PLAN SUBMITTAL REQUIREMENTS FOR COMMERCIAL REMODEL

The City of Englewood has adopted the codes with amendments:
- 2015 International Building Code
- 2015 International Mechanical Code
- 2015 International Plumbing Code
- 2015 International Fuel Gas Code
- 2015 International Fire Code
- 2014 National Electrical Code
- ICC/ANSI A117.1-2009 Accessibility Standards

In order for your permit application to be reviewed and processed properly, the following construction information must be provided with the permit application. Plans stamped “preliminary” and/or “Not for Construction: and/or “Permit Set” are unacceptable. Provide three (3) complete wet-stamped sets of plans for review. Plan Review fees shall be paid in full before plans will be accepted for plan review.

Code Analysis shall be provided on the cover sheet and include the following:
- Use and Occupancy Classification
- Construction Type
- Allowable Area Calculations including code provisions used to obtain increases
- Number of stores and height of building
- Identify new and existing fire sprinkler systems
- Applicable codes, amendments or approved requests for modifications
- Plumbing fixture count

Architect’s and Engineer’s Seals
The Signed seal of a Colorado Registered Architect is required. The Signed seal of Colorado Engineers shall be affixed to any portion of the plans that contain structural and MEP’s.

Site Plan
Required if remodel involves a change in use of the building, if there is a new or changed street access or if a curb cut is planned or in multi-family residential or commercial property when the usage is increased by 20% or more.

Construction Plans: Scaled architectural and structural plans showing the following minimum information:
- Size, span and spacing of all structural and framing members
- Use of building and use, location and size of all rooms
- Size, location and type of all doors and windows
- Size and location of all stairways including rise and run of steps, handrail details and headroom clearance
- Type, insulation value and flame spread rating of all insulating materials
- Location and type of construction of all fire rated walls

Electrical Plans - Colorado Registered Engineer wet-stamp seal required.
Furnish electrical plan layout showing the location of all electrical receptacles, switches, lighting fixtures, smoke alarms, ventilation fans, etc. and location of the service panel and load calculations.

Plumbing & Mechanical Plans – Colorado Registered Engineer wet-stamped seal required.
Furnish plumbing and mechanical plans sufficient to show the size and location of all plumbing and mechanical fixtures, appliances, piping, tubing, venting, grease and sand traps, backflow devices, etc. Indicate whether appliances are gas operated, electrical or otherwise. List type of material to be used for all water supply, drainage and vent piping.

Fire Protection System Plans – NICET or Engineer wet-stamp seal required.
Plans, show drawings and specifications on all alterations to any existing systems or any proposed systems in the building. (deferred submittal)

Wastewater Treatment
Information must be provided regarding facility operations, chemical usage, and wastewater generated so the Littleton/Englewood Wastewater Treatment Plant can evaluate the significance of a facility’s wastewater discharge. The applicant is responsible for completing an Industrial Wastewater Survey (IWS). The IWS form and submittal instructions can be found at: https://spwaterrenewalpartners.org/businesses/new-businesses/ Contact the Industrial Pretreatment Division at 303-762-2600 for additional information.

July 1, 2019 * Division of Building and Safety