



COMMERCIAL ALTERATIONS PLANS CHECKLIST

The purpose of this checklist is to assist you in the submittal and permit process for your project. This checklist is intended as a basic plan submittal guideline under the 2021 International Building Code. It is not intended to cover all circumstances. Depending on the scope and complexity of your project, additional and/or more detailed plans may be required.

SEPARATE SUBMITTAL AND PERMIT IS REQUIRED FROM SOUTH METRO FIRE RESCUE FOR COMMERCIAL ALTERATION (TI) PROJECTS

ONLINE BUILDING PERMIT APPLICATION MUST BE COMPLETED TO INCLUDE THE FOLLOWING:

- Contractor's name, phone number and address.
- Owner's name, address, and phone number.
- Specify a contact person: name, phone number, e-mail, and fax number.
- Project address.
- The estimated value of the project (include all materials and labor).

To begin the online submittal process, click [HERE](#).

GENERAL SUBMITTAL INFORMATION

- Complete** signed and sealed (by a Colorado registered design professional) architectural plans, structural plans and material specifications of all work must be submitted online to the project portal. Please see our electronic submittal guide for detailed instructions.

SITE PLAN SHOWING THE FOLLOWING INFORMATION:

- Recommended scale: $\frac{1}{8}'' = 1' - 0''$.
- Size and location of all existing structures on the site.
- Lot dimensions.
- Building footprint with all projections & dimensions to all property lines and/or other buildings.

ARCHITECTURAL PLANS AND SPECIFICATIONS TO INCLUDE:

- COMPLETE CODE ANALYSIS** to include description of uses and occupancy classification(s) for all portions of the building, the design approach for mixed-uses (as applicable), type of construction of the building, and existing fire protection systems.
- Fully dimensioned drawings to determine building areas and height.
- Adequate details and dimensions to evaluate means of egress, including occupants loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
- Exit signs/means of egress lighting, including power supply.
- Accessibility scoping provisions.
- Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
- Adequate details to evaluate fire resistive construction requirements (if applicable), including data substantiating required rating.
- General details of required fire protection systems (will be a deferred submittal to South Metro Fire Rescue) <https://www.southmetro.org/585/Electronic-Plan-Submittal-and-Tutorial>



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MECHANICAL PLANS, SPECIFICATIONS, AND ENGINEERING DETAILS TO INCLUDE:

- Complete signed and sealed (by a Colorado registered design professional) plans and specifications of all changes to heating, ventilating and air conditioning equipment.
- Details on the HVAC equipment including the equipment capacity (BTU/h input), controls, equipment location, access, and clearances.
- A ventilation schedule indicating the outdoor air rates, the estimated occupant load/1,000 ft², the floor area of the space, and the amount of outdoor air supplied to each space. Complete calculations clearly denoting equations and factors must be provided.
- Duct construction and installation methods, flame spread/smoke development ratings of materials, flexible air duct and connector listing, sealing of duct joints, seams and connections, and duct support spacing.
- Condensate disposal, routing of piping and auxiliary and secondary drainage systems.
- Required exhaust systems, routing of ducts, and termination to the exterior.
- Complete details of all Type I and II kitchen hoods, grease duct construction and velocity, clearance to combustibles, and fire suppression system. **SEPARATE SUBMITTAL AND PERMIT IS REQUIRED FROM SOUTH METRO FIRE RESCUE FOR HOOD FIRE SUPPRESSION SYSTEM**
- Details of all duct penetrations through fire-resistance rated assemblies including locations for all fire dampers, smoke dampers, and ceiling radiation dampers along with applicable fire protection ratings and labeling requirements.
- Method of supplying combustion air to all fuel-fired appliances, the location and size of openings, and criteria used to size the openings.
- Details on the vents used to vent the products of combustion from all fuel burning appliances including the type of venting system, the sizing criteria required for the type of vent, and the routing of the vent.
- Boiler and water heater equipment and piping details including safety controls, gauges, valves, and distribution piping layout.

ELECTRICAL PLANS, SPECIFICATIONS, AND ENGINEERING DETAILS TO INCLUDE:

- Complete signed and sealed (by a Colorado registered design professional) plans and specifications of all changes to electrical components.
- Lighting floor plans including fixture locations, electrical circuits, circuit numbers, and panel locations.
- Power floor plans including electrical circuits, writing sizes, panel locations, working clearances and electrical room egress, disconnect switches, receptacle locations including GFCI locations, and required arc fault protected circuits.
- Exit sign/means of egress lighting location and power supply.
- Single line diagram and panelboard schedule including AIC rating and available fault current, and the calculated service load with a load distribution schedule.
- Lighting fixture schedule.
- Symbol schedule and diagrams.
- Details showing the grounding electrodes, bonding of the grounding electrode system, and the size of all bonding and grounding electrode conductors for the service.



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- Specifications to include requirements for:
 - Wire, cable, raceway, and conduit with fittings.
 - Electrical boxes, connections, fittings, and installation.
 - Electrical wiring devices.
 - Circuit and motor disconnects, and motor control centers.
 - Hangers and supporting devices.

ELECTRICAL PLANS, SPECIFICATIONS, AND ENGINEERING DETAILS TO INCLUDE: (cont.)

- Electrical identification.
- Service entrance and details.
- Overcurrent protection and grounding.
- Switchboard and panelboards.
- Transformers.
- Lighting fixtures.

PLUMBING PLANS, SPECIFICATIONS, AND ENGINEERING DETAILS TO INCLUDE:

- Complete signed and sealed (by a Colorado registered design professional) plans and specifications of all changes to plumbing components.
- The basis for the number of plumbing fixtures provided including the occupant load used, the applicable occupancy classification(s), and fixture rate(s).
- Dimensions for bathrooms and plumbing fixture locations along with the wall and floor surface materials to be installed.
- Water distribution system sizing criteria and calculations.
- Drainage system piping plan showing the layout of all piping, of plumbing fixtures, and the location of cleanouts.
- The location of all indirect waste connections, standpipes, grease traps, and separators.