



COMMERCIAL TENANT IMPROVEMENT

Community & Economic Development Department

4430 South Adams County Parkway
1st Floor, Suite W2000
Brighton, CO 80601-8204
PHONE 720.523.6800

All documents must be submitted in .pdf format online through the [E-Permit Center](#)

The following checklist has been compiled to assist in expediting the commercial plan review and permit issuance process. Please review this checklist to verify all the required documentation included in your submittal. Failure to provide the required documentation in accordance with the **naming conventions in red** may result in delaying the review process prior to issuing a permit. All documents listed below are required. Incomplete submittals will not be accepted.

- Narrative/Scope of Work**
- Address and Parcel number**
If one does not exist, contact Development Services **720.523.6800**; Plans need to be updated to reflect property address
- Site Plan - Showing All Setbacks** – *Site-Plan.pdf*
(Must include existing and proposed structures, accessible route to the building, addresses/suites of any adjacent units)
- Engineered Foundation Plans and details** (WET STAMPED; if applicable) – *Foundation-Plans.pdf*
- Engineered Structural Plans and details** (WET STAMPED) – *Structural-Plans.pdf*
- Complete Architectural plans and details** (WET STAMPED) – *Architectural-Plans.pdf*
Code Analysis **must** include:
 - Basic description of the use of building (what are you storing/selling/using space for?)
 - Type of Construction (new and existing) for whole building
 - Building Area (allowable and proposed)
 - Building height (new and existing)
 - Occupancy (entire space and building) and occupancy of any other buildings on lot
 - Separation of Occupancies
 - Occupant Load calculation
 - Occupant Load Factor for each space
 - Plumbing fixture calcs (required and proposed)
 - Required Plumbing Fixtures and Actual
 - Maximum travel distance
 - Number of exists (required and proposed)
 - Fire Sprinkler and fire sprinkler increase
 - Accessible means of egress
 - Common path of travel
 - Frontage Increase
 - Thermal barrier must be indicated on architectural plans (Must meet 2018 IECC)
- Complete Mechanical plans and details** (WET STAMPED) – *Mechanical-Plans.pdf*
Includes Engineer Letter for roof evaluation of additional load(s)
- Complete Electrical plans and details** (WET STAMPED) – *Electrical-Plans.pdf*
Provide on lighting plan that building is < 0.5W/sq. ft, otherwise skylights are required.
- Complete Plumbing plans and details** (WET STAMPED) – *Plumbing-Plans.pdf*
Provide DFUs, gas line ISO, plumbing ISO
- Landscape and parking plans** (Planning) **720.523.6800** – *Landscape-Plans.pdf*
- Fire Department Approval Required** – *Fire-Approval.pdf*
Contact your [local Fire District](#) for plan review and Fire District Impact Fee. The signed Fire District Impact Fee form and approval/comment letter is required to be submitted to Adams County prior to the approval or release of a building permit. It is the permit applicant's responsibility to contact the Fire District for plan review and Fire District Impact Fee. A separate Adams County building permit is required for all Fire Alarm Systems.

FEES REQUIRED AT TIME OF SUBMITTAL

- Plan Review fee based on 65% of listed valuation at time of submittal by applicant. ([fee schedule](#))**
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 ([fee schedule](#))**
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.

CONTRACTOR'S LICENSING

A General Contractor and Subcontractor(s) must be identified prior to issuance of permits. If the contractors are not registered, they must do so on the [E-Permit Center](#). Please see below for our requirements. Once the contractor is approved, Adams County requires the General Contractor to notify One-Stop at epermitcenter@adcogov.org. Any transfers will require written documentation between the new and old General Contractor and approval from the Adams County Building Safety Division

- **Class A:** Erect, add to, alter, or repair any building or structure, in all occupancy groups.
- **Class B:** Erect, add to, alter, or repair any building or structure not over two (2) stories in height, in group B, F, M, S, R, and U occupancies.
- **Class C:** Erect, add to, alter, or repair any building or structure of a non-structural nature, in group M and R occupancies
- **Class D:** Any specialty contractor including, but not limited to, plumbing, electrical, siding, fences, glass and glazing, insulation, and heating.

Adams County Building Safety requires the following documents to be successfully registered:

- Driver's License of Authorized Person(s)
- General Liability Insurance - [Requirements](#)
- Contractor license from any Colorado municipality OR ICC Certification
- Colorado State Contractor/Colorado Master License (Electrical and Plumbing Contractors ONLY)

APPLICATION REVIEW TIMELINE

- Initial review timeframe from application acceptance¹ = **15 business days**
- Second review and onwards = **10 business days**

ADDITIONAL REVIEW TIMELINE (revisions after permit issuance)²

- Initial review timeframe from application acceptance = **15 business days**
- Second review and onwards = **10 business days**
- Plans will be charged a **\$100.00/hour** additional plan review fee

¹ Application acceptance means it has been processed through One-Stop and is not from receipt of plan check fee(s).

² An Additional Plan Review must be requested through One-Stop to start a new workflow. 720.523.6800; epermitcenter@adcogov.org

INSPECTIONS

Once a permit has been issued, it is the responsibility of the applicant to schedule inspections. Please view our [Building Inspection Procedures](#). Inspections must be scheduled **48 hours in advance** online through the E-Permit Center or through the IVR phone system **720.523.6320**