



385 Kimbark Street, Longmont, CO 80501  
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## **New Commercial/Multifamily Construction**

**Submittals must be in electronic format. Electronic documents shall be in PDF file format preferable by USB drive & separated by plan type or document type (Architectural, Structural, MEP soils, comcheck, truss engineering, etc.) with 1 paper set of plans for field inspection use. Please contact Building Inspections for addition means of submittal.**

**NOTE:** Incomplete submittals will not be accepted. Plan review fees are required with submittal. Please contact us to calculate an estimate.

### **NEW BUILDINGS**

1. Site/Plot Plan drawn to scale.
  - a. Cover sheet shall include site area, impervious lot area, water meter size, sewer size, and electrical meter size.
2. General requirements for all sheets:
  - a. Owner of plans
  - b. Plan name or address
  - c. Date of plan (and revisions)
  - d. Identify optional items
  - e. Original stamp and signature of licensed design professional
  - f. Distances from lot lines and any existing buildings or structures.
3. Architectural Plans
  - a. Code Analysis:

Indicate the occupancy group(s), sprinklered or non-sprinklered building, type of construction, number of stories, building height, actual floor area per occupancy, allowable area calculation, occupant load calculation, 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, total exit width, UL fire rated assemblies, UL firestop systems and the required plumbing fixture calculations.
  - b. List of hazardous materials if applicable.
  - c. Multifamily submittals shall include table with each unit type, their square footage and the number of each type of unit.
4. Mechanical Plans
  - a. Engineering calculations, diagrams and other data
  - b. Indicate where penetrations will be made for mechanical systems, and the materials and methods for maintaining required structural safety, fire-resistance rating, type of hood systems, and fireblocking.
  - c. Plans to indicate how compliance is met to the IECC.
5. Plumbing Plans
  - a. Engineering calculations, diagrams and other data shall be included on plans.
  - b. Indicate where penetrations will be made for pipes, fittings, components, and indicate the materials and methods for maintaining required structural safety, fire-resistance rating, traps or interceptors, and fireblocking.
  - c. Contact PWNR for Water Entry Details and requirements.
6. Electrical Plans

- a. Engineering calculations, diagrams and other data shall be included on plans.
  - b. One line diagram.
  - c. Plans to indicate how compliance is met to the IECC.
7. Structural Plans
- a. Certificate of Special Inspections Required.
  - b. Structural calculations.
  - c. Key Plan.
  - d. Table of Contents.
  - e. Foundation, Floor Framing, Roof Framing, Column, and Bearing Wall Calculations.
  - f. Lateral Analysis as per Chapter 16 and applicable Appendixes
  - g. Gravity Load System
  - h. Plans indicating locations of Primary and Secondary Structural Elements (Isometric or One Line) in Types IA, IIA, IIIA and VA where applicable. Architect to indicate Fire Resistant Rated Assemblies for these elements.
8. Energy Code Certification- Prescriptive or Performance path compliance
- a. Lighting Compliance Certificate to be completed by Electrical Engineer of Record.
  - b. Mechanical Compliance Certificate to be completed by Mechanical Engineer of Record.
  - c. Blower Door Testing is required on each individual Dwelling Unit. This includes R-2 4 stories + as per Local Amendment.

Download the generic program on web. Click <http://www.energycodes.gov> and download the version of COMcheck that matches your computer's operating system

**Note:** The first time you use COMcheck go to the Code Menu and select the 2018 IECC (1). Enter Colorado in the state and Longmont in the box for City.

- 9. Material Specifications
- 10. Truss Engineering where applicable, no deferred submittals allowed. All connectors shall be identified on a Truss Layout Sheet.
- 11. Walk-in cooler shop drawings/specifications
- 11. Soils report
- 12. Structural Calculation
- 13. Specifications

### **MISCELLANEOUS REQUIREMENTS (Where Applicable)**

- 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
- 2. Health Department Approval (Boulder County Health (303) 441-1188)
- 3. Kitchen Plans, which shall include hood details, hood suppression system details, shaft details, equipment layout, seating plan, and grease trap calculation worksheet.
- 4. Liquor Board Approval (City Clerk's Office (303) 651-8648)
- 5. Elevator plans, shall include equipment cut sheets.
- 6. New Multi-Family Construction requires fees to be paid to the St. Vrain Valley School District per unit. The embossed receipt shall be included with the permit submittal.

### **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

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

**NOTE:**

More information may be requested to complete the plan review process.

Permits cannot be issued prior to approvals from other City departments including Planning, LPC, Public Works, Fire Support Services, Building Inspection Division, Boulder County Health Department (if applicable), and any other City Departments with concerns.

Licensed City of Longmont contractors are to be listed by permit issuance.

Foundation only permits will be evaluated on a case-by-case basis.

Foundation only permits *MAY* be issued prior to full issuance if all Departments approve. The contractor is at their own risk if requesting a permit to construct a foundation only. A \$500 fee, as well as the full total of permits fees, are due at the time the foundation only permit is issued.

For additional information visit our website:

<http://longmontcolorado.gov/departments/departments-a-d/building-inspection>