



**Development Services
Building Division**

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www.cityofloveland.org

2006

***Non-Residential
Guidelines***

CITY OF LOVELAND
Building and Development Services
Civic Center * 500 E. Third Street, Suite 110 * Loveland, CO 80537
(970) 962-2505 or (970) 962-2610
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BUILDING DIVISION STAFF DIRECTORY

General Information	(970) 962-2505 or (970) 962-2610
Fax	(970) 962-2904
Building Official	(970) 962-2509
Permit Coordinator	(970) 962-2504
Plans Examiner	(970) 962-2526
Plans Examiner	(970) 962-2662
Code Administrator	(970) 962-2506
Inspectors	
Electrical	(970) 962-2507
Electrical	(970) 962-2616
Plumbing	(970) 962-2638
Combination	(970) 962-2619
Combination	(970) 962-2508

Welcome to the City of Loveland Development Center!

Our goal is to establish and maintain positive communications with design professionals, developers, contractors and the general public in our community. We strive to keep the permitting process simple while ensuring quality development and safe construction.

These guidelines are designed to facilitate an understanding of the application requirements for a non-residential and three or more residential dwelling unit building permit applications. If you have any questions, please contact the Permit Coordinator at (970) 962-2504.

Prior to applying for a building permit we recommend you contact Current Planning at (970) 962-2525 or (970) 962-2523 to determine if there are any additional requirements or conditions which may impact your project.

Classification of Project:

Three (3) or more Dwelling units: All projects involving 3 or more dwelling units.

Tenant Finish/Improvement: Project involving interior work only. May include a change-in-use of the property.

Commercial/Industrial Addition: Project involving exterior addition to an existing building, or the addition of square footage within an existing building.

New Commercial/Industrial Building: Project involving a new building that is not attached to an existing building.

Pre-Application: (CRT – Concept Review Team)

What is a concept review or a pre-application meeting?

On Thursday afternoons, the City of Loveland hosts Concept Review Team (CRT) meetings to provide an opportunity for the public to informally discuss ideas concerning development in the City (or a development to be annexed to the City). During CRT meetings, applicants may ask specific questions and will receive preliminary comments from various City department representatives. The Review Team will comment on the proposed projects and identify the areas of compliance and/or non-compliance with City Code. The purpose of the meeting is to identify major requirements, concerns, and issues early in the process before too many expenses are incurred by the applicant.

There is no fee for this meeting. You do not need to own the property to submit an application or attend the meeting. City staff members will provide written comments at the CRT meeting.

What is the difference between a Concept Review and a pre-application?

The meetings are both held on Thursdays and conducted by the Review Team. The only difference is that a Concept Review meeting is required for applications involving annexation, zoning, and subdivision proposals. A pre-application meeting is required for uses-by-right and special review uses.

To schedule a pre-application/CRT meeting complete a Concept Review Team / Pre-Application Form (Appendix A) and submit all of the required documentation to the Current Planning Division. If you have additional questions, you may contact Current Planning at 970-962-2525.

Application Submittal:

A complete application for commercial building permit, construction plans, site plans and all other required information are submitted for review (see pages 10-13 for additional application requirements and Appendix D for a checklist). Incomplete application submittals will not be accepted. To facilitate the submittal process, please submit all required documents in conformance with the building permit application distribution sheet found in Appendix D.

No fees are required to submit plans for review. However, if you submit plans for review and do not proceed with the work, for whatever reason, you still will be responsible for the plan review fee.

All commercial work requires a City of Loveland Class I licensed contractor. All sub-contractors are required to be licensed with the City of Loveland. All contractor licenses must be current prior to the release of any building permits. Contractor licensing applications can be obtained from City staff or visiting www.cityofloveland.org (select "Living in Loveland", "Building Permits", and then "Contractor License Application Packet").

Prior to submittal of a commercial building permit application it is important to complete any related Planning processes, or have approval from the Planner reviewing the project to submitting an early commercial building permit application. Please request the Planner reviewing the project contact the Permit Coordinator if an early commercial building permit submittal is authorized.

Application Review Process:

After completing the CRT/Pre-application process submit the completed commercial building permit application and all required documents. The application is logged on to the computer and distributed to all required review agencies. The Building Division only accepts complete building permit applications. Failure to provide all necessary and required documents will result in the application being rejected. The review period for all non-residential and multi-unit dwelling unit building permit applications is fifteen to twenty (15-20) working days from the date the complete application is submitted to the Building Division. The review period indicated here is a guideline and is not guaranteed.

Non-residential and multi-unit dwelling unit building permit applications are reviewed by Building, Handicap, Planning, Engineering, Electrical, Water/Wastewater, Water/Wastewater Pre-treatment, Stormwater, and Erosion Control. The Building Division shall serve as the primary contact for your project, however you may contact individual reviewers as necessary for specific questions.

All revisions and resubmittals shall be submitted to the Building Division for proper recording and distribution. Each revision and resubmittal will extend the review period fifteen to twenty (15-20) working days. Each project is allowed two resubmittals with the original plan check fee, after the second resubmittal the project will be charged an additional \$47.00 per hour for review.

Applicants may be contacted directly by individual review agencies with comments, or the applicant may contact the Building Division to request an application status report. All review agencies must provide approval before a building permit application can be issued. It is the applicant's responsibility to address any issues identified during the review process. As part of the review process, the applicant must comply with all of the required erosion control requirements. Once this has been completed, the applicant shall request an erosion control inspection by calling 970-962-2538. The erosion control inspection must be completed and approved prior to the release of a commercial building permit application.

Building permit fees are calculated based on the fees adopted as of the date of submittal. Fee amounts can be released after all valuations and information has been entered into the computer system. Final fee amounts cannot be provided unless all necessary valuations are provided. Some projects are required to pay an additional fee to the High Plains Environmental Center. This fee is collected on behalf of the High Plains Environmental Center, it is not a City of Loveland fee.

Permit Issuance:

Issuance fees are paid at permit issuance; these include the permit fees, taxes, construction fees, and water meters. The Deferred Fees (also known as Final Fees) are paid prior to request for final inspection. All fees are listed under Permit Fee Information see pages 18-22 for additional information.

Upon issuance of a building permit, the inspection card must be displayed on the job site where it is visible from the street and accessible to all inspectors. The printed review conditions attached to the permit card **MUST** remain attached to the inspection card for reference for all inspectors. The reviewed and stamped construction documents as well as site plans, must be on site and available to all inspectors for all scheduled inspections. Failure to follow these requirements will result in a \$47.00 penalty fee per occurrence and inspections will not be performed.

The permit must be picked up within 90 days of approval or review inactivity. If the permit is not picked up the application will be closed and the plan check fee will still be assessed. Once a permit is closed, a new application will be required, and the fees will be calculated based on the fee schedule in effect at the time of the resubmittal.

