



## Non-Residential and Multi-Unit Dwelling New Construction Building Permit Submittal Checklist

***Please read the Submittal Instructions prior to completing this checklist.***

*All building permit applications for new Non-Residential and Multi-Unit Dwelling construction requires a site development plan application to be submitted to the Current Planning Division for review and approval (along with an associated Site Work Permit). This must be done prior to building permit submittal. Concurrent site development plan and building permit application reviews may be possible, if approved by the City’s Development Review Team (speak with your planner about this process).*

*Partial build outs of new core and shell buildings or additions will not be permitted. A separate permit will be required for tenant finishes.*

A complete application shall include the following information and must be submitted to [eplan-building@cityofloveland.org](mailto:eplan-building@cityofloveland.org):

Department	General Permit Requirements	Contact Information
Building Permit Tech <input type="checkbox"/>	<p><b>These items are NOT required in order for the project to be accepted through check-in, however, all information will need to be provided prior to permit approval. Please note that ALL forms are located on our website: Non-Res Forms</b></p> <ul style="list-style-type: none"> <li>Completed and signed permit application.               <ul style="list-style-type: none"> <li>-Please note that contractors and valuations <b>DO NOT</b> need to be provided at time of submittal, but are required before the permit can be approved.</li> </ul> </li> <li>List total square footage for <b>EACH</b> occupancy type.</li> <li>If property is located in the Fort Collins Loveland Water District or Little Thompson Water District, a water tap receipt will need to be submitted before the permit can be approved.</li> <li>For new builds that will have <b>more than one</b> tenant space, a core and shell permit will be required followed by <b>SEPARATE</b> tenant finish permits for each tenant space.</li> <li>Provide copy of approved early building permit authorization form, if applicable.</li> </ul>	Sara Price <a href="mailto:Sara.Price@cityofloveland.org">Sara.Price@cityofloveland.org</a> 970-962-2662
Building Plans Reviewer <input type="checkbox"/>	<p>A set of Architectural/Structural/Engineered stamped drawings. Drawings stamped “Preliminary” or “Not for Construction” will not be accepted.</p> <p><b>Drawing Set shall include:</b></p> <ul style="list-style-type: none"> <li>Architectural plans</li> <li>Floor plans (depicting both current and proposed conditions)</li> <li>Building Elevations (with HVAC Equipment shown shaded)</li> <li>Code analysis (shown on plans, if not provided by separate document)</li> <li>Design Criteria List (see next page):</li> </ul>	Bobby Burke <a href="mailto:Bobby.Burke@cityofloveland.org">Bobby.Burke@cityofloveland.org</a> 970-962-2672

- Occupancy group
- Type of Construction Classification
- Location on property
- Seismic Design Category
- Design Loads
- Structural systems
- Square footage/Allowable floor area
- Number of exits required/provided
- Fire sprinkler/alarm systems
- Height and number of stories
- Occupant load

- Evidence of energy code compliance (shown on plans, if not provide by separate document)
- Parking Analysis (for each proposed use within the building, place info on cover sheet)
- Structural plans
  - Footing and foundation plans stamped by a Licensed Colorado Engineer
- Electrical plans and 1-line (XFMR to main panel including main disconnect, CT/PT can and/or meter socket. 1-line must specify that main disconnect and CT/PT can and/or meter socket are located on exterior of building. Existing metering equipment must be shown, along with any proposed changes to metering).
- Mechanical/HVAC plans (including mechanical equipment schedules)
- Plumbing plans
- 11X17 detail showing tenant spaces. **This is required for buildings proposing more than one tenant per building.**

