Environmental 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 Environmental Health Requirements pamphlet for further information.

State of Colorado Electrical Board:

Larimer County Building Division does not review electrical plans or issue electrical permits. A separate review and permit are required from the State of Colorado Electrical Board. State of Colorado Electrical inspectors perform all electrical inspections. (2017 National Electrical Code enforced as of July 1, 2017.)

For further information on requirements for your specific project, please call Larimer County Building Department at (970) 498-7660.