Building Inspections:

Inspections needed are requested by calling the **Building Inspection Line** at **(970) 962-2100**. For your convenience, inspection line brochures are available at the Building Division. These brochures will provide you with all permit and inspection type codes and directions which guide the applicant through the inspection request line process. Inspections can be called in on the automated inspection line at (970) 962-2100 between 2:30 A.M. and 11:30 P.M. Inspections should be called in 24 hours before the needed inspection. Inspections can be requested for the same day as long as the call is completed by 8:00 A.M. Foundation inspections and underground electrical inspections are the only scheduled time inspections allowed. The City of Loveland recommends not using a cell phone when calling the inspection line to avoid dropped calls.

For some multi-unit dwelling building permits inspections must be scheduled directly with the City of Loveland staff. For these instances contact (970) 962-2610 or (970) 962-2505 for additional assistance.

Commencing with any construction including grading and excavation without an approved building permit will result in a stop work order being issued. At the Building Official's discretion double permit fees can be assessed for work begun without the required building permit. During the construction process if an inspection is scheduled and work is not completed this may result in a \$47.00 penalty fee, per occurrence.

For larger projects there may be numerous partial inspections, so it is important that "all roughs – Code 6" be selected to schedule all rough inspections prior to beginning any work involved in the final inspections. An outstanding rough inspection can delay the issuance of a Certificate of Occupancy.

The following additional information is required at the time of rough inspections:

- Engineer letters for caissons or foundation systems not inspected by the City of Loveland Building Division.
- Truss specifications for roof and floor systems
- Setback and elevation certificate

After issuance of a permit, a temporary electric meter can be set for construction purposes. Once the temporary electric equipment has been set, the inspection line (970) 962-2100 should be called for an inspection using the electrical permit option (#3) and inspection code "3306". ***If any corrections are necessary a notice will be placed on the temporary meter cover. Approval decals will be left on the temporary meter cover.*** Once the temporary meter set is approved by the Building Division, the Building Division will contact Water and Power to schedule the temporary power energize.

For permanent meter set the procedure is the same as the previous, instead use code "3307" for the set up of a meter. ***If any corrections are necessary a notice will be left on the permanent meter service disconnect. Approval decals will be left on the permanent meter service disconnect.*** Once the permanent meter set is approved by the Building Division, the Building Division will contact Water and Power to schedule the permanent power energize. The City of Loveland must assign all suite/unit number for all multi-unit/tenant buildings. Meter set inspection will not be approved unless all meters accurately reflect City of Loveland assigned suites/units. Please contact the Permit Coordinator for additional information or to obtain suite/unit numbers.

After the permit is picked up work must begin and inspections scheduled within 180 days. Failure to schedule an inspection within the allotted 180 days will result in the application expiring. Each inspection extends the permit an additional 180 days. If an application is closed for expiring no additional work can be performed under that application. Scheduling an inspection before the related work is complete will result in a \$47.00 penalty fee per occurrence. Multiple violations of requesting inspections before the related work is ready for inspection can result in the application being closed.

The following additional information is required at the time of final inspections.

- Insulation certificate
- Air balance report
- Commercial Site Certification – This is reviewed by the Engineering Department. Please submit these documents through the Building Division and allow a minimum of 48 hours for review.
- Any special inspection letters or documents

Prior to final inspections being requested, all deferred fees such as Capital Expansion Fees (CEF) or System Impact Fees (SIF) must be paid at the Building Division. For larger projects there may be numerous partial inspections, so it is important that “all finals – Code 7” be selected to schedule all final inspections.

This automatically schedules all outstanding final inspections, except the Fire Prevention Bureau, and requests other divisions/departments to perform the needed remaining inspections for the project prior to issuing a Certificate of Occupancy or Temporary Certificate of Occupancy. The applicant is required to contact the Loveland Fire Prevention Bureau directly at (970) 962-2536 to schedule any necessary fire inspections.

If a Temporary Certificate of Occupancy is processed for issuance or is issued, a payment of one hundred (\$100.00) dollars is required for administrative services required in processing the document for each tenant finish. Certificate of Occupancy’s are not issued for core and shell permits, however if necessary the contractor can request a Letter of Completion (LOC) following the same procedures as issuance of Certificate of Occupancy’s. Certificate of Occupancy’s are only issued for tenant finishes with identified and approved occupancies.

The City of Loveland is allowed a minimum of 48 hours to process a Temporary Certificate of Occupancy, Certificate of Occupancy, or LOC. This information is provided to the applicant upon issuance of a permit and is indicated on the inspection card.

As a reminder, all structures must be open, accessible and all reviewed construction documents must be available to inspection staff during requested times of inspection.

Certificate of Occupancy:

Before a final inspection request can be scheduled, all deferred fees (as mentioned previously) must be paid at the Building Division.

The Certificate of Occupancy will be issued to the licensed contractor to whom the permit was issued after all required final inspections have been approved. The contractor will need to come to the Building Division to sign for the Certificate of Occupancy once all final inspections have been approved, a Certificate of Occupancy will be available 48 hours after the date of final inspections. We recommend calling the Building Division to confirm if the Certificate of Occupancy or LOC is ready.

In the event some outstanding issues remain as mentioned previously, the City may issue a Temporary Certificate of Occupancy for a specified period of time on a case by case basis. A re-inspection will be scheduled for the outstanding items using a predetermined agreed future date for completion of the remaining items. There is a \$100.00 charge for Temporary Certificate of Occupancy, and if a Temporary Certificate of Occupancy needs to be extended an additional \$100.00 charge may be assessed. If all remaining conditions have been satisfied, then a Certificate of Occupancy will be issued. We recommend calling the Building Division to confirm the Certificate of Occupancy is ready. The licensed contractor to whom the permit was issued will be required to come to the Building Division to sign for the Certificate of Occupancy.

All structures that do not have an occupancy classification (super structure, core and shell structures) may receive a letter of completion. Tenant finish permits with an identified and

approved occupancy will receive either a Temporary Certificate of Occupancy or a Certificate of Occupancy.

Prior to a Certificate of Occupancy being issued a copy of CAD drawings on a CD must be submitted directly to the Loveland Fire Prevention Bureau.

Prior to issuance of a Certificate of Occupancy a “Certification of Installation” is required for establishments installing a pre-treatment device (interceptor, trap, etc). A copy of the “Certificate of Installation” can be found in Appendix H. For additional information, contact 970-962-3719.

Permit Fee Estimate:

The City of Loveland now also offers a permit fee estimator on the City of Loveland website. To access the permit fee estimator, please follow these steps:

1. Enter the City of Loveland web address – www.cityofloveland.org
2. Select the “Living in Loveland” bubble at the top of the page.
3. Select “Building Permits” – it is the first choice.
4. Select the “Permit Fee Estimator”. Then follow the instructions on the permit fee estimator to complete your estimate.

If you have questions or would like assistance in determining fees, please call (970) 962-2504 and provide the information as outlined below.

