



BUILDING SERVICES
Commercial / Mixed-Use / Multifamily / Accessory Structure
Submittal Requirement Guide Shall be included with Submittal Checklist

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Commercial Mixed-Use Multifamily Accessory Structure
Submittal Requirement Guide

Submittals shall be in electronic format (PDF). Compile one (1) complete and combined construction plan set per project. Each construction document shall be submitted as an individual PDF file (Applications, Soils Report, Structural Engineering, Specifications, etc.). Please contact Building Services for any additional means of submittal.

NOTE: Incomplete submittals per this guide will not be accepted. Plan Review Fees are required to be paid in full at time of submittal. Please contact Building Services to calculate an estimate or if you have questions regarding the International Building, Mechanical, Plumbing, Gas, Energy, Swimming Pool and Spa, 2023 NEC, or the ICC A117-1.2017 codes. These are regulated by Building Services.

NEW BUILDINGS or STRUCTURES

Yes N/A Check the applicable boxes.

Separate Permit Applications are required for each of the following:

- a. New Buildings
- b. Core and Shell when Multiple Tenant Spaces are within the building.
- c. New Accessory Structures over 120 Square Feet (Detached Garages, Carports, Trash Enclosures, Shade Structures, etc.).
- d. New Residential Units receiving a Certificate of Occupancy. Units are For Sale not Rent.

Required At Time of Submittal

- 1. Building Services receives an Approved Site Addressing Plan** for projects that do not have an established address or have multiple occupiable buildings within requiring a Certificate of Occupancy. Any questions please contact Justin Daharsh - City of Longmont GIS Analyst. 303-774-4608 justin.daharsh@longmontcolorado.gov
- 2. Applications**
 - a. Applications shall be complete with all information indicated where applicable. If specific information is not applicable to your project, then indicate N/A in field. Contractors' fields shall indicate City of Longmont Registered Contractors with their License Number. To Be Determined (TBD) is acceptable at submittal but required at time of Permit issuance.
 - b. Separate Valuation Sheet shall be submitted with Application/s justifying the Valuation Amount indicated on application/s. This shall be broken down as indicated below.

Building/Structure Designation	Construction Type	Occupancy Type	Cost per Sq Ft	Building Sq Ft	Total Cost

- 3. Permanent Address Site/Plot Plan when applicable.**
 - a. Drawn to scale with every building designation and unit indicated and sequenced as required per Public Safety. Application and all submitted construction documents shall have this Approved Site Addressing information indicated.

Yes N/A Check the appropriate boxes

4. General Requirements for All Electronic PDF Sheets.

- a. Drawn to scale (1/8" per foot minimum) on 18"x24" minimum size plan sheets.
- b. Owner of plans.
- c. Plan name with address.
- d. Date of plan (with revision block).
- e. Identify optional items.
- f. Original stamp, signature and date from the Colorado Licensed Design Professional, electronic signature ok as per State of Colorado.
- g. If digitally signed, do not certify signature. Certifying prevents plan reviewers from performing critical functions needed to complete a review, documents must be signed but not certified.
- h. Plans prepared by design professionals shall contain an information block with name, license number and contact information.
- i. Provide a PDF bookmarked page label of each sheet of the combined construction set of drawings.
- j. Compile all required drawings into one file and provide a separate PDF for each discipline/design professional.

5. Naming Conventions as follows:

DocumentName>_<Address>_<Version>

Examples:

Combineddrawings_123 Street_v1 (for combined plan documents)

ArchPlans_123 Street_v1

StrucPlans_123 Street_v1

SoilsReport_123 Street_v1; etc.

- 6. Site Utility Plan:** Submit the City of Longmont Approved Site Utility Plan, (this was approved in development) showing underground utilities and line sizes.

7. Architectural Plans - shall include.

- a. Cover Sheet - shall include site area, impervious lot area, water meter size, sewer size, and electrical meter size
- b. Sheet Index required.
- c. Scope of Work.
- d. Code Analysis Sheet - Indicate the occupancy group(s), sprinklered or non-sprinklered building, type of sprinkler system, type of construction, number of stories, building height, actual floor area per occupancy, allowable area calculation, occupant load calculation, number of exits, exit access travel distance, maximum dead end corridor length, common path of travel, length of the maximum overall diagonal dimension of the building, total exit width, fire rated assemblies, firestop systems and the required plumbing fixture calculations.
- e. Architectural site plan of the entire development, to include the following: GROUP R, I-1, and I-2: Building Designations and Building Types for all buildings.
- f. Life Safety Plan.
- g. All Structures shall be identified and shall correspond with the Approved Site Addressing Plan, this includes unit numbers. This will be used in the permit application process. All Construction Documents/Plans shall indicate the same Building Identification including Unit Numbers as per this Approved Site Addressing Plan as reference.
- h. Simplified architectural floor plan/s for each building being submitted, to include the following: GROUP R, I-1, and I-2: Individual unit numbers (secondary addressing) for all units in the building on all levels, indicating level of accessibility per unit (Accessible, Type A, Type B, etc.).
- i. Multifamily building submittals shall include on Plan/s: A table for each building that lists each unit type, number of bedrooms in each unit, their finished livable square footage, number of each type of units per floor and the totals for each building.
- j. Complete listing w/details of all Fire Rated Assemblies. This shall incorporate the required STC rating per code where applicable. If STC rating is not incorporated in the Listed Assembly, then provide documents/information on how STC ratings were established.
- k. Complete listing w/details of all Through or Membrane Penetration of a Fire Rated Assembly.

