



**BUILDING SERVICES**

**Existing Commercial Remodel Addition 1st Tenant Accessory Structure**

**Permit Application**

385 Kimbark Street, Longmont CO 80501

T 303-651-8332 building

[building.inspection@longmontcolorado.gov](mailto:building.inspection@longmontcolorado.gov)

Permit #

Tenant Name:	Proposed Type of Business:	Proposed Occupancy/s	County Boulder Weld	
Project Address:	Previous Type of Business	Previous Occupancy/s	Unit #	Bldg.#

**CONTACT INFORMATION**

Permit Contact:	Phone #s	Email:
Utility Billing during Construction:	Phone #s	Email:
Owner/ Owner Address:	Phone #s	Email:
General Contractor:	Phone #s	Email:
City License #:		
Electrical Contractor:	Phone #s	Email:
City License #:		
Mechanical Contractor:	Phone #s	Email:
City License #:		
Plumbing Contractor:	Phone #s	Email:
City License #:		

**PROJECT INFORMATION**

Total Valuation of Proposed Work (materials & labor):	Permit Fees:	Tax Exempt	Yes	No							
Fee in Lieu	Yes	N/A	Housing Authority Fee Reduction	Yes	N/A	Historic District	Yes	No	Downtown District	Yes	No

Detailed scope of work:

**STRUCTURE INFORMATION**

No. of Stories	Bldg. Height	A/C, RTU Added Yes No.	Submitted for a Site Plan Waiver Review to the Planning Department		Yes	N/A	Fire Alarm Sys. Yes N/A	Fire Suppression System N/A NFPA 13 NFPA 13R		
Const Type	Occ Classification/s	Sewer size Water meter	Flood Plain Yes No	Elevator Yes N/A	No. of Residential Units for Rent		No. of Residential Units for Sale			

**SQUARE FEET OF PROJECT**

1 <sup>st</sup> Story	3 <sup>rd</sup> Story	5 <sup>th</sup> Story	Basement Finished	Other	<b>Total Square Feet/Work Area</b>
2 <sup>nd</sup> Story	4 <sup>th</sup> Story	Mezzanine	Basement Unfinished		

**ELECTRIC SERVICE INFORMATION**

<b>Existing Service</b>				<b>Proposed Service</b>				<b>Type of Service</b>	<b>Construction Power Needed</b>	
1-Phase	120/240	120/208	Amps	1-Phase	120/240	120/208	Amps	Overhead	Yes	No
3-Phase	120/208	277/480	Amps	3-Phase	120/208	277/480	Amps	Underground		

I hereby acknowledge that I have read this application and filled out the information required. I state that all the information required is correct. I agree to build this structure according to the Adopted Ordinances of the City of Longmont, Colorado.

Print Qualified Applicant's Name

Qualified Applicant's Signature

Date

**BUILDING SERVICES**



**Existing Commercial Remodel Addition 1<sup>st</sup> 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:** \_\_\_\_\_

**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 2024 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 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>\_<Document Name>\_<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.

**Yes N/A**

**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.

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Print Applicant Name

Applicant Signature

### **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.

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City Staff to indicate if submittal is complete and Initial online provided.

Date

Deficient items will be circled in **red**, and the submittal may be rejected



## BUILDING SERVICES

# Existing Commercial Remodel / Addition/ 1st Tenant / Accessory Structure Submittal Requirement Guide

Shall be included with Submittal Checklist

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## Existing Commercial Remodel    Addition    1<sup>st</sup> Tenant    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.).

**NOTE:** Incomplete submittals per this guide will not be accepted. Plan Review Fee is required to be paid in full at time of submittal.

### EXISTING COMMERCIAL REMODEL, ADDITION, 1st TENANT, ACCESSORY STRUCTURE

Yes    N/A    Check the applicable boxes.

1. **Planning** - All exterior (site or façade) changes or changes in building use are subject to development review approval. Examples include switching the use of a building from an office to a restaurant (or vice versa), address changes, adding a new tenant that uses hazardous materials, or the zoning restricts the new tenant. Site changes required usually include landscaping, accessibility, and exterior lighting upgrades.
2. **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.
3. **General Requirements for All Electronic PDF Sheets.**
  - a. Drawn to scale (1/8" per foot minimum) on 18" x 24" minimum size plan sheets.
  - b. Owner of plans.
  - c. Plan name with address and unit number if applicable.
  - d. Date of plan (with revision block).
  - e. Identify optional items.
  - f. Original stamp, signature and date from the Colorado Licensed Design Professional if designed for 10 or more occupants per Colorado Department of Regulatory Agencies.
  - 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.
  - k. Indicate in the code analysis or on the cover sheet the classification of work based on chapter 6 of the Existing Building Code.
4. **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.

