



**GENERAL COMMERCIAL AND INDUSTRIAL SUBMITTAL REQUIREMENTS ALL  
DOCUMENTS SUBMITTED MUST BE UPLOADED IN A PDF FORMAT.**

**THROUGH THE E-PERMIT CENTER at <https://epermits.adcogov.org/>**

**ALL PLANS MUST BE DRAWN BY A COLORADO LICENSED ENGINEER.**

- Permit Application
- Address and Parcel number
- Site Plan - Showing All Setbacks  
(Must include existing and proposed structures)
- Soils Test and report by an Geotechnical Engineer
- Engineered Foundation Plans and details (WET STAMPED)
- Engineered Structural Plans and details (WET STAMPED)
- Complete Architectural plans and details (WET STAMPED)  
The following **“Code Data”** must be shown on your stamped plans.  
Occupancy Classifications, Type of construction, Tabular Allowable Height Area and Actual Area/Height,  
Separation Two (2) Sided, Separation Three (3) Sided, Separation All Sides, Total Area, Occupant Load  
calculation, Fire Sprinkler and fire sprinkler increase, Frontage Increase, Required Plumbing Fixtures/actual.
- Complete Mechanical plans and details (WET STAMPED)
- Complete Electrical plans and details(WET STAMPED)
- Complete Plumbing plans and details(WET STAMPED)
- Provide proof plans meet ComCheck requirements  
Available at [www.energycodes.gov](http://www.energycodes.gov). Thermal barrier  
must be indicated on architectural plans.
- Grading and drainage plan if site grading  
will take place with construction  
**Contact Development Engineering 720.523.6800** Application Form & Fee 1 .pdf
- Landscape and parking plans  
**Contact Development Review 720.523.6800** (electronic format)
- Tri-County Health (Septic Permits)  
Commerce City-(303)288-6816  
4301 E. 72<sup>nd</sup> Avenue  
Commerce City, CO 80022  
Aurora-(303)341-9370  
15400 E 14<sup>th</sup> Place Ste. 115  
Aurora, CO 80010
- Colorado Division of Water Resources (Water Well Permits) 303.866.3581  
1313 Sherman Street, Room 818  
Denver, CO 80203
- Water and Sanitation District “Will Serve” letter.

Incomplete submittals will not be accepted

Please check with the local water and sanitation district for any additional fees or requirements

- FIRE DEPARTMENT APPROVAL REQUIRED.** Contact your Fire District for plan review and Fire District Impact Fee. The signed Fire District Impact Fee form is required to be submitted to Adams County prior to the approval or release of a building permit. It is the permit applicants responsibility to contact the Fire District for plan review and Fire District Impact Fee. Approval must be obtained and uploaded to the E-Permit Center prior to the release of the building permit. A separate Adams County building permit is required for all Fire Alarm Systems.
- Access and Culvert Permits  
**Contact One-Stop Customer 720.523.6800**
- Erosion and Sediment Control Plan (See Adams County Pamphlet “Small Construction Site Sediment and Erosion Control Guidelines” to prepare the plan, or contact Adams County Stormwater Management 720.523.6400.

**FEES REQUIRED AT TIME OF SUBMITTAL**

- Plan Review fee based on 65% of listed valuation at time of submittal by applicant.**  
*Note: During review of the plans, the valuation will be verified according to the Building Safety Journal Data (Aug. 2014) price per square foot and may be adjusted resulting in adjustment of the plan review fee and additional charge for the difference or a credit towards total permit fees.*
- Development Review fees upon each submittal: Commercial **\$130.00.**
- \*Traffic Impact Fees based on use and square footage of building.  
\*The TIF will be calculated during the review of the plans. For questions regarding calculating this fee or an estimate prior to submitting, please contact **720.523.6800.** The TIF will be required to be paid prior to issuance of the building permit.

**ADDITIONAL INFORMATION MAY BE REQUIRED.**

**ALL CONTRACTORS and SUB-CONTRACTORS MUST BE REGISTERED WITH ADAMS COUNTY.**  
**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED.**  
**FOUNDATION ONLY PERMITS WILL NOT BE ISSUED.**