



**Boulder
County**

**Boulder County
Land Use Department
Publications**

Commercial Plan Submittal Checklist

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

**Building Safety &
Inspection Services:**
Phone: 303-441-3925

Email: building_official@bouldercounty.org
Website: www.bouldercounty.org/lu

Office Hours:

8 a.m.-4:30 p.m. Mon., Wed., Thurs., Fri.
10 a.m.-4:30 p.m. Tuesday

Building Permits can be applied for
and issued until 4 p.m.

Commercial Plan Submittal Checklist

Boulder County issues all-inclusive commercial permits*. Complete plans are required from each discipline, combined into a single plan submittal. Deferred submittals are not allowed (except for fire protection systems) without prior approval of the Building Department. (*Separate permits are required for solar energy systems.)

See www.bouldercounty.org/property-and-land/land-use/building/building-safety-inspection-services/ for all currently adopted code editions and County amendments.

General Requirements

- Two complete sets of printed plans and a digital copy of the PDF files are to be submitted to Building Safety and Inspection Services for plan review along with your completed permit application. Minimum plan size is 24" x 36". Minimum drawing scale is 1/4" per foot.
- Plans, specifications, calculations, soils report, etc. must be sealed, dated and signed by a Colorado licensed Registered Architect or Engineer. Signatures must not obscure printed name or registration number.
- Fire Protection District review and approval is required prior to building permit issuance. Email the Fire Protection District approval to ezbp@bouldercounty.org.
- For remodels, renovations, or a change of use or occupancy, *provide a written project narrative description of the complete scope of work included.*
- Provide a Sheet Index on the title sheet or cover sheet listing all sheets included with the submittal set.
- Specify the street address, including suite number, on each sheet of the plans. The building or suite shall be identified using the approved assigned building address / suite number.
- Provide a fully dimensioned plot plan drawn to scale. Show lot size, roads, streets, easements, setbacks and property lines. Indicate location, size and use of all buildings and structures. Identify adjacent tenants in multi-tenant buildings. Show location, size and type of all utilities on site. Indicate location of fire hydrants and Fire Department Connection. Show accessible parking and exterior accessible route to building entrances. See the Land Use Planning Department webpage *Planning FAQ* for additional information.
- Provide a **building code analysis** including type of construction, actual and allowable area calculations, occupancy classification and occupant load calculations on plan. List all fire protection systems present and required. List required occupancy separations or fire resistive construction elements included for each area. List separately total square footage for each building and space. **Commercial plans without this data will not be accepted for review.**
- A Hazardous Materials Inventory Statement may be required prior to plan review. See IBC 414.1.3.
- Show overall building height dimensions on both exterior elevations and at building sections. Indicate existing and proposed finished grade elevation.
- Include all required elements to incorporate energy sustainability requirements of the BC amended IECC and IgCC. Provide completed Jobsite Construction Recycling Checklist and Recycling Plan with permit applications.

- For Retail Food Establishments, submit BC Public Health documentation of receipt and acceptance of all included construction documents for the project for review. BCPH review and approval is required prior to permit issuance.
- For resubmittals, include a complete written response to all plan review comments with changes to drawings indicated with balloon and delta notation. Additional plan review fees may be assessed for incomplete resubmittals.

Structural Requirements

- List the current code edition designed to, with wind speed for the specific site, snow load data, seismic design category, and design load bearing values of soils on the construction documents. Specify on plans all required Special Inspections as per IBC Chapter 17.

Electrical Requirements

- Provide complete panel schedules with load calculations. For remodels show existing and new loads. Provide a one-line diagram with complete load calculations and fault current calculations. Show Service entrance section for new construction.
- Provide photometric study and exterior light fixture cut sheets to comply with outdoor lighting control guidelines.
- Include complete lighting plans with fixture schedule and a COMcheck electrical compliance certificate for all new luminaires. Include means of egress illumination and exit signage throughout building and exit discharge.

Mechanical Requirements

- Complete mechanical plans and equipment schedules are required. Include a COMcheck mechanical compliance certificate for all systems and components including Service Water Heating. Show all ductwork, registers and equipment locations, list equipment fuel loads in btu/amps, total cfm capacity, operating weight, provide structural details- roof mount or suspended, means of support, show location and means of access, provide ventilation calculations and gas piping schematics with total developed length of system and IFGC method of sizing specified. Provide complete mechanical ventilation data to comply with both IMC 403 and IECC C403 for equipment sizing.
- For cooking/food preparation areas, provide a complete kitchen equipment schedule and cut sheets coordinated to kitchen floor plans. List and specify each type of cooking appliance as defined by IMC 202/507. Complete kitchen hood plans and calculations are required for Type I kitchen hoods. All plans should mirror plan submittals made to the BCPH Department.

Plumbing Requirements

- Include complete plumbing plans with all fixtures, drain, waste and vent piping, traps, interceptors, stormwater drainage systems included. Include sizing calculations for roof drains based on the 100-year hourly rainfall rate of 2.4 inches per hour. Provide isometric piping plan for water, sewer and gas lines.

Fire Code Requirements

- Show location of fire department site access and Fire Department Connection on the building. List all fire protection elements included and required. Show location of fire sprinkler riser and standpipes. List on plans all hazardous materials: type, amount, use (open or closed) and resulting occupancy classification; indicate use, storage and control areas with fire barrier ratings on plan. Show locations and rating of portable fire extinguishers on floor plans. See IBC 906.