5. **Architectural** - Listing and complying with current adopted codes. Fully dimensioned drawings and shall be to scale.
6. **Accessibility Plan - shall include.**
  - a. Compliance to the ICC A117.1-2017. Details when applicable for reference.
  - b. 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.
  - c. Multi-Family Unit quantity requirements per Chapter 11 of the IBC, as applicable.
7. **Code analysis** - Indicate the occupancy group(s) and use, sprinklered or non-sprinklered building, type of construction, number of stories, building height, actual floor area per occupancy, allowable area calculation, occupant load calculation, fire rated assemblies (refer to misc. note 4), the required plumbing fixture calculations, and include the occupancy group of adjacent tenant spaces if applicable. Life safety sheet indicating 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, actual floor area per occupancy, and total exit width.
8. **Mixed-use occupancies** - Description of uses and the proposed occupancy group(s) for all portions of the building. The design approach for mixed-uses shall be indicated as an accessory, non-separated, or separated occupancies. Please highlight or indicate which mixed-use design approach will be used.
9. **Tenant Space** contains **Special Occupancies** based on IBC chapter 4 (refer to misc. note 7.).
10. **Tenant Space** contains **Incidental Uses** per IBC table 509. If applicable, indicate the room or area that applies to and how it will be separated/protected.
11. **Structural Plans and Structural Calculations (where applicable)** required when load bearing walls are removed/modified, equipment weighing more than 250 lbs are added to ceiling/roof load, and other applications. Please list and verify our local design load criteria. Proof walls are non-bearing.
12. **Mechanical Plans (where applicable)** - Provide the minimum outside air ventilation per IMC section/Table 403.3 for the intended occupancy classification. Details of all duct penetrations through fire-resistance assemblies including locations for all fire dampers, smoke dampers and ceiling radiation dampers along with applicable fire protection ratings and labeling requirements.
13. **Plumbing Plans (where applicable)** - provide engineering calculations, diagrams and other data. Indicate where penetrations will be made for pipes, fittings, components, and indicate the materials and methods for maintaining required structural safety, gas calculations, fire-resistance rating, traps or interceptors, and fire-blocking/membrane penetrations.
14. **Electrical plans (where applicable)** - One-line diagram required if electric service upgrade or new service. 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. Verify compliance of with 2024 MCMC-IECC C405. Include tenant space address and meter labeling.
15. **List of Hazardous Material (where applicable)** - Quantities of medical gas and any other hazardous materials as indicated on Table 307.1 (1) and Table 307.1 (2) from the 2024 IBC.
16. **If** - New mechanical equipment or light fixtures are installed, it must meet the requirements of the 2024 MCMC-IECC. One copy of each COMcheck shall be submitted. To verify this, download the generic program on web. Click <http://www.energycodes.gov> and download the version of COMcheck that matches your computer's operating system.
17. **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 MCMC-IECC for New Residential Units.

Yes N/A Check the applicable boxes.

**18. Material Specifications** where applicable.

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

**20. Engineered Soils Report.**

**21. Specification Manual for project if available.**

#### MISCELLANEOUS REQUIREMENTS (Where Applicable)

1. **Per Colorado State Law**, an **asbestos report** is required if 160 square feet is affected or if the volume of material removed is an equivalent of 55-gallon drum no matter the age of the building.
2. **Fire Sprinkler and Alarm Plans** are to be submitted directly the City of Longmont Fire Support Services 385 Kimbark Longmont, CO (303) 651-8437. Separate from building inspection review.
3. **Health Department Approval** required if providing food for the public.  
Boulder County Health 303-441-1564 Weld County Health 970-304-6410
4. **Kitchen Equipment Plans**, which shall include hood details (structural engineering if new hood is installed), grease duct construction and velocity, clearance to combustibles, equipment layout, seating plan, and grease trap/interceptor calculation.
5. **If-** Fire rated assemblies will be provided, list and provide the exact UL or GA rated wall assembly specifications
6. **Medical facilities** classified as an *ambulatory care facilities* or *incapable of self-preservation* per IBC chapter 2.
7. **Building Containing The Following Occupancies per IBC Chapter 4** - covered or open mall buildings, high-rise, atrium, underground building, motor-vehicle-related occupancies, group I- 2 or group I-3, motion picture projection room, stages or platform or technical room, aircraft- related- occupancies, combustible storage, hazardous materials, groups H-1, H-2, H-3, H-4, or H-5, spray application of flammable finishes, drying room, organic coatings, artificial decorative vegetation, groups I-1, R-1, R-2, R-3, or R-4, hydrogen fuel gas rooms, ambulatory care facilities, storm shelter, play structures, hyperbaric facilities, combustible dusts or grain processing storage, medical gas systems, and higher education laboratories. If any are applicable please highlight or indicate which one(s) are.
8. **If -** Providing a **new water heater(s)** – provide drawings indicating compliance with MCMC-IECC C404.4 and table C403.12.3.
9. **If -** Providing a **new boiler(s) or hot water heater(s)** – please note a state permit and inspection will be required in the following situations: installing in any public building, 6-unit apartments or more, **hot water heater(s)** 200k BTU's & more, or 120 gallon or larger, or 210° F or more. If any are applicable, please highlight or indicate which one(s) are.
10. **Liquor Board Approval** (City Clerk's Office (303) 651-8648).
11. **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 of the IBC. Additional permit fees apply.
12. **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 Woolett at 303-682-7203 for specific requirements.
13. **Register for Accela Citizen.** Permit tracking software. Contact Adrian Lewis at 303-651-8481 or [adrian.lewis@longmontcolorado.gov](mailto:adrian.lewis@longmontcolorado.gov) or specific registration requirements. This will help you track your project from start to finish.
14. **Construction Plans and Documents** submitted are 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 1<sup>st</sup> review time of 3-4 weeks once a complete submittal per this guide is received .

Yes N/A Check the applicable boxes.

### APPLICABLE CODES

1. International Existing Building Code, **2024** Edition
2. International Building Code, **2024** Edition
3. International Mechanical Code, **2024** Edition
4. International Fuel Gas Code, **2024** Edition
5. International Plumbing Code, **2024** Edition
6. International Swimming Pool and Spa Code, **2024** Edition
7. MCMC-IECC, **2024** Edition
8. International Fire Code, **2024** Edition
9. National Electrical Code, **2023** Edition
10. ICC A117.1-**2017**
11. City of Longmont Amendments. For a copy visit our web site <http://longmontcolorado.gov/departments/departments-a-d/building-inspection/building-codes>
12. 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.

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,

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