Yes N/A Check all the applicable boxes.

- l. Primary and Secondary Structural Element Plan/s per Structural Engineer highlighting these specific locations in Types IA, IIA, IIIA and VA Type Construction where applicable. Architect to indicate Fire Resistant Rated Assemblies for these elements.
- m. List of all hazardous materials (Maximum Allowable Quantities) if applicable.
- n. Certificate of Special Inspections Form/s completed and submitted for review and approval prior to CO or TCO submittal.

7. Accessibility Plan - shall include.

- a. Multi-Family Unit point requirements per Colorado Revised Statutes (CRS) 9-5 for the entire development, as applicable, shall include types of units to be provided with details.
- b. Multi-Family Unit quantity requirements per Chapter 11 of the IBC, as applicable.
- c. Compliance to the ICC A117.1-2017. Details when applicable for reference.

8. Mechanical Plans - shall include.

- a. Sheet Index required.
- b. Unit specific plans where applicable.
- c. All HVAC equipment is noted in a schedule with specific manufacture and model numbers, include basic specifications.
- d. Engineering calculations, diagrams, drawings, details, schedules, etc. for all equipment.
- e. Indicate where all penetrations will be made for mechanical systems and the materials and methods used for maintaining required structural safety and UL fire-resistance rating.
- f. Type of exhaust hood systems, suppression and fire resistance rating used where applicable.
- g. Plans to indicate how compliance is met to the IECC.

9. Plumbing Plans - shall include.

- a. Sheet Index required.
- b. Unit specific plans to include requirements of Chapter 11, 2021 IBC, where applicable.
- c. Fixture Unit Calculations for sizing is required for all systems, this includes natural gas.
- d. Diagrams, drawings, details, schedules for all fixtures and equipment.
- e. Isometric Drawings of all systems required.
- f. Indicate where penetrations will be made for pipes, fittings, traps or interceptors, and indicate fire blocking components or materials and methods for maintaining required structural safety and UL fire-resistance rating.
- g. Water Entry Details and requirements Contact PWNR. Contact# Josh Sherman at 303-651-8626

10. Electrical Plans - shall include.

- a. Sheet Index required.
- b. Unit specific plans to include requirements of Chapter 11, 2021 IBC, where applicable.
- c. All calculations, diagrams and other data shall be included on plans.
- d. One -Line Diagram/s shall include Unit Meters labeled with Unit Numbers as per Approved Addressing Plan per Justin Daharsh, City of Longmont GIS Analyst. 303-774-4608 justin.daharsh@longmontcolorado.gov and Longmont Power Company requirements.
- e. Lighting/Power floor plans including fixture locations, electrical circuits, circuit numbers, panel locations, meter location, working clearances and electrical room egress. Exit sign/means of egress lighting location and power supply. Schedules required
- f. Plans to indicate how compliance is met to the IECC.

11. Structural Plans - shall include.

- a. Sheet Index required.
- b. Structural Calculations required.
- c. Key Plan.
- d. Lateral Analysis as per Chapter 16 and applicable Appendixes.
- e. Gravity Load System.

Yes N/A Check all the applicable boxes.

- f. Primary and Secondary Structural Element Plan/s highlighting these specific locations in Types IA, IIA, IIIA and VA Type Construction where applicable. Architect to indicate Fire Resistant Rated Assemblies for these elements.

12. Energy Code Certification – shall include.

- a. Prescriptive or Performance path compliance.
- b. Prescriptive Path Table provided on Code Synopsis Sheet.
- c. Performance Path Certificate by an Accredited Energy Assessor.
- d. Envelope Compliance Certificate to be completed by the Architect of Record.
- e. Lighting Compliance Certificate to be completed by Electrical Engineer of Record.
- f. Mechanical Compliance Certificate to be completed by Mechanical Engineer of Record.
- g. Blower Door Testing is required per IECC.

