



COMMERCIAL TENANT FINISH AND/OR SPEC SUITE SUBMITTAL REQUIREMENTS
ALL PAGES OF PLANS MUST BE STAMPED BY A COLORADO LICENSED ENGINEER

Address and Parcel number

If one does not exist, contact Development Services **720.523.6800**

Site Plan - Showing All Setbacks

(Must include existing and proposed structures, accessible route to the building, addresses and suites of any adjacent units)

Engineered Foundation Plans and details (WET STAMPED; if applicable)

Engineered Structural Plans and details (WET STAMPED)

Complete Architectural plans and details (WET STAMPED)

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

Complete Mechanical plans and details (WET STAMPED)

Includes Engineer Letter for roof evaluation of additional load(s)

Complete Electrical plans and details (WET STAMPED)

Provide on lighting plan that building is < 0.5W/sq. ft, otherwise skylights are required.

Complete Plumbing plans and details (WET STAMPED)

Provide proof plans meet 2018 IECC requirements

Thermal barrier must be indicated on architectural plans.

Landscape and parking plans

Contact Development Review **720.523.6800**

FIRE DEPARTMENT APPROVAL REQUIRED ([list of Fire Districts](#))

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 applicant's 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.

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Incomplete submittals will not be accepted

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 ([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, S, M and R 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**²
- Second review and onwards = **10 business days**

ADDITIONAL REVIEW TIMELINE (revisions after permit issuance)³

- An Additional Plan Review must be requested through One-Stop to start the new workflow
- 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 The Adams County Buildings and Offices are closed on Mondays. On the event a holiday falls on a Monday, the Tuesday after will be closed too.

³ 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 via the E-Permit Center or through the IVR phone system **720.523.6320**