



## NEW COMMERCIAL PLAN SUBMITTAL PROCEDURE

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- Fill out a building plan review application giving a description of the project and square footage, total project valuation and electrical valuation, the type of construction and occupancy group.
- Submit a minimum of **two (2) sets** of the following:
  - Town Approved Site Plan\* – All pages of the approved site plan: i.e. title page, site plan, utility drawings, drainage plans, elevations, landscape plans, 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, and building/fire 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. (See Automatic Fire Sprinkler Submittal Requirements handout).
  - Fire Alarm Plans\* - stamped by a Colorado licensed electrical engineer. (See Fire Alarm Submittal Requirements handout).

**\*Colorado Revised Statute (C.R.S.) requires all sheets to bear the original seal of an architect or an 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.**

- 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 Fire Code (on plan cover sheet is okay).
  - Detailed drawings for fire rated floor/ceiling, roof/ceiling and wall assemblies.
- On the cover sheet, **include your building code & fire 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 Windsor-Severance Fire Protection District 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. The approved job site plan shall be identical to the Town approved site plan. Changes to the “approved” site plan must be approved by the Town, prior to implementation.

**Note: Although not required, it is advised that a meeting be conducted with the Colorado Inspection Agency and the Windsor-Severance Fire Protection District, prior to submitting an application for a building permit or plan review. 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 the Windsor-Severance Fire Protection District, prior to the meeting.**