Download the generic COMcheck program from the web. Click <http://www.energycodes.gov> and download the version of COMcheck that matches your computer's operating system

Note: The first time you use COMcheck go to the Code Menu and select the 2021 IECC then enter Colorado in the box for the state and Longmont in the box for City.

13. Material Specifications where applicable.

14. Truss Engineering required with Truss Drawings. All connectors shall be identified on an Engineered Truss Layout Sheet

15. Engineered Soils Report.

16. Specification Manual for project if available.

17. Construction Plans and Documents as outlined in this Submittal Requirement Guide.

Note: If submitted as complete per this guide and is not, then comments will be sent back indicating items missed and submittal will be considered incomplete. Review time for incomplete submittals is the same as 1st review time of 6-8 weeks once a complete submittal per this guide is received .

MISCELLANEOUS REQUIREMENTS (Where Applicable)

1. **Fire Sprinkler and Alarm Plans** are to be submitted directly the City of Longmont Fire Support Services 385 Kimbark Longmont, CO (303) 651-8437
2. **Kitchen Equipment Plan/s.** This shall include hood details, hood suppression system details, shaft details, equipment layout, grease trap calculation worksheet. A separate letter of intent from the owner indicating specifically what the proposed kitchen is to be used for if the kitchen is in other than a commercial kitchen in a restaurant or in a residential application.
3. **Health Department Approval** for Kitchens/Restaurants. Contact #s:
Boulder County Health (303) 441-1564
Weld County Health Department (970) 304-6410
4. **Liquor Board Approval** (City Clerk's Office (303) 651-8648).
5. **State Boiler Permit** with inspections will be required in the following situations: installing new boiler(s) or hot water heater(s) in any public building, in apartment buildings with 6 or more units, hot water heater/s that are 200k BTU's & more, 120 gallon or larger, or 210°F or more. Contact: Tom M. Martinez at tom.m.martinez@state.co.us or 303-318-8484 for requirements.
6. **Elevator submittal / plans** shall include equipment cut sheets. This is a separate submittal and is reviewed and inspected by a Third Party. Elevators shall comply with Chapter 30 - 2021 IBC. Additional permit fees apply.
7. **New Multi-Family Construction** requires fees to be paid to the St. Vrain Valley School District for each residential unit. The embossed receipt shall be included with the permit submittal. Contact Kim Woollett at 303-682-7203 for specific requirements.
8. **Register for Accela Citizen.** Permit tracking software. Contact Adrian Lewis at 303-651-8481 or adrian.lewis@longmontcolorado.gov or specific registration requirements. This will help you track your project from start to finish.
9. **Swimming Pool/Spas part of a Multi-Family Project Submittal** shall be submitted at the same time as the clubhouse or supporting building. This shall include all its supporting documents.

See 2021 ISPSC Amendment adding Class C Pools to the Toilet Facilities Requirement.

Yes N/A Check all the applicable boxes.

APPLICABLE CODES

1. International Building Code, **2021** Edition
2. International Mechanical Code, **2021** Edition
3. International Fuel Gas Code, **2021** Edition
4. International Plumbing Code, **2021** Edition
5. International Swimming Pool and Spa Code, **2021** Edition
6. International Energy Conservation Code, **2021** Edition
7. International Fire Code, **2021** Edition
8. National Electrical Code, **2023** Edition
9. ICC A117.1-**2017**
10. City of Longmont Amendments. For a copy visit our web site
<http://longmontcolorado.gov/departments/departments-a-d/building-inspection/building-codes>
11. City of Longmont Adopted Design Criteria link:
<https://longmontcolorado.gov/wp-content/uploads/2024/07/2021-Geographic-Climatic-Table-Template-IBC-and-IRC.pdf>

Access to free versions of the ICC Codes

<https://codes.iccsafe.org/>

NOTE:

1. More information/documents may be requested to complete the plan review process.
2. Permits cannot be issued prior to approvals from other City Departments. This includes Planning, LPC, Public Works, Fire Support Services, Building Services Division, Boulder and Weld County Health Departments (if applicable), and any other City Department with concerns.
3. Licensed City of Longmont Contractors are to be listed in the City of Longmont's Permit Tracking Software at time of permit issuance. No inspections will be scheduled until this information is submitted, approved and uploaded.
4. Foundation only permits *MAY* be issued prior to full issuance if all Departments approve this submittal. The contractor is at their own risk if requesting and are issued a permit to construct the foundation only. A \$500 fee for Commercial buildings and \$300 for Multifamily buildings is assessed, and full payment for all permits fees are due at the time the foundation only permit is issued.

For additional information visit our website:

<http://longmontcolorado.gov/departments/departments-a-d/building-inspection>

This Guide serves as a practical aid in ensuring all required documents are submitted as per The City of Longmont Building Services Requirements.

Thank You,

Building Services Staff

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