



COMMERCIAL TENANT FINISH/REMODEL PLAN SUBMITTAL PROCEDURE

- Fill out a building permit application giving a description of the project and square footage, total project valuation and electrical valuation, use of surrounding spaces, the type of construction and occupancy group.
- Submit **two (2) sets** of the following:
 - Architectural Plans* - stamped by a 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 a Colorado licensed engineer.
 - Fire Protection plans shall be stamped by a Colorado licensed engineer. (See Submittal Handout)
 - Fire Alarm drawings shall be stamped by a Colorado licensed electrical engineer. (See Submittal 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.**

Architectural plans are required and must include: floor plan, wall section details, building section, fire-rating details, and building/fire 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.

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. 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.