Enclosed for your use is the Building Permit Estimate form to assist in estimating construction fees for future projects. This includes necessary information to help in determining estimated fee costs of projects. If you have any questions or would like assistance in determining fees, please call (970) 962-2504 and provide the following information:

New Construction

1. Total valuation* for entire project
2. Separate valuations for each electrical, plumbing, mechanical (included is HVAC, gas piping and solid, liquid or gas burning appliances)
3. Total building area in square feet and occupancy classification of each area of each use
4. Total lot area in acres and square footage
5. Water and sewer tap size

Additions

1. Total valuation* for entire project
2. Separate valuations for each electrical, plumbing, mechanical (included is HVAC, gas piping and solid, liquid or gas burning appliances)
3. Additional square footage being added to the building
4. Total lot area of undeveloped land being paved/developed with this addition
5. Water and sewer tap size if additional taps are being installed

Alterations

1. Total valuation* for entire project
2. Separate valuations for each electrical, plumbing, mechanical (included is HVAC, gas piping and solid, liquid or gas burning appliances)

* The **total valuation for non-residential construction** used in computing the permit fees and plan review fees shall be the total cost of all construction work for which the permit is issued (excluding

the cost of the land and any fire suppression costs). Included shall be all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators and any other permanent equipment or fixtures. The City of Loveland confirms the provided total project valuation using the Building Valuation Data table from the Building Valuation Data chart from Building Standards March-April 2002.

Separate permits are required for fire extinguishing/detection systems. Please **exclude** the valuation for sprinkler system and fire alarms in determining valuation for a project which may be applied for at the Fire Prevention Office located at 410 E. 5th St. Permit fees for the fire extinguishing/detection system will be assessed separately by the Loveland Fire Prevention Bureau.

Thank You!

Please do not hesitate to call us with any questions you might have or to obtain any additional information. We appreciate the opportunity to assist you in creating a successful construction project!

Application Requirements
For
Non-Residential Building Permits
New Construction, Additions, or Changes in Use

1. Complete the Commercial Building Permit Application for building permits in Appendix B with all required information including:
2. Ten (10) copies of the site plan as defined in the City of Loveland Non-Residential Building Permit Application Distribution Sheet (see Appendix D). We recommend you contact the Permit Coordinator at (970) 962-2504 to verify the information required prior to submittal for all projects.
3. Three (3) complete sets of architectural/construction plans drawn to scale (and specifications, if applicable) in conformance to the Minimum Standards for Code Submissions (See **Appendix I**)
 - Architectural, structural, electrical, mechanical (HVAC) and plumbing plans. All sheets of all drawings are required to be signed and sealed per the State of Colorado laws governing architects and engineers. The construction documents shall be per the administrative provisions of the Codes adopted by the City of Loveland.
 - A complete code analysis of the project (occupancy classification, occupant load, type of construction, location on property, total square footage of building project and total square footage for each use) is required.
 - The City of Loveland is currently reviewing based on the following codes:
 1. 2003 IBC, IRC, IMC, IPC, IFGC, IPMC
 - 100 mph 3 second wind burst
 - Exposure C
 - Seismic Zone 1
 2. 2005 NEC
 3. ANSI A117.1, 1998 edition
 4. Local amendments as required or applicable (copies of these documents are available from the Building Division).
4. If the proposed project will have multiple tenants a separate 8 ½ x 11 diagram showing the maximum number of proposed tenants is required.
5. One (1) set to include the following information:
 - Architectural Building elevations
 - Rooftop plans
 - Mechanical schedule
6. One (1) set to include the following information:
 - Complete set of plumbing plans to include all locations of grease interceptors, if applicable.
 - Complete a Wastewater Pretreatment Questionnaire. For information contact the Water Wastewater office at (970) 962-3719 or visit the City of Loveland website at www.ci.loveland.co.us/wp/Wastewater/wastewatermain04
 - There are two forms to choose from – Appendix G is for non-food establishments, Appendix H is for all food service establishments. If you are unsure which for to submit, call (970) 962-3719 of additional assistance.

7. One (1) set to include the following information:
 - Electrical drawings and 1-lines from City XFMR to meter and Ct-Pt can
 - Main panel size
 - Secondary voltage
8. Payment of a \$300 design deposit, one set of electrical schematics and electrical service requirement form submitted directly to the City of Loveland Water and Power Department located in the Service Center at 200 N. Wilson Ave. For more information on design standards call (970) 962-3000.
9. Submit a completed Traffic Worksheet Appendix E as required by the Adequate Community Facilities (ACF) ordinance with all building permit applications. A Traffic Impact Study may be required pending review of the Traffic Worksheet. A Traffic Impact Study is required if the proposed use will generate over 100 daily trip ends. See the Traffic Impact Study Guidelines and Policies for further details and requirements. If you have any questions you can call (970) 962-2560
10. A set of plans shall be submitted under separate cover to the Fort Collins/Loveland Water and Sanitation District or Little Thompson Water District if the project area is serviced by these agencies. A copy of the water receipt is required at time of building permit application submittal for all projects serviced by either the Fort Collins/Loveland Water and Sanitation District or the Little Thompson Water District.
11. A separate permit is required from the Fire Prevention Bureau if any of the following conditions exist:
 - The proposed building is fully or partially protected by a fire suppression system. This would include wet, dry, Halon, CO₂ and other alternative methods of fire suppression.
 - If a smoke detection or fire alarm system is to be installed in any or all portions of the building.
 - Any facility which will be used for storage, dispensing, or production of hazardous materials.
 - Any facility where fuel dispensing is to take place.
 - Any facility where flammable or combustible liquid tanks are to be installed.
 - Any facility storing and dispensing liquefied petroleum gas (propane).
 - Buildings in excess of 5,000 S.F., unless separated by area separation walls (fire walls).
12. A set of plans shall be submitted (separately and directly) to the Larimer County Department of Health and Environment for all food service or eating and dining establishments. Building permits cannot be released for these projects until the Larimer County Department of Health and Environment has granted approval and provided the Building Division with a written copy of that approval. You can contact them directly at (970) 498-6700 if you have any additional questions or would like any additional information.

