



BUILDING SERVICES

Existing Commercial Remodel Addition 1st Tenant Accessory Structure
Submittal Checklist Based off attached Submittal Requirement Guide

385 Kimbark Street, Longmont, CO 80501

T 303-651-8332 F 303-651-8930

building.inspection@longmontcolorado.gov

Date: _____ Project Name: _____

Project Address: _____

New Commercial Projects are regulated by the following codes:

2021 International Existing Building Code

2021 International Building Code

2021 International Swimming Pool and Spa Code

2021 International Plumbing Code

2021 International Mechanical Code

2021 International Energy Conservation Code

2021 International Fuel and Gas Code

2023 National Electric Code

ICC A117.1-2017

City of Longmont link to Amendments, Climate & Geographic Design Criteria and other information below.

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

Instructions

- This Checklist shall be included with submitted documents.
- This Checklist shall be completed by the project's applicant if not required by a design professional.
- This Checklist is not complete unless all information is filled out, all appropriate boxes are checked, and Initials/signatures are entered in the areas indicated.
- This Checklist is based off the 2021 Submittal Requirement Guide and is part of this document as reference.

Application Submittal

Yes N/A

Building permit applications and plans shall be submitted to the City of Longmont in electronic (PDF) format only.

All documents shall be separate PDF files(Applications, Soils Report, Structural Engineering, Specifications, etc.).

Required Documents Submitted per Construction Submittal Requirement Guide.

Applicant shall initial on the line provided indicating required documents are provided as checked below.

Yes N/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. Contractor's fields shall indicate City of Longmont Registered Contractors with their License Number. TBD, To Be Determined is acceptable at submittal but required at time of Permit Issuance.

Building Plans drawn to scale on 18"x24" minimum size plan sheets. Plans shall be stamped and signed by a Colorado Licensed Design Professional. Plans shall be unlocked to allow annotations.

Compiled all required drawings into one file and provide a separate PDF for each discipline/design professional. Naming Conventions are as follows: <Address>_<DocumentName>_<Version>

Examples:

123 Street_Combineddrawings_v1 (for combined plan documents)
123 Street_AchPlans_v1
123 Street_StrucPlans_v1
123 Street_SoilsReport_v1; etc.

Energy Code Certification where applicable.

Structural Calculations stamped and signed by a Colorado licensed engineer.

Soils and Geotech Report site specific where applicable, stamped and signed by a Colorado Licensed Engineer.

Hazardous Material Inventory & Classification Report if applicable. Quantities of medical gas and any other hazardous materials indicated on IBC table 307.1(1) and table 307.1(2).

Required Plans Submitted per Construction Submittal Requirement Guide.

Applicant shall Initial on the line provided indicating required documents are provided as checked below.

Yes N/A

Site Utility Plan - Sealed by A Colorado Licensed Engineer.

Architectural Plans - Sealed by a Colorado Licensed Architect.

Accessibility Plans - Sealed by a Colorado Licensed Architect.

Mechanical Plans - Sealed by a Colorado Licensed Engineer.

Plumbing Plans - Sealed by a Colorado Licensed Engineer.

Electrical Plans - Sealed by a Colorado Licensed Engineer.

Structural Plans - Sealed by a Colorado Licensed Engineer.

Kitchen Equipment Plans Sealed by a Colorado Licensed Design Professional.

Applicant Acknowledgement

I have completed the above checklist noting all provided plans and supporting documents for the proposed project as per the attached Construction Submittal Requirement Guide.

Print Applicant Name

Applicant Signature

Date

Application Acceptance

- Incomplete submittals will not be accepted.
- Submittal Documents must be accepted as complete, and all review fees must be paid before review can begin.

City Staff to indicate if submittal is complete and Initial online provided.
Deficient items will be circled in **red**, and submittal may be rejected as incomplete.

Date