

## **Commercial Tenant Finish/Alteration/Change of Occupancy Plan Submittal Requirements**

2021 International Codes Adopted and Enforced

**The following will be required for plan submittal for Building Division review.  
Please read all items very carefully:**

- Plans are to be stamped by a Colorado Licensed Architect and Colorado Registered Engineers.
- All plans shall be drawn to a common scale, such as 1/4" = 1'. Maximum paper size accepted is 24" x 36".
- Notations/markings in **red-ink are prohibited**; red-lines are only for Building staff review notes and corrections.

**Prior to building permit plan submittal, a Commercial Site Plan Waiver with one site plan must be submitted to the Planning Division for approval. Fillable form online: [larimer.org/building/codes](http://larimer.org/building/codes) (Site Plan Review Process Determination Form). **After an approved site plan waiver has been obtained**, please provide:**

1. **Four sets of the Site Plan.** Show all easements, and distances from building to property lines, roads, waterways, and other structures on same site. Approved site plans are required on most Commercial projects. No aerial photos will be accepted.
2. **Design Block (or Code Analysis)** - Show occupancy classification, type of construction, indicate fully sprinkled or non-sprinkled, and square footage of each level. Provide calculations showing building height/area comply with 2021 International Building Code requirements and/or exceptions. The wind speed design must comply with the adopted Larimer County Basic Wind Speed Map. The structural design must show compliance with all site design criteria.
3. **Energy Code Compliance Report** prepared by the designing Architect or energy specialist. Show compliance with either ANSI/ASHRAE/IESNA 90.1 or Chapter 4 [CE] and applicable tables for Climate Zone 5 of the 2021 International Energy Conservation Code (IECC). A COMCheck Report (showing Building Envelope, Mechanical and Electrical systems compliance) will be accepted as part of the required compliance report. New construction must pass an air leakage test. Provide details of the air barrier, air sealing and name of your air leakage testing agency, which must inspect the air barrier and recommend repairs to reduce leakage prior to framing/insulation inspection approval.

**The following items shall also be addressed in the required Energy Code Compliance report:**

- The Building Envelope shall show compliance with IECC Section C402;
- Building Mechanical Systems shall show compliance with IECC Section C403;
- Service Water heating shall show compliance with IECC Section C404;
- Electrical Power and Lighting Systems shall show compliance with IECC Section C405 including automatic controls;
- Buildings shall achieve at least 10 credits from Tables C406.1(1) through (15) by complying with one or more of these IECC Section C406 Additional Efficiency Requirements:
  - More efficient HVAC performance in accordance with Section C406.2;
  - Reduced lighting power density in accordance with Section C406.3;
  - Enhanced lighting controls in accordance with Section C406.4;
  - On-site supply of renewable energy in accordance with Section C406.5;
  - Provision of a dedicated outdoor air system for certain HVAC equipment in accordance with Section C406.6;
  - High-efficiency service water heating in accordance with Section C406.7;
  - Enhanced envelope performance in accordance with Section C406.8;
  - Reduced air infiltration in accordance with Section C406.9;
  - An energy monitoring system in accordance with Section C406.10 (unless already required by Section C405.12);
  - A fault detection and diagnostics system in accordance with Section C406.11 (unless required by C403.2.3)
  - Efficient kitchen equipment in accordance with Section C406.12.

**Note:** Individual Tenant Spaces shall achieve at least 5 points from these tables using Sections C406.2, .3, .4, .6, .7 or .10. unless the entire building is shown to comply with Section C406.5, C406.8 or C406.9.

- Mechanical and service water-heating systems in new buildings or additions exceeding 10,000 sq. ft. in floor area shall be commissioned in accordance with IECC Section C408. Lighting systems and controls shall be functionally tested. Commissioning, air balancing and functional testing reports shall be provided to the Building Division and the owner.