If you are submitting for a multi-family project, please use the “City of Loveland Building Permit Application” that can be found on the City of Loveland website:

- www.cityofloveland.org
- Select “Living in Loveland”
- Select “Building Permits”
- Select “Downloadable Forms & Documents”
- Select “Application for Building Permits”

Application Requirements
For
Non-Residential Building Permits
Tenant Improvements/Finishes or Interior Remodels

1. Complete the Commercial Building Permit Application for building permits in Appendix B with all required information including:
2. Three (3) complete sets of architectural/construction plans drawn to scale (and project specifications, if applicable) in conformance to the Minimum Standards for Code Submissions in Appendix I.
 - Architectural, structural, electrical, mechanical (HVAC) and plumbing plans. All sheets of all drawings are required to be signed and sealed per the State of Colorado laws governing architects and engineers. The construction documents shall be per the administrative provisions of the Codes adopted by the City of Loveland.
 - A complete code analysis of the project (occupancy classification, occupant load, type of construction, location on property, total square footage of building project and total square footage for each use) is required.
 - The City of Loveland is currently reviewing based on the following codes:
 1. 2003 IBC, IRC, IMC, IPC, IFGC, IPMC
 - 100 mph 3 second wind burst
 - Exposure C
 - Seismic Zone 1
 2. 2005 NEC
 3. ANSI A117.1, 1998 edition
 4. Local amendments as required or applicable (copies of these documents are available from the Building Division).
3. One (1) set to include the following information:
 - Architectural Building elevations
 - Rooftop plans
 - Mechanical schedule
4. One (1) set to include the following information:
 - Complete set of plumbing plans to include all locations of grease interceptors, if applicable.
 - Complete a Wastewater Pretreatment Questionnaire. For information contact the Water Wastewater office at (970) 962-3719 or see the City of Loveland website at www.ci.loveland.co.us/wp/Wastewater/wastewatermain04
 - There are two forms to choose from – Appendix G is for non-food establishments, Appendix H is for all food service establishments. If you are unsure which form to submit, call (970) 962-3719 for additional assistance.
5. One (1) set to include the following information:
 - Electrical drawings and 1-lines from City XFMR to meter and Ct-Pt can
 - Main panel size
 - Secondary voltage

A separate permit is required from the Fire Prevention Bureau if any of the following conditions exist:

- The proposed building is fully or partially protected by a fire suppression system. This would include wet, dry, Halon, CO₂ and other alternative methods of fire suppression.
 - If a smoke detection or fire alarm system is to be installed in any or all portions of the building.
 - Any facility which will be used for storage, dispensing or production of hazardous materials.
 - Any facility where fuel dispensing is to take place.
 - Any facility where flammable or combustible liquid tanks are to be installed.
 - Any facility storing and dispensing liquefied petroleum gas (propane).
 - Buildings in excess of 5,000 S.F., unless separated by area separation walls (fire walls).
7. A set of plans shall be submitted (separately and directly) to the Larimer County Department of Health and Environment for all food service or eating and dining establishments. Building permits cannot be released for these projects until the Larimer County Department of Health and Environment has granted approval and proved the Building Division with a written copy of that approval. You can contact them directly at (970) 498-6700, if you have any additional questions or would like additional information.

Site Plan Requirements For Non-Residential Building Permits

Ten (10) copies of the site plan are required for all new construction, building additions, and change-in-use applications. We recommend all applicants contact the Permit Coordinator at (970) 962-2504 prior to submitting any applications.

General Site and Mapping Information

Please refer to Appendix D for a more detailed listing of the specific items required for site plans and all civil (P.I.C.P.) drawings.

1. A vicinity map showing the location of the site. The project area shall be indicated on the vicinity map by shading, and shall also indicate:
 - Property boundaries of the project
 - Adjacent streets and properties
 - Lakes, streams, and similar environmental areas
 - Arterial streets within one mile of the project
2. A key for site plans which contain more than one page. The area shown on each page shall be shaded on the key.
3. North arrow with a graphic scale.
4. The name, address, and phone number of the following:
 - Persons or firm who prepared the site plan
 - All owners and lien holders of the property
 - All developers of the property
5. The full recorded legal description of the property: lot, block, subdivision name and P.U.D. name, if applicable.
6. Property boundary delineation showing all bearings, distances, and full curve information.
7. Location, dimension and type of all easements and right-of-ways adjacent to the property. (Show any existing or proposed structural encroachments into easements including building overhangs, concrete pads, retaining walls, etc.)
8. Location of existing curb and gutter, ultimate curb and gutter, and existing and proposed sidewalks
9. The location of any other existing site features on the property which may impact the installation of required curbside trees, curbside improvements, and/or parking lot bufferyard.
10. All access points from the property to adjoining streets and alleys with dimensions of the width and the radii of the returns and the type of access (i.e. curb cut or radius approach).
11. Sight distance triangles at the corners of street intersections and from all access points onto public streets.

12. All existing structures, identifying which will remain and which will be demolished. Document the floor area of all buildings to be demolished.
13. Location of all proposed structures and additions including:
 - Front, rear, and side yard setbacks
 - Perimeter dimensions, building height, and floor areas of all proposed structures
14. Proposed layout with location and dimensions of all parking areas, parking spaces, compact car spaces, handicapped spaces, traffic lanes (including direction of traffic flow), pedestrian walks, bike paths, and loading zones.
15. Proposed treatment of all ground surfaces.
16. Location of refuse collection areas and elevations of screening method proposed.
17. Location of areas used to service vehicles or machinery.
18. Location, elevation, and types of exterior lights, including type of illumination (i.e. incandescent, mercury vapor, etc.) and light intensity (foot candles).
19. Location of all handicapped accessible entrances to buildings, all handicapped ramps, and accessible routes.
20. A data table that shall include:
 - Existing zoning of the property
 - Proposed use/area for each structure on the site
 - Total acreage of the property
 - Total area in square feet to be covered by buildings and the percentage of total lot area
 - Area in square feet to be covered by permanent surface (i.e. asphalt, concrete, etc.), parking areas, pedestrian walks, and traffic lanes and the percentage of total lot area
 - Total number of parking spaces, percentage of compact car spaces, and number of handicapped parking spaces
 - Total area of square feet to be landscaped and the percentage of total lot area being landscaped
 - Number of bicycle parking spaces provided
21. Any proposed phasing of the project.
22. Time schedule for completing the project with completion dates for all major elements of the project. Please note the City of Loveland is unable to guarantee building permit applications will be approved according to the provided time schedule.
23. Any additional information, which may be required, by the Current Planning Manager or the Building Official to protect the public health, safety and welfare of the community and provide for compatible and aesthetic development which will be consistent with adopted City plans.

