



BUILDING SERVICES New Commercial/ Multifamily Construction

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2021 New Commercial/Multifamily Construction

Submittals need to be in electronic format. Electronic documents shall be in PDF file format preferable by USB drive and labeled by document type. Please contact Building Services for any additional means of submittal. One complete and combined plan set per project.

NOTE: Incomplete submittals will not be accepted. Plan review fees are required with submittal. Please contact us to calculate an estimate.

NEW BUILDINGS

1. 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. Valuation Sheet shall be submitted with Application/s justifying the Valuation Amount indicated on application/s. This shall be broken down by the square footage for both Occupancy Type and Building Type for each structure.
2. Permanent Address Site/Plot Plan
 - a. Drawn to scale with every building indicated and sequenced as required per public safety. Application and all submitted construction documents shall have this permanent address information indicated.
 - b. Cover sheet shall include site area, impervious lot area, water meter size, sewer size, and electrical meter size.
3. General requirements for all sheets (electronic or 4 sets of hard copies are required):
 - a. Owner of plans
 - b. Plan name or address
 - c. Date of plan (and revisions)
 - d. Identify optional items.
 - e. Original stamp and signature of licensed design professional
 - f. Distances from lot lines and any existing buildings or structures
4. Architectural Plans
 - a. Sheet Index required.
 - b. Architectural Site Plan with every structure identified: Bld. A. Bld. B, Garage 1 Garage 2, Carport, Shade/Pergola, etc. This will be used in the permitting process.
 - c. 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, UL fire rated assemblies, UL firestop systems and the required plumbing fixture calculations,
 - d. List of all hazardous materials if applicable.
 - e. Multifamily building submittals shall include a table with each unit type, number of bedrooms, their finished livable square footage, the number of each type of units per building and the total finished livable space and bedrooms in each building.
 - f. See structural note h and indicate on Architectural Sheet/s specific requirements where applicable.

- g. Complete listing w/details of all UL Fire Rated Assemblies. This shall include the required STC per code.
 - h. Certificate of Special Inspections form required.
5. Mechanical Plans
- a. Sheet Index required.
 - b. All HVAC equipment in schedule with manufacture and model numbers, include cfms.
 - c. Engineering calculations, diagrams, schedules etc.
 - d. Indicate where all penetrations will be made for mechanical systems and the materials and methods used for maintaining required structural safety, fire-resistance rating.
 - e. Type of exhaust hood systems, suppression and fire resistance rating where applicable.
 - f. Test and Balance Form required.
6. Plumbing Plans
- a. Sheet Index required.
 - b. All Engineered Fixture Unit Calculations this include gas, diagrams and other data shall be included on plans.
 - c. Indicate where penetrations will be made for pipes, fittings, components, and indicate the materials and methods for maintaining required structural safety, fire-resistance rating, traps or interceptors, and fire blocking.
 - d. Contact PWNR for Water Entry Details and requirements.
Contact# Josh Sherman at 303-651-8626
7. Electrical Plans
- a. Sheet Index required.
 - b. All Engineered calculations, diagrams and other data shall be included on plans.
 - c. One line diagram.
 - d. Plans to indicate how compliance is met to the IECC.
8. Structural Plans
- a. Sheet Index required.
 - b. Certificate of Special Inspections required.
 - c. Structural calculations.
 - d. Key Plan.
 - e. Foundation, Floor Framing, Roof Framing, Column, and Bearing Wall Calculations.
 - f. Lateral Analysis as per Chapter 16 and applicable Appendixes.
 - g. Gravity Load System
 - h. Plans indicating locations of Primary and Secondary Structural Elements (Isometric or One Line) in Types IA, IIA, IIIA and VA where applicable. Architect to indicate Fire Resistant Rated Assemblies for these elements.
9. Energy Code Certification- Prescriptive or Performance path compliance
- a. Envelope Compliance Certificate to be completed by the Architect of Record.
 - b. Lighting Compliance Certificate to be completed by Electrical Engineer of Record.
 - c. Mechanical Compliance Certificate to be completed by Mechanical Engineer of Record.
 - d. Blower Door Testing is required.
- Download the generic program on 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 (1). Enter Colorado in the state and Longmont in the box for City.
10. Material Specifications
11. Truss Engineering where applicable. All connectors shall be identified on a Truss Layout Sheet.
12. Walk-in cooler shop drawings/specifications and compliance to the IECC.
11. Engineered Soils report.
12. Engineered Structural Calculations
13. Specification Manual for project if available.

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 Plans shall include hood details, hood suppression system details, shaft details, equipment layout, seating plan, grease trap calculation worksheet and a letter of intent from the owner specifically what the proposed kitchen is to be used for.
3. Health Department Approval for Kitchens/Restaurants. Contact #s
Boulder County Health (303) 441-1188
Weld County Health Department (970) 304-6410
4. Liquor Board Approval (City Clerk's Office (303) 651-8648)
5. Elevator plans, shall include equipment cut sheets. This is a separate submittal and is reviewed and inspected by a Third Party.
6. New Multi-Family Construction requires fees to be paid to the St. Vrain Valley School District per unit. The embossed receipt shall be included with the permit submittal.
Contact Kim Woolett at 303-682-7203 for specific requirements.
7. Register for Accela Citizen. Permit submittal tracking. Contact Adrian Lewis at 303-651-8481 or adrian.lewis@longmontcolorado.gov for specific registration requirements. This will help you track your project.

APPLICABLE CODES (effective 01/2022)

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 Property Maintenance Code, 2021 Edition
6. International Energy Conservation Code, 2021 Edition
7. International Fire Code, 2021 Edition
8. National Electrical Code, 2020 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>

NOTE:

1. More information may be requested to complete the plan review process.
2. Permits cannot be issued prior to approvals from other City departments including Planning, LPC, Public Works, Fire Support Services, Building Inspection Division, Boulder and Weld County Health Departments (if applicable), and any other City Departments 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 will be evaluated on a case-by-case basis.
5. 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 a foundation only. A \$500 fee for Commercial buildings and \$300 for Multifamily buildings, full payment 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>