



COMMERCIAL SUBMITTAL CHECK LIST

New Building/ Commercial Addition/ Tenant Improvement

Applicant Name:	Permit #:
Address:	Date:

A box on each line must be checked

Planning Approvals: The following items must be submitted for the building permit application review:

Applicant X or N/A	Staff X or N/A	
		Signed Concurrent Permit Submittal Form (hard copy required) OR Approved Site Development Plan (SDP) OR Sketch Plan (SP) Case Number: _____ Planner: _____
		If Applicable: Approved Certificate of Historic Appropriateness (COA) – Historic District or Landmark Case Number: _____ Planner: _____

NOTE: The planning process must be completed before building permit can be issued.

Concurrent Plan Review: The followings items are required to begin the building permit application review:

Applicant X or N/A	Staff X or N/A		Approval/ Applied Date	Permit / Case #
		City Of Littleton Business & Sales/Use Tax License		
		Approved "new" address request form		
		Tenant Finish Form		
		Grading Permit		
		South Metro Fire Department Permit		
		Construction/ Sales Trailer Permit		
		Tri County Health		
		Asbestos report for projects including demo built prior to 1988		
		Denver Water Fees Application		
		South Platte Water Renewal Partners		
		New Sewer Tap _____; Size _____; Existing Sewer Tap _____		
		If new sewer tap is required, use the property address identify the Sanitation District. The Sanitation District is paid first, then City of Littleton. Use this link to verify Sanitation District: https://www.littletongov.org/building-development/planning-services/zoning-map		

Applicant X or N/A	Staff X or N/A	Floodplain
		Is any portion of the property in a floodplain? (Mark yes or no) Floodplain delineations can be found by contacting Public Works or at: https://udfcd.org/mapping

Applicant X or N/A	Staff X or N/A	Contractor Licensing: Construction must be completed by City of Littleton Licensed Contractors. These contractors must be up to date and listed on the permit prior to issuance
		Class A: Type I-A and I-B, Type II-A
		Class B: Type II-B, Type III-A and III-B, Type IV-H.T., Commercial Tenant Finish, Commercial Remodel

Applicant X or N/A	Staff X or N/A	General Requirements for Building Submittal
		Building Permit Application: To obtain a permit the applicant shall complete and file an application. The submitted application shall identify and describe the location of the property and the proposed work to be performed. Please fully describe the use or occupancy for which the proposed work is intended. For nonresidential uses, state the name of the user and describe the nature of the use or business. The application must be signed by the applicant and include the valuation of the proposed work. Submitted valuations must be broken down into individual trades. All listed <u>contractors must be licensed and insured to perform work in the City of Littleton.</u>
		Tenant Finish Form: Tenant finish form needs to be completed for any remodels, renovations or a change of use occupancy.
		Construction Documents: Construction documents shall be dimensioned and drawn to scale upon substantial paper. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the proposed work and shall show in detail that it will conform to the provisions of the building codes and all relevant laws, ordinances, rules and regulations. Please include the following documents:
		Two (2) complete sets of construction documents and (1) electronic copy. Construction documents must be stamped and signed by Colorado registered architect and engineer.
		A Sheet Index on the title sheet listing all sheets included with the submittal.
		Provide a fully dimensioned site plan. Site plan shall include lot size, streets, easements, utilities on site, location of fire hydrants or fire department connection, setbacks and property line. Indicate location, size and use for all buildings and structures. Identify adjacent tenants in multiple tenant buildings.
		Provide a building code analysis. Code analysis shall include type of construction, actual and allowable area calculations, occupancy classification and occupant load calculations on plan. List all fire protection system present and required. List required occupancy separations or fire resistant construction documents included for each area. <u>List separately total square footage for each building and space.</u>
		Identify building height by dimensions on both exterior elevations and section views. Also, indicate existing and proposed grade elevation.
		Please provide Hazardous Materials Inventory Statement
		Identify on the construction documents the accessible features and elements

Applicant X or N/A	Staff X or N/A	Structural Requirements
		List current design requirements for wind speed for the specific site, snow load data, seismic design category and design load bearing value of soils.
		Specify on plans all required Special Inspections. Include in the submittals the inspector who is performing the inspections and their certifications and qualifications to perform those types of inspections.

Applicant X or N/A	Staff X or N/A	Electrical Requirements
		Electrical plans are required. Submittals to include panel schedule, load calculations, power plan layout, lighting plan layout including emergency and exit lighting plan. Provide a Comcheck electrical compliance certificate for all new luminaires. Provide a one-line diagram with complete load calculations and fault current calculations. <u>New constructions provide service entrance section.</u>
		Provide photometric study and exterior light fixture cut sheets.

Applicant X or N/A	Staff X or N/A	Mechanical Requirements
		Mechanical plans and equipment schedules are required to be submitted. Submittals to include Comcheck mechanical compliance certificate for all systems and components including service water heating. Show all ductwork, registers and equipment locations. Equipment listing shall include fuel loads in but's or amp's, total cfm capacity and operating weight. Provide structural details for roof mounted or suspended means of support. Identify the locations and access to equipment. Provide isometric for fuel gas piping. Provide combustion air calculations. Also, include complete <u>ventilation data.</u>
		Areas where cooking and food preparation, additional submittals are required. Submittals to include kitchen equipment schedule, equipment cut sheets and specification required, floor plan identifying equipment layout. Complete kitchen hood plan and calculations for type I kitchens.

Applicant X or N/A	Staff X or N/A	Plumbing Requirements
		Plumbing plans are required to be submitted. Submittals to include all fixtures, drains, waste and vent piping, traps, interceptors, storm drainage system.
		Provide isometric system piping plans for water piping, building sewer, building drain waste & vent and fuel gas piping.

Building Permit Issuance: The submitted plans shall be approved for code compliance with all pertinent requirements of the building codes and other pertinent laws. One set of plans shall be retained by the building division and one set of plans, with a building permit card, shall be returned to applicant. The applicant plan set and permit card shall be kept on the job site at all times during which work is in progress.

Review Time: The initial review of plans submitted with a permit can take up to 15 - 20 business days. After the review has been completed the Applicant will be notified of approval or revisions that need to be submitted. The review of revisions can take up to 10 business days.

Additional Contacts:

- Food establishments, day care facilities, swimming pools; contact **Tri County Health; 303-783-7133**
- Food establishments, repair garages, car washing or similar, contact **South Platte Water Renewal Partners; 303-783-3844 or 303-435-0363**
- Regarding asbestos for buildings constructed prior to 1988; contact **State of Colorado 303-692-2000, 303-692-3100**
- Fire Department Review – South Metro Fire reviews and approves all building permit applications. All fire prevention systems are approved by the Fire Department by separate application. Electronic Copy Required, **South Metro Fire Rescue 720-989-2230**
- Engineering Department 303-795-3865
- Public Works- 303-795-3863

Key Reminders:

- Submitted valuations/project costs must be broken down into individual trades
- All erosion sediment control devices must be installed before grading permit issuance.
- All fire prevention systems are approved by the Fire Department by separate application.

If any of the above items are not addressed, please indicate why below:

Signature: _____

Date: _____