Utility Information

1. Location and size of all existing and proposed:
 - A. Electrical lines, equipment and service pedestals
 - B. Storm drainage systems
 - C. Telephone cables
 - D. Television cables
2. Location, size, and pressure of the existing and proposed natural gas lines

Grading, Drainage, Erosion and Management Plan Information

All Drainage information shall be prepared by a Colorado registered engineer. See Appendix D for a more detailed list of submittal requirements. For more information please see the City of Loveland website at (www.ci.loveland.co.us/publicworks/Stormwater). If you have any additional questions or would like any additional information, contact the Public Works Department/Stormwater at (970) 962-2771. The drainage information shall conform to the guidelines of the Public Works Department/Stormwater (970) 962-2771 to include but not inclusive of the following items:

1. The following information is required for the entire project and 50 feet beyond the perimeter of the project:
 - a. Existing topography indicated with dashed lines
 - b. Proposed grading contours indicated with solid heavy lines
 - c. Spot elevations
 - d. Arrows indicating the direction of the drainage flow
 - e. Location and size of any existing and proposed storm drainage facilities
 - f. Elevation of any existing and proposed drainage facilities (i.e. swales, catch basins)
 - g. All principal features of the project, including lakes, structures, detention areas, ditches, fences, etc.
2. Minimum required elevation of the finished floor and the top of foundation, as indicated in the Drainage Report, for protection from a 100-year storm.
3. Volume of drainage into adjacent drainage facilities.
4. Proposed location of downspouts.
5. Any portion of the project and 50 feet beyond the perimeter of the project, which is within a 100-year flood plain, floodway, or flood fringe.
6. Existing and proposed improvements as required by the Master Drainage Report.
7. Location, size, restrictions, and maintenance responsibility defined for all drainage easements.
8. A drainage report shall be provided, stamped and signed by a Colorado registered Professional Engineer. The report shall contain all support information shown on the grading and drainage plan, referencing all existing and or previous approved reports, typed and bound.

Landscape Information

1. All existing trees and vegetation - noting which trees over 4 inches in caliper shall be removed.
2. Location of all proposed plants, shrubs, and trees planted in accordance with the Site Development Performance Standards and Guidelines. Landscaping shall be drawn according to their size at 5-year maturity for trees and at 2-year maturity for shrubs.
3. Planting schedule explaining symbols, plant quantities, common and botanical names, as well as plant sizes.
4. State whether sod or seed will be used in grass areas.
5. A delineation of the proposed irrigation method.

Permit Fee Information

For

Non-Residential Permit Applications

- * **Building Permit Fees:**
Based on the project's total valuation as defined in **Appendix C, Building Permit Fee Schedule**

- * **Footing and Foundation (F&F) Fee**
Based on the valuation of foundation, underground electrical, and underground plumbing (reduced from total valuation for full permit). This information is only necessary if an F&F permit is being released for a specific project. This information will be obtained just prior to an F&F permit being released and is not necessary at the time of application submittal.

- * **Plan Review Fee:**
65% of the building permit fee

- * **Sub-Contractor Fees (Electrical, Mechanical and Plumbing):**
Sub-contractor fees are based on the valuation of each trade per **Appendix C, Building Permit Fee Schedule**

- * **City Use Tax (3.0%) and Larimer County Open Space, Court House and Jail Expansion Tax (0.80%):**
City and County use taxes are based on 3.80% of one-half of the total valuation. Once the building permit is issued you can take the permit with you when purchasing materials for the project and the City and County use tax will not be charged. State taxes will still be assessed.
 - **The tax paid at the time a building permit is issued is a deposit.** The final tax is calculated at the completion of the project and reported to the City's Sales Tax Department by the contractor and is subject to audit.

- * **Water Meter Fees, Tap Fees, and * Construction Water:**
These fees are based on the size of the water tap required by the development.

System Impact Fees (SIF):

The system impact fees are based on the size of the water tap required by the development in **Appendix F**.

<u>Tap Size (inches)</u>	Water	Wastewater
¾" tap	\$ 3,970.00	\$ 4,159.00
1" tap	\$ 12,809.00	\$14,012.00
1½" tap	\$ 25,058.00	\$24,456.00
2" tap	\$ 38,701.00	*
3" tap	\$ 80,332.00	*
4" tap	**	*
6" tap	**	*
8" tap	**	*
10" tap	**	*
12" tap	**	*
2-8 Dwellings per unit per building	\$ 2,328.00	\$ 2,252.00
9 th unit and above per unit per building	\$ 1,413.00	\$ 1,785.00

The impact fee for taps larger than 1.5 inch applies only to irrigation meters.

*Nonresidential taps above 1.5 inch pay a monthly capital recovery surcharge rather than a building permit fee.

** Tap sizes larger than 3-inch shall be established by City Council.

The raw water development fee is based on the size of the water tap required by the development. This is not purchasing shares of water, this fee is for developing the infrastructure for the delivery of the raw water.

<u>Tap size (inches)</u>	<u>Nonresidential</u>	<u>Irrigation Tap</u>
¾" tap	\$ 1,000.00	\$ 1,000.00
1" tap	\$ 1,700.00	\$ 1,700.00
1 ½" tap	\$ 3,300.00	\$ 3,300.00
2" tap	\$ 5,300.00	\$ 5,300.00
3" tap	**	\$ 10,000.00
4" tap	**	\$ 16,700.00
6" tap	**	\$ 33,300.00
8" tap	**	\$ 60,000.00
10" tap	**	\$ 96,700.00
12" tap	**	\$143,300.00
	<u>Multi-Family</u>	
1-24 dwelling units per unit per building	\$ 626.00	
25 th dwelling units per unit per building	\$ 123.00	

**Commercial taps above 1½" pay a capital recovery charge (\$0.15/1000 gallons as of January 1, 2005)

Fees for tap sizes larger than 12-inch shall be established by City Council.

Electric Plant Investment Fee and Installation (PIF):

The electric plant investment fee (PIF) and service installation is calculated and paid through the City of Loveland Water and Power Department. Call (970) 962-3561 for additional information.

Capital Expansion Fees (CEF):

The capital expansion fees (CEF) are based on floor area and use. These fees are adjusted annually in January of each year, per Section 16.38.070 of the Municipal Code. See Capital Expansion Fees (page 22) for additional information.

Inspection fees for Public Works

Street inspection fee of \$150.00 or \$50 per acre if over 2 acres

Storm Drainage Fee of \$150.00 or \$50 per acre if over 2 acres

Storm Water System Fee:

Cost per square foot (43,560 sq ft/acre)

<u>Commercial</u>	<u>Institution</u>	<u>Industrial</u>
\$0.1129	\$0.0498	\$0.1063

The area used in computing this fee is the developed area. This area may exclude excess open space not required by the Municipal Code, provided that a substantial barrier exists between the developed area and the excess open space to prevent the use of that excess area.

- * The fees shown with an asterisk are due at permit issuance. The remainder of the fees are due prior to requesting final inspections.

Water Meter, Meter Inspection, And Construction Water Fees

	<u>Tap Diameter</u>					
	¾"	1"	1 ½"	2"	3"	4"
Meter Fee	\$164.64**	\$317.11**	*	*	*	*
Meter Inspection	\$ 50.00	\$ 65.00	N/A	N/A	N/A	N/A
Construction Water	\$ 25.00	\$ 42.00	\$84.00	\$134.00	\$250.00	\$416.00
Total Fees	\$239.64	\$424.11	\$84.00	\$134.00	\$250.00	\$416.00

** These fees include State of Colorado tax

* **Does not** include meter, vault, piping, and appurtenances, which shall be purchased by installer.

Construction water fees above a 4.00 inch tap will be negotiated with the Water and Power Department.

