



Permit application submittals can be in electronic or paper format. Electronic documents shall be in PDF file type while hard copies require 4 sets of plans. Incomplete submittals will not be accepted.

NOTE: All plans must be stamped and sealed by a design professional if designed for 10 occupants or more per Colorado Department of Regulatory Agencies. Plans will be reviewed in the order in which they are logged in. Plan review fees are required with submittal based on the construction valuation.

Applicant must verify submittal includes the following items by initialing in the column below for each category		
Initial below:	Not applicable:	Item:
		Planning - All exterior (site or façade) changes or changes in building use are subject to development review approval. Examples include switching the use of a building from an office to a restaurant (or vice versa), address changes, adding a new tenant that uses hazardous materials, or the zoning restricts the new tenant. Site changes required usually include landscaping, accessibility, and exterior lighting upgrades. If applicable please explain below:
		Permit Application: All fields are completed on the application including but not limited to the following; tenant name, utility billing information, contact information, construction valuation cost, signature of the general contractors' qualified individual, electric service upgrade if applicable, square footage of remodel area, and any other applicable fields.
		Architectural Plans listing and complying with current adopted codes. Fully dimensioned drawings and shall be to scale. Accessibility scoping provisions.
		Code analysis: Indicate the occupancy group(s) and use, sprinklered or non-sprinklered building, type of construction, number of stories, building height, actual floor area per occupancy, allowable area calculation, occupant load calculation, fire rated assemblies (refer to misc. note 4), the required plumbing fixture calculations, and include the occupancy group of adjacent tenant spaces if applicable. Life safety sheet indicating number of exits, exit access travel distance, maximum dead end corridor, length, common path of travel, length of the maximum overall diagonal dimension of the building, actual floor area per occupancy, and total exit width.
		Mixed-use occupancies: Description of uses and the proposed occupancy group(s) for all portions of the building. The design approach for mixed-uses shall be indicated as an accessory, non-separated, or separated occupancies. Please highlight or indicate which mixed-use design approach will be used.
		Tenant space contains special occupancies based on IBC chapter 4 (refer to misc. note 7.).
		Tenant space contains incidental uses per IBC table 509. If applicable, indicate the room or area that applies to and how it will be separated/protected.
		Structural plans and structural calculations (where applicable) – required when load bearing walls are removed/modified, equipment weighing more than 250 lbs are added to ceiling/roof load, and other applications. Please list and verify our local design load criteria. Proof walls are non-bearing.
		Mechanical plans (where applicable) - provide the minimum outside air ventilation per IMC section/Table 403.3 for the intended occupancy classification. Details of all duct penetrations through fire-resistance assemblies including locations for all fire dampers, smoke dampers and ceiling radiation dampers along with applicable fire protection ratings and labeling requirements.

INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED!!!!

		Electrical plans (where applicable) – One-line diagram required if electric service upgrade or new service. Lighting/Power floor plans including fixture locations, electrical circuits, circuit numbers, panel locations, meter location, working clearances and electrical room egress. Exit sign/means of egress lighting location and power supply. Verify compliance of with 2018 IECC C405. Include tenant space address and meter labeling.
		Plumbing plans – provide engineering calculations, diagrams and other data. Indicate where penetrations will be made for pipes, fittings, components, and indicate the materials and methods for maintaining required structural safety, gas calculations, fire-resistance rating, traps or interceptors, and fire-blocking/membrane penetrations.
		List of hazardous materials (where applicable) – Quantities of medical gas and any other hazardous materials indicated on IBC table 307.1(1) and table 307.1(2).
		If new mechanical equipment or light fixtures are installed, it must meet the requirements of the 2018 International Energy Conservation Code. One copy of each COMcheck shall be submitted. To verify this, download the generic program on web. Click http://www.energycodes.gov and download the version of COMcheck that matches your computer's operating system.
MISCELLANEOUS REQUIREMENTS (Where Applicable)		
		Per Colorado state law, an asbestos report is required if 160 square feet is affected or if the volume of material removed is an equivalent of 55-gallon drum no matter the age of the building.
		1. Fire Sprinkler and Alarm Plans are to be submitted directly the City of Longmont Fire Support Services 385 Kimbark Longmont, CO (303) 651-8437. Separate from building inspection review.
		2. Health Department Approval required if providing food for the public (Boulder County Health 303.441.1188).
		3. Kitchen Plans , which shall include hood details (structural engineering if new hood is installed), grease duct construction and velocity, clearance to combustibles, equipment layout, seating plan, and grease trap/interceptor calculation.
		4. If fire rated assemblies will be provided, list and provide the exact UL or GA rated wall specifications
		5. Medical facilities classified as an <i>ambulatory care facilities</i> or <i>incapable of self-preservation</i> per IBC chapter 2.
		6. If providing new walk-in cooler(s) – provide drawings indicating compliance with IECC C403.10.1 or C403.10.2.
		7. Building containing the following occupancies per IBC chapter 4: covered or open mall buildings, high-rise, atrium, underground building, motor-vehicle-related occupancies, group I-2 or group I-3, motion picture projection room, stages or platform or technical room, aircraft-related-occupancies, combustible storage, hazardous materials, groups H-1, H-2, H-3, H-4, or H-5, spray application of flammable finishes, drying room, organic coatings, live/work units, groups I-1, R-1, R-2, R-3, or R-4, hydrogen fuel gas rooms, ambulatory care facilities, storm shelter, children’s play structures, hyperbaric facilities, combustible dusts or grain processing storage, and medical gas systems. If any are applicable please highlight or indicate which one(s) are.
		8. If providing a new water heater(s) – provide drawings indicating compliance with IECC C404.4 and table C403.11.3.
		9. If providing a new boiler(s) or hot water heater(s) – please note a state permit and inspection will be required in the following situations: installing in any public building, 6 unit apartments or more, hot water heater(s) 200k BTU's & more, or 120 gallon or larger, or 210° F or more. If any are applicable please highlight or indicate which one(s) are.

APPLICABLE CODES (effective 01/2019)

1. International Building Code, 2018 Edition
2. National Electrical Code, 2017 Edition
3. International Mechanical Code, 2018 Edition
4. International Fuel Gas Code, 2018 Edition
5. International Plumbing Code, 2018 Edition
6. International Property Maintenance Code, 2018 Edition
7. International Energy Conservation Code, 2018 Edition
8. International Fire Code, 2018 Edition
9. International Existing Building Code, 2018 Edition
10. City of Longmont Amendments. For a copy visit our web site
<http://longmontcolorado.gov/departments/departments-a-d/building-inspection/building-codes>
11. ICC/ANSI A117.1-2009