

Commercial and Multi-Family Plans Submittal Checklist

1. Building Permit Application must be completely filled out, including:

- Job address**
- Legal description** - Lot, block, filing, subdivision, or tract and/or section, township and range
- Owner's information** - Name, address, phone number, email address
- Contractor's/contact person's information** - Name, address, phone number, email address
- Use of building** - Commercial, industrial, etc.
- Class of work** - New, addition, alteration, repair, move, other
- Description of work**
- Valuation** - Labor and materials (excluding lot costs)
- Type of heating** - Natural gas, propane, electric, other
- Water source** - Public or private
- Sewer system** - Public or private
- General information** - Lot size, lot coverage, impervious coverage, building floor area, stories, height, units, parking
- Signature of contractor or owner and date**

******Two sets of the following plans are required******

Plans must be complete, identical, legible, to scale, and stapled together as two separate sets. Submittal of plans on flash-drives is acceptable. You must submit two flash-drives, one to be returned to you and one for the City of Castle Pines.

2. Site Plan and Civil Plans - Showing the following:

- Legal description** - Township, range, subdivision, lot, block, filing, etc.
- Property lines** - All existing property lines must be shown. If for a duplex, also show partywall.
- Setbacks, building envelope(s), easements, and any dimensions**
- North arrow and scale** - On each page
- Driveway** - Material, slope (grade %), culverts, adjacent streets and any dimensions
- Structures** - Proposed and existing, including sheds, barns, decks, patios, etc.
- Water features** - Streams, creeks, springs, ponds, ditches, 50' setback from 100 yr. flood, etc.
- Existing and proposed contours** - Grading/drainage around structures, erosion control, etc.

Site Plan and Civil Plans (cont.)

- Drainage plan** - Include directional indicators for positive drainage away from the building. Drainage to be contained on site. The contours must be shown in 2'-10' increments.
- Finish floor elevations** - Shown on the building footprint
- Existing and proposed wells, septic tanks, leach fields, etc.**
- Connections** - From road right of way to the building - water, sewer, gas, propane, phone, electric, cable, etc.
- Landscaping plan** - Existing plant materials, ground cover, sidewalks, snow storage, etc.
- Construction parking / staging**
- Retaining walls** - Materials, highest and lowest point. Engineer-stamped detail required if retaining wall is over four feet.

3. Project Specifications and Manuals

- Cover sheet** - *Must be wet stamped and signed by a Colorado State Licensed Architect*
- Project summary** - Including area calculations (actual square footage/allowable), occupancy classification summary, type of construction, height, fire sprinklers, etc.
- Complete project manual and specifications** - Including window and door schedules (including sizes, hardware and fire rating schedules), construction details, construction and materials specifications.
- Two (2) soils/geotechnical report copies for the building site**

4. Architectural Sheets

- All sheets of plans must be wet stamped & signed by a Colorado State Licensed Professional.*
- Complete floor plans** - For each level. Complete dimensions, drawing scale noted
- Complete minimum of four (4) elevations (N/S/E/W)**
- Complete building cross sections and construction details**
- All rooms or areas** - Clearly shown on the floor plan. Label use of each room or area. Include seating plans for any assembly areas. Clearly show all equipment rooms (mechanical, electrical, elevator, etc.)
- All wall types** - Clearly labeled and referenced on floor plans. Identify all fire resistive wall construction.
- Complete construction details** - For all fire-resistive elements of the building referenced on floor plans and cross-sections. Include wall assemblies, floor/ceiling assemblies, roof/ceiling assemblies, shaft wall assemblies, structural frame, etc. All construction details must have the fire resistive listing number referenced on each assembly detail (ex. UL P528).
- All doors and windows** - Clearly labeled and referenced to the door and window schedules. All door swings shown per exiting requirements.
- Complete stairway and guardrail details and construction plans**

Architectural Sheets (cont.)

- Roof covering, exterior wall covering and interior finishes** - Clearly shown on plans
- Floor finish plans**
- Reflected ceiling plans**
- Accessibility** - Plans must show compliance with accessibility requirements for all elements of the building per ANSI 117.1/ADA/FHA (ex. restroom details). Show disabled path of travel throughout the building where applicable. Full architectural plans, fully dimensioned and labeled.

5. Structural Sheets

- All sheets of plans must be wet stamped & signed by Colorado State Licensed Engineer*
- Design specifications sheet** - including:
 - Roof live/dead load (snow)
 - Floor/deck/corridor live/dead loads
 - Wind design
 - Seismic design
 - Special loading for parking garages, etc.
 - Foundation design criteria per soils report. Soil/geotechnical report referenced.
- Footing/foundation plans** - With complete dimensions, wall heights, etc.
- Footing/foundation** - Reinforcement details provided and referenced from plan view.
- Framing plans** - For each level of building. All walls, columns, beams, joists, rafters and other structural elements clearly shown.
- Complete construction details** - Showing connections of structural framing elements including details for special connections (welding, bolting, etc.)

6. Mechanical

- All sheets of plans must be wet stamped & signed by Colorado State Licensed Engineer*
- Floor plans for each level** - With single line drawings overlaid showing the following:
 - Size, location and materials of all ductwork, plenums, registers, return air, and outside air intake registers**
 - Size and location of all combustion air ductwork and openings**
 - Size, type and termination of gas appliance flues/vents**
 - Locations of all fire and combination smoke/fire dampers or ceiling dampers**
- Complete equipment schedules** - For all mechanical equipment (boilers, furnace, exhaust fans, etc.)
- Commercial kitchen hoods** - Additional information on hood sizes, duct sizes, CFM calculations, etc. are required

7. Plumbing

- All sheets of plans must be wet stamped & signed by Colorado State Licensed Engineer*
- Floor plans for each level** - With single line drawings overlaid showing the following:
 - Drain, waste, vent layout and sizing** - Show materials, drainage slope, sewer location etc.

Plumbing (cont.)

- Water piping and sizing** - Show materials, length and size of pipe, water meter location, fixture unit demands. Show locations and type of all backflow prevention devices.
- Gas piping and sizing** - Show materials, length and size or pipe, gas meter location, BTU/hour demands
- Any additional piping plans** - Roof drains, medical gas, condensate, etc.
- Complete plumbing fixture schedules** - For all plumbing equipment
- Commercial kitchens** - Additional information on plumbing fixtures, food preparation or serving equipment, grease interceptors, etc. is required

8. Electrical

- All sheets of plans must be wet stamped & signed by Colorado State Licensed Engineer*
- Floor plans for each level** - With single line drawings overlaid showing the following:
 - Lighting** - Fixtures, receptacles, switches, exit and emergency signs and lighting, panel locations, etc.
 - Single line diagram-power** - Showing service entrance-conduit and wire size, main disconnect size, grounding electrode and grounding electrode conductor size, feeder conduit and wire size, transformers, generators, etc.
 - Panel schedules** - Showing bus sizes, breaker sizes, circuit description, voltage, phase, amperage, etc.

9. Energy (<http://www.energycodes.gov>)

- Prescriptive**
- Com Check** (Trade Off)
- Energy Analysis**