<b>Building Electrical</b>	<input type="checkbox"/>	Electrical plans need to be provided, if in scope of work. Electrical plans will need to be stamped by electrical engineer if load is being affected/increased.	Electrical Plan Reviewer  970-962-2505
<b>Power</b>	<input type="checkbox"/>	Please provide a commercial Electric Service Worksheet (ESW) confirming whether the existing electric service to the structure is changing. If no changes are proposed to the service of meter(s), please mark "N/A" for New Service information and New Meter Information fields, then sign/date and submit with your permit documents. If a new service is needed or the existing service is being upgraded, provide all items in Section 4.1 of the Requirements for Electric Service (RFES) with the permit application. The RFES and ESW can be found at this link: <a href="http://www.lov.gov.org/res">www.lov.gov.org/res</a>	Luis Sandoval <a href="mailto:Luis.Sandoval@cityofloveland.org">Luis.Sandoval@cityofloveland.org</a> 970-962-3705
<b>Electric Metering</b>	<input type="checkbox"/>	Same as Power requirements above.	Matt Sadar <a href="mailto:Matt.Sadar@cityofloveland.org">Matt.Sadar@cityofloveland.org</a> 970-962-3582
<b>Transportation</b>	<input type="checkbox"/>	Provide the City reviewed and accepted Traffic Impact Study (TIS) for the proposed development if one was required. Any new construction, expansion/addition or change of use application that results in greater than 200 daily trips or 20 peak hour trips will require a TIS. Any change of use application that results in a greater than 20% increase in traffic from the existing or previous use will require a TIS. For applications that do not require a TIS, please provide a fully completed Transportation Worksheet with the Building Permit application. City Staff will review the worksheet to determine if a TIS waiver is justified.	Adam Zagaro <a href="mailto:Adam.Zagaro@cityofloveland.org">Adam.Zagaro@cityofloveland.org</a> 970-962-2723
<b>Fire</b>	<input type="checkbox"/>	See Building Department requirements. Fire alarm, sprinkler, and hood suppression systems are permitted separately through the Fire Department.	Ingrid McMillan-Ernst <a href="mailto:Ingrid.McMillan-Ernst@lfra.org">Ingrid.McMillan-Ernst@lfra.org</a> 970-962-2554
<b>Planning</b>	<input type="checkbox"/>	See Building Department requirements.	Lena Butterfield <a href="mailto:Lena.Butterfield@cityofloveland.org">Lena.Butterfield@cityofloveland.org</a> 970-962-2580

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**Addressing**

For tenant finish/interior alteration projects, provide layout showing tenant space within **entire** building. Provide max number of tenants.

Katie Kargol  
[Katie.Kargol@cityofloveland.org](mailto:Katie.Kargol@cityofloveland.org)  
970-962-2646

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**W/WW Pre-treatment**

Fill out Waste Water Discharge survey for the following projects (only applies for properties on city water and sewer):

- New Retail
  - New Office
  - New Mixed Use
  - New Hotel/Motel
  - New Educational
  - New Religious
  - New Recreational/Amusement
  - New Hospital/Institutional
  - New Industrial\*
  - New Apt. Complex w/amenities
- New Commercial\*

Jen McCollum  
[Jen.McCollum@cityofloveland.org](mailto:Jen.McCollum@cityofloveland.org)  
970-962-3719

Pretreatment for the Fort Collins Sanitary District will need to be reviewed and approved by the City of Fort Collins prior to the permit being issued.  
Please submit drawings to [Industrialpretreatment@sfcscd.net](mailto:Industrialpretreatment@sfcscd.net) (contact Derik Caudill 970-657-3505), a letter will be required prior to permit being issued.

-If food will be prepared or served within your space, fill out a 'Food Service Survey'

-If alcohol will be produced, fill out the 'Alcohol Beverage Manufacturing Survey'

-A dental related facility needs to fill out the 'Dental Discharger One-Time Compliance Report'

\*includes Tenant Finishes

\*some commercial/industry projects may require specific treatment, sample point or other requirements.

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**Water Backflow**

Fill out Cross Connection/Backflow Prevention Questionnaire, **IF** serviced by City water, for new builds, tenant finishes, and interior alterations.

Bryan Easterly  
[Bryan.Easterly@cityofloveland.org](mailto:Bryan.Easterly@cityofloveland.org)  
970-962-3753

**OR**

Jeff Egle  
[Jeff.Egle@cityofloveland.org](mailto:Jeff.Egle@cityofloveland.org)  
970-962-3724

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**Stormwater**

FEMA Floodplain Development Permit application (**if applicable**). Contact 970-962-2771 for additional assistance if your project is located within a floodplain.

Kevin Gingery  
[Kevin.Gingery@cityofloveland.org](mailto:Kevin.Gingery@cityofloveland.org)  
970-962-2771

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**Site Work Permit Issuance**

For new builds, a Site Work permit must be obtained from the Planning Division before the building permit will be approved.

Kevin Gingery  
[Kevin.Gingery@cityofloveland.org](mailto:Kevin.Gingery@cityofloveland.org)  
970-962-2771

**OR**

Suzette Schaff  
[Suzette.Schaff@cityofloveland.org](mailto:Suzette.Schaff@cityofloveland.org)  
970-962-2531

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**Water/Wastewater**

Provide water meter justification letter for all commercial, industrial, and multi-family water meters. Requirements for the letter can be found in section 4.4.6 of the Water and Wastewater Development Standards.

Melissa Morin  
[Melissa.Morin@cityofloveland.org](mailto:Melissa.Morin@cityofloveland.org)  
970-962-3709