The City of Loveland Water and Power Department (970) 962-3721 must approve meter pits located in driveways prior to pouring the driveway or sidewalk. A recessed, heavy-duty meter pit dome is required.

Water and Sewer Tap Fees

Sewer Tap Fee	INSIDE CITY LIMITS	OUTSIDE CITY LIMITS
4" tap	\$250.00	\$275.00
6" tap	\$300.00	\$330.00

Water taps larger than 2" are \$250.00 for the meter inspection. The installer purchases all materials.

For services larger than 4", a flat fee will be negotiated with the Water Department for construction water.

Capital Expansion Fees

These fees are based per square foot of floor area and use. These fees are adjusted annually in January of each year.

	Commercial <u>Retail and Non-Retail</u>	<u>Industrial</u>
Fire Protection	\$0.26	\$0.07
Law Enforcement	\$0.31	\$0.08
General Government	\$0.36	\$0.10
Streets	* See listing below for type of construction and fees	

- * The street capital expansion fee may be reduced for a specific land use if data deemed reliable by the City establishes that traffic for both peak hour and total daily volumes for the property are each less than sixty (60%) percent of the traffic assumptions (60% less than the total trip generation rates) used in establishing the fees for the specific land category in the adopted fee tables.
- * The new fee will be based on a simple average of the data deemed reliable by the City for the property and the traffic assumptions used to establish the adopted fees. Request for reduction of street fees must be in writing and include documentation verifying the traffic (hourly and daily) volumes. The Traffic Engineering Division must approve written documentation substantiating reduced traffic prior to receiving the reduction. see section 16.38.090 Municipal Code for additional information.

Modifications to the Street CEF fees are proposed for review in the first quarter of 2006. Feel free to contact the Building Division for additional information.

COMMERCIAL	OFFICE
Auto Sales \$ 7.47	General Office Bldg (3) \$ 4.20
Auto Service – Oil Change \$ 7.73	Medical/Dental Office \$ 8.25
Bank \$ 10.66	Place of Worship \$ 2.36
Convenience store/gas \$ 28.16	Hospital \$ 3.50
Fast Food Restaurant \$ 34.96	INDUSTRIAL
Free-Standing Discount Store \$ 5.18	General Light Industrial \$ 2.17
Fuel Island only per pump (4) \$5,552.00	Manufacturing \$ 1.61
Furniture Store \$ 0.52	Mini-Warehouse \$ 0.78
Grocery Store \$ 9.83	Hanger for Aircraft Storage \$ 0.31
Health Club \$ 5.51	Warehousing \$ 1.47
Movie Theater \$ 8.57	COMMERCIAL/RESIDENTIAL (per unit)
Other Retail and Service (2) \$ 4.09	Assisted Living \$ 427.00
Retail Shopping Center (1, 3) \$ 7.51	Hotel – Motel (per room) \$1,587.00
Sit Down Restaurant \$ 7.53	Nursing Home \$ 899.00
	Retirement Community \$ 603.00
	Multi-family (per unit) \$1,940.00

1. All in-line (multi-tenant) retail should be included in these categories.
2. Other retail and service included freestanding retail and/or service businesses not appropriately classified in one of the other commercial categories.
3. Retail/Office fee for buildings over 100,000 s.f. (as per calculations)
4. The default for gas pumps is the convenience store category unless the building square footage falls below 200 sq. ft. per pump then the per pump cost is used.

Non-Residential Permit Applications Building Permit Estimate Worksheet

Project Address: _____

Legal Description: _____ Lot Area: _____ s.f.

Total Building Area (s.f.): _____ Water Tap Size: _____

Total Valuation: \$ _____ (Not including land and fire suppression costs)

Electrical Valuation: \$ _____

Mechanical Valuation: \$ _____

Plumbing Valuation: \$ _____

Fees:

<i>Issuance Fees:</i>	
Structural Permit Fee:	\$ _____
Plan Review Fee:	\$ _____
Electrical Subcontractor Fee:	\$ _____
Mechanical Subcontractor Fee:	\$ _____
Plumbing Subcontractor Fee:	\$ _____
City Use Tax and County Open Space Tax:	\$ _____
Water Meter Fee:	\$ _____
Construction Water Fee:	\$ _____
Total Issuance Fees:	\$ _____
<i>Capital Expansion Fees:</i>	
Fire:	\$ _____
General Government:	\$ _____
Law Enforcement:	\$ _____
Streets:	\$ _____
Total Capital Expansion Fees	\$ _____
<i>System Impact Fees</i>	
Electric Installation Fee:	Paid to Water and Power Dept.
Electric Plant Investment Fee:	Paid to Water and Power Dept.
Inspection Fee – Stormwater:	\$ _____
Inspection Fee – Streets:	\$ _____
Raw Water Development Fee:	\$ _____
Sewer System Impact Fee:	\$ _____
Storm Water System Investment Fee:	\$ _____
Water System Impact Fee:	\$ _____
Total System Impact Fees	\$ _____

Total Fees Required Prior to Final Inspections \$ _____

Total anticipated Project Building Permit Fees (Issuance and Final Fees). Total of Issuance Fees, Capital Expansion Fees, and System Impact Fees \$ _____

You can also utilize the new City of Loveland Permit Fee Estimator on the City of Loveland website.



Development Services Planning Division

500 East Third Street, Suite #310 • Loveland, CO 80537
(970) 962-2525 • (970) 962-2523 • Fax (970) 962-2945 • TDD (970) 962-2620
www.cityofloveland.org

Revised: September 2005

Review Team for Concept Review / Pre-Application Meetings

What is a concept review or a pre-application meeting?

On Thursday afternoons, the City of Loveland hosts Concept Review Team (CRT) meetings to provide an opportunity for the public to informally discuss ideas concerning development in the City (or a development to be annexed to the City). During CRT meetings, applicants may ask specific questions and will receive preliminary comments from various City department representatives. The Review Team will comment on the proposed projects and identify the areas of compliance and/or non-compliance with City Code. The purpose of the meeting is to identify major requirements, concerns, and issues early in the process before too many expenses are incurred by the applicant.

There is no fee for this meeting. You do not need to own the property to submit an application or attend the meeting. City staff members will provide written comments at the CRT meeting.

What is the difference between a Concept Review and a pre-application?

The meetings are both held on Thursdays and conducted by the Review Team. The only difference is that a Concept Review meeting is required for applications involving annexation, zoning, and subdivision proposals. A pre-application meeting is required for uses-by-right and special review uses.

Who are the members of the Review Team?

The Review Team is comprised of representatives from the Planning, Building and Engineering Divisions, Water and Power, Parks and Recreation and Fire Departments.

How can you get on the agenda for a concept review or a pre-application meeting?