4. **Three sets of floor plans** for each level. Indicate uses of all rooms or areas on floor plans. Show the means of egress system. Show handicap accessibility provided in compliance with IBC Chapter 11 and the ICC A117.1-2017 standard. Show location of any fire assemblies required for occupancy separation, construction type or fire separation distance.
5. **Two Sets of Floor and Roof Framing Plans** (for any new or altered areas with floor or roof framing) - Show all header and beam sizes, spacing, span and type of joists and rafters. Include engineered floor and roof truss layouts if trusses are used. Indicate all design loads.
6. **Two Sets of Engineered Footing and Foundation Plans** - Show width and location of all perimeter footings, piers and pads. Show section details indicating reinforcement and anchor bolts, design information, etc. Indicate all design loads.
7. **Two sets of building elevation plans showing all sides.**
8. **Two sets of building section** details showing all components of construction from bottom of footing to top of roof.
9. **Two Sets of Stairway Details** for new stairs and existing stairs where the use or occupancy has changed. Show rise, run, width, headroom, graspable handrails and their extensions.
10. **Two sets of all wall framing/assembly details**, showing all parts of the wall assemblies.
11. **Two Sets of All Fire Wall Assemblies\*** (if fire assemblies required). Provide details and listing number of assemblies. All fire assemblies require full inspection. **See Special Note** on next page.
12. **Two Sets of All Roof /Ceiling or Floor/Ceiling Fire-Rated Assemblies\*** (if fire assemblies required). Provide details and listing number of assemblies. All fire assemblies require full inspection. **See Special Note** on next page.
13. **Two Sets of Heating, Venting, Ventilation and Air Conditioning Plans** - Show all duct sizes, fire/smoke damper locations in any fire-rated assemblies, list BTUs of all appliances. Show locations of all appliances (furnaces, boilers, air handlers, water heaters etc.) on the plans. Indicate how outside combustion air is to be provided for gas-fired units. Indicate how outside air and ventilation requirements are to be satisfied, using the proper adopted tables and code.
14. **Two Sets of Plumbing Plans** – Show size of piping (water, drain, waste, and vent), cleanout locations and type of material to be used for all plumbing lines. Show calculations of plumbing fixtures required and provided.
15. **Two Sets of Gas Piping Plans** - Show size and lengths of run on all gas piping. List BTUs of connected appliances.
16. **Two Sets of Electrical Plans** - Stamped by a licensed Colorado Electrical Engineer, showing load calculations, size (ampere rating), voltage and type (single or three-phase) of new or increased service, single line electrical diagrams and electrical equipment location and certification.
17. **Two Sets of Ceiling Plans** - Show locations of all exit signs and provisions for exit illumination. (These items may be shown on floor plans).
18. **Two Sets of Complete Door, Door Hardware and Window Schedules** – Show sizes of all doors, windows and complete door hardware listings, even if existing, to verify exit width requirements and to assist in ventilation requirements.
19. **Two Sets of Room Finish Schedules** - For all new/replacement floor, wall, and ceiling finishes.
20. **For engineered steel buildings:** Provide two sets of wet-stamped building plans or two wet-stamped Design Certification letters from the steel building manufacturer certifying that the building will comply with Larimer County Wind and Snow loading requirements. Provide anchor bolt setting plans with the size, diameter and embedment depth of bolts called out.

21. If **Kitchen Hoods** are a part of your project, the following is also **required**:  
**Two Sets of Hood Plans**, listing the manufacturer and giving installation information for the hood used.  
**For Type I Hoods** – Provide **Two Sets of fire extinguishing system plans, Two Sets of Hood Duct and Shaft** detailed plans of the rated shaft and listing number of the assembly used for the minimum 1-hour fire rating of the shaft.
22. For **Woodworking** Businesses - **Two Full Sets of Engineered Plans and calculations for the entire dust collection system**. See Dust, Stock and Refuse Conveying Systems provisions of the Mechanical Code as well as the Fire Code. Dust collection systems must be interlocked with all dust-producing machines.
23. For **Spray/Paint Booths** – Occupancies using spray application of flammable finishes must have approved paint booths and mixing rooms. Two sets of plans must be submitted to the Fire Department having jurisdiction as well as the Building Division for review. Provide all listing numbers for all such units in the submittals. (A “Listing Number” is the number assigned to a given product or assembly by a testing lab or agency such as UL, ETL, or RADCO.)
24. **Tenant Finish Projects in Strip Malls or Condominiums** - Provide a Key Plan showing the location of the space being finished in the building AND the occupancy groups of the tenants on each side and above or below such space.

**PLAN NOTES:**

- **\*Special Note - #11 & #12:** Details of how penetrations in fire-rated assemblies will be protected to maintain the fire rating are required, along with the listing number of the material or system to be used. Approval of such systems or materials is required prior to actual use of such materials or systems. (A “Listing Number” is the number assigned to a given product or assembly by a testing lab or agency such as UL, ETL, or RADCO.) All such assemblies require full inspection.
- Specialty plans (**items #20-24**) are required for items that are not typical to all types of Commercial construction.
- Toilet room “blow-up” details are very helpful to ensure that accessibility requirements are met.

**APPROVAL FROM OTHER AGENCIES MAY BE REQUIRED:**

**Fire Department Review and Approval:**

The applicant for Building Permit must take **two sets** of plans for the project to the Fire Department having jurisdiction. The Fire Department will review the plans and issue the Larimer County Building Division a letter of project approval when they have approved the plans. They may also issue separate permits for items like sprinklers and fire alarms. The Fire Department having jurisdiction must issue a “plans approval letter” for the county building permit to be issued. Fire Department inspection approval is required before a Certificate of Occupancy or Letter of Completion can be issued and the building lawfully occupied.

**Health Department Review and Approval:** (For Drinking and Dining establishments, Pet Shops, Septic Systems)

The applicant must take a set of all plans to the Larimer County Department of Health and Environment for their review and approval. The Health Department must review and approve kitchen hood, plumbing and layout plans and approve them through on-site inspections. Health Department approval is required to issue any building permit that involves them.

**State of Colorado Review and Approval:**

Approval from the appropriate state agency is required for certain features such as wells, boilers, oil and fuel tanks, elevators, amusement rides, and prefabricated offsite construction. Please check with the state agency having jurisdiction.

**This handout is not intended to be all-inclusive, merely to provide a good basic outline of plan submittal requirements.**

**For further information on requirements for your specific project, please call us at (970) 498-7660.**