To be put on the agenda for the next available review meeting, you must submit 12 assembled packets of the following items to the Current Planning Division:

1. Complete the attached application form
2. Vicinity map showing the location of the project. A copy from the City zoning or other City map can be used.
3. Sketch plan of the proposal, folded into 8 ½" x 11"

The agenda is filled on a first-come, first-serve basis, with a limit of three projects per agenda. It is advisable to submit your application early to secure one of these slots. Upon submitting your 12 packets, you will be given a meeting date and time. A City Planner will be assigned to each CRT application.

What information is needed and how much detail is required on the plan?

The most important information on the application form is the exact location of the project and a general description of the project - type of use, approximate size, new or existing building (see page 3 of this form).

The sketch plan can be a simple drawing and need not be drawn by a professional. The plan should be drawn to scale and show property boundaries, names of adjacent streets, adjacent uses, access points into the proposed development, location of proposed buildings, parking lot, and other significant features of the site. Please note, the more information provided, the more detailed the comments from City staff can be.

What happens at the review meeting?

Every Thursday starting at 2:45 p.m., in the Main Floor Conf. Room at City Hall, the Review Team meets to review projects on the agenda. Each review is limited to 45 minutes.

At the meeting, the applicant will be asked to give a brief introduction to the project. The City Planner will facilitate discussion and comments on the project for each department or division. Please be prepared to take notes.

What happens after the review meeting?

The applicant will be advised at the review meeting how to proceed next (what type of planning application or building permit application is needed and the anticipated time of completion). The applicant will know which type of application to submit, reflecting the comments made at the review meeting.

If there are changes to the original proposal, the applicant may wish to resubmit to the Review Team. If it has been over a year since the project was reviewed by the Review Team, the applicant must resubmit the application since City regulations and policy may have changed.

Concept Review Team / Pre-Application Form

Project Name: _____ Date Submitted _____

Address or Location: _____

Legal Descript.: Tract/Lot _____ Block _____ Subdiv/Addn _____

Special Review: _____ Zoning: _____

Applicant Name: _____ Telephone: _____

Applicant Address: _____

Contractor/Owner: _____ Telephone: _____

PROJECT INFORMATION

(Please give a brief description of the project)

Please list any specific questions that you want answered)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Existing Use: _____ Existing Zoning: _____

Proposed Use: _____ Proposed Zoning: _____

Number of Lots/Units Proposed: _____ Number of Phases: _____

Number of Lots/Units per Phase: _____

Is any portion of this property located in a floodplain? If so, please attach a legal description of floodplain.

YES NO

Location of Meeting: Main Floor Conference Room

SKETCH PLAN/SITE PLAN DISTRIBUTION

CONCEPT REVIEW TEAM (for annexation, zoning, and subdivision applications):

Current Planning
Justin Stone, Engineering
Kathleen Porter, Water and Power
Romeo Gervais, Fire Prevention
David Gordon, Airport
Thompson R2J School District

David Kasprzak, Parks and Recreation
Rod Hamilton, Water/Wastewater
Tom Hawkinson, Building - Handicap
Kevin Gingery, Storm Drainage

Any questions or comments, please call Judy at (970) 962-2525.

PRE-APPLICATION (for uses-by-right and special review uses):

Current Planning
Rod Hamilton, Water/Wastewater
Justin Stone, Engineering
Kevin Gingery, Storm Drainage

Romeo Gervais, Fire Prevention
Tom Hawkinson, Building-Handicap
Kathleen Porter, Water and Power

City of Loveland

Commercial Building Permit Application

Building Division * 500 E. 3rd St. Suite 110 * Loveland, CO 80537
 General information (970) 962-2610 or (970) 962-2505 * Inspection Line (970) 962-2100
 TDD (970) 962-2620 * Fax (970) 962-2904

2006

Pre-Application/CRT Meeting date: _____

Address: _____		Lot Size: _____ sf	
Lot: _____	Block: _____	Subdivision: _____	
Owner Name: _____		Phone: _____	
Owner Address: _____			
(Street)		(City)	
(State)		(Zip)	
Contractor Name: _____		License Number: _____	
		Phone: _____	
Project Contact Name: _____		Office Phone: _____	
Project Contact Address: _____			
(Street)		(City)	
(State)		(Zip)	
Project Contact Preferred Phone: _____		Contact Cell: _____	
Project Contact Fax: _____		Contact e-mail: _____	

Commercial	Industrial	New Building	Alteration	Addition
Proposed Use: _____		Existing Use: _____		
Proposed Business Name: _____		Existing Business Name: _____		
Building Height: _____ ft	Construction Type: _____	Occupancy Group: _____	Occupant Load _____	
Distance to Property Line/Adjacent Building – North side: _____	Distance to Property Line/Adjacent Building – South side: _____	Distance to Property Line/Adjacent Building – West side: _____	Distance to Property Line/Adjacent Building – East side: _____	
Number of Units Being Finished: _____	Number of Units Proposed: _____	Number of Stories: _____	Number of Bathrooms: ¼ - _____ ½ - _____	Number of Meters _____
Type of Heat Gas _____ Electric _____	Electric Service Size: _____ Amps: _____	Water Meter Size: _____ inches	Electric: _____ Water: _____	
1 st Floor/Mezzanine Fin: _____ Unfinished: _____		2 nd Floor/Mezzanine Fin: _____ Unfin: _____		3 rd Floor/Mezzanine Fin: _____ Unfin: _____
Covered sf _____ Uncov. sf _____ Enclosed sf _____ Seating: Y N	Deck Covered sf _____ Uncov. sf _____ Enclosed sf _____ Seating: Y N	Storage Proposed use: _____ sf	Fire Sprinkler/Suppression System Y N Submit to Loveland Fire Prevention	
Checked against distribution checklist? Y _____ N _____		A/C: Yes _____ No _____	Water Receipt: Yes _____ No _____	
Received pre-packaged? Y _____ N _____				

Describe Work:	Valuations
	Total Valuation \$
	Electrical Subcontractor Valuation \$
	Mechanical Subcontractor Valuation \$
	Plumbing Subcontractor Valuation \$
	Footing and Foundation Valuation \$

I certify this application is correct, and all required documents have been submitted. I agree to perform the work described according to plans and specifications submitted and approved. I agree to comply with all City ordinances, state laws, and building codes. Additionally, **I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY FEES OR EXPENSES INCURRED FOR PLAN REVIEW, PERMITS, INSPECTIONS, AND OTHER FEES ASSOCIATED WITH THIS APPLICATION. FAILURE TO PICK UP AND PAY FOR THIS APPLICATION WITHIN 90 DAYS OF APPROVAL WILL RESULT IN THE APPLICATION BEING CLOSED AND THE PLAN CHECK FEE BEING ASSESSED AND ALL FEES UNDER THIS APPLICATION BECOME NULL AND VOID.**

Signature: _____ Date: _____ Received By: _____ Date: _____

**** Office Use Only ****

Staff Comments:	Application Number: _____
-----------------	----------------------------------

City of Loveland Non-Residential and Multi-Unit Dwelling Building Permit Application Distribution Sheet

<input type="checkbox"/> Plans Examiner Building/Handicap All projects ** Main review file 2 Architectural plan sets 2 Site plans/Civils	<input type="checkbox"/> Rich Becker/TDR Engineering 2 New construction only 1 Site plan (including landscape plan and civil plans) 1 Completed traffic worksheet or traffic report	<input type="checkbox"/> Bill Thomas Wastewater/Pretreatment All projects 1 Plumbing plan set 1 Site plan/Civils 1 Wastewater discharge survey or Food Service Establishment Application	<input type="checkbox"/> Kathleen Porter Light & Power All projects 1 Electrical one line drawing with loading data 1 Site plan/Civils
<input type="checkbox"/> Romeo Gervais Fire Prevention All projects 1 Architectural plan set 1 Site plan/Civils	<input type="checkbox"/> Jeff McKee Planning All projects 1 Site plan/Civils including landscape plans 1 Set of architectural building elevations 1 Set of rooftop plans and a mechanical schedule	<input type="checkbox"/> Colleen Cameron Water/Wastewater New construction only 1 Site plan/Civils	<input type="checkbox"/> Kevin Gingery Storm Drainage New construction only 2 Drainage study reports 2 Site plans/Civils

ALL DRAWINGS SHALL BE NO LARGER THAN 24X36

Architectural plan set includes: Structural drawings, electrical drawings with 1-lines, mechanical/HVAC drawings, and plumbing drawings.

Site plans include site, drainage, erosion, landscape, and utility plans.

All building permit submittals must be submitted pre-packaged for distribution in compliance with the distribution information found on the top of this page.

THIS SHEET WILL BE COMPLETED BY CITY STAFF

Application # _____

Address: _____

Subdivision: _____ Block: _____ Lot: _____

Property owner: _____

Address: _____ Phone: _____

Contractor: _____

Address: _____ Phone: _____

Contact person: _____

Address: _____ Phone: _____

Cell: _____ Fax: _____ e-mail: _____

Initial submittal date: _____ Initial comment due date: _____

REVISIONS:

Date received	Comment due date	Description

If you need assistance or have any questions/comments please call the permit coordinator at ext. 2504. The applicant should be contacted by the review agency directly about any problems or concerns. All revised plans and resubmittals need to go through the permit coordinator. Each project is allowed 2 reviews before additional plan review fees are assessed.

CITY OF LOVELAND

Building Permit Fee Schedule Effective January 1, 2006

CITY OF LOVELAND

Building Permit Fee Schedule

Effective Jan. 1, 2006

Valuation	Permit Fee
\$ 1 - 500	23.50
\$ 501 - 600	26.55
\$ 601 - 700	29.60
\$ 701 - 800	32.65
\$ 801 - 900	35.70
\$ 901 - 1,000	38.75
\$ 1,001 - 1,100	41.80
\$ 1,101 - 1,200	44.85
\$ 1,201 - 1,300	47.90
\$ 1,301 - 1,400	50.95
\$ 1,401 - 1,500	54.00
\$ 1,501 - 1,600	57.05
\$ 1,601 - 1,700	60.10
\$ 1,701 - 1,800	63.15
\$ 1,801 - 1,900	66.20
\$ 1,901 - 2,000	69.25
\$ 2,001 - 3,000	83.25
\$ 3,001 - 4,000	97.25
\$ 4,001 - 5,000	111.25
\$ 5,001 - 6,000	125.25
\$ 6,001 - 7,000	139.25
\$ 7,001 - 8,000	153.25
\$ 8,001 - 9,000	167.25
\$ 9,001 - 10,000	181.25
\$ 10,001 - 11,000	195.25
\$ 11,001 - 12,000	209.25
\$ 12,001 - 13,000	223.25
\$ 13,001 - 14,000	237.25
\$ 14,001 - 15,000	251.25
\$ 15,001 - 16,000	265.25
\$ 16,001 - 17,000	279.25
\$ 17,001 - 18,000	293.25
\$ 18,001 - 19,000	307.25
\$ 19,001 - 20,000	321.25
\$ 20,001 - 21,000	335.25
\$ 21,001 - 22,000	349.25

Valuation	Permit Fee
\$ 24,001 - 25,000	391.25
\$ 25,001 - 26,000	401.85
\$ 26,001 - 27,000	411.95
\$ 27,001 - 28,000	422.05
\$ 28,001 - 29,000	432.15
\$ 29,001 - 30,000	442.25
\$ 30,001 - 31,000	452.35
\$ 31,001 - 32,000	462.45
\$ 32,001 - 33,000	472.55
\$ 33,001 - 34,000	482.65
\$ 34,001 - 35,000	492.75
\$ 35,001 - 36,000	502.85
\$ 36,001 - 37,000	512.95
\$ 37,001 - 38,000	523.05
\$ 38,001 - 39,000	533.15
\$ 39,001 - 40,000	543.25
\$ 40,001 - 41,000	553.35
\$ 41,001 - 42,000	563.45
\$ 42,001 - 43,000	573.55
\$ 43,001 - 44,000	583.65
\$ 44,001 - 45,000	593.75
\$ 45,001 - 46,000	603.85
\$ 46,001 - 47,000	613.95
\$ 47,001 - 48,000	624.05
\$ 48,001 - 49,000	634.15
\$ 49,001 - 50,000	644.25
\$ 50,001 - 51,000	650.75
\$ 51,001 - 52,000	657.75
\$ 52,001 - 53,000	664.75
\$ 53,001 - 54,000	671.75
\$ 54,001 - 55,000	678.75
\$ 55,001 - 56,000	685.75
\$ 56,001 - 57,000	692.75
\$ 57,001 - 58,000	699.75
\$ 58,001 - 59,000	706.75
\$ 59,001 - 60,000	713.75

Valuation	Permit Fee
\$ 62,001 - 63,000	734.75
\$ 63,001 - 64,000	741.75
\$ 64,001 - 65,000	748.75
\$ 65,001 - 66,000	755.75
\$ 66,001 - 67,000	762.75
\$ 67,001 - 68,000	769.75
\$ 68,001 - 69,000	776.75
\$ 69,001 - 70,000	783.75
\$ 70,001 - 71,000	790.75
\$ 71,001 - 72,000	797.75
\$ 72,001 - 73,000	804.75
\$ 73,001 - 74,000	811.75
\$ 74,001 - 75,000	818.75
\$ 75,001 - 76,000	825.75
\$ 76,001 - 77,000	832.75
\$ 77,001 - 78,000	839.75
\$ 78,001 - 79,000	846.75
\$ 79,001 - 80,000	853.75
\$ 80,001 - 81,000	860.75
\$ 81,001 - 82,000	867.75
\$ 82,001 - 83,000	874.75
\$ 83,001 - 84,000	881.75
\$ 84,001 - 85,000	888.75
\$ 85,001 - 86,000	895.75
\$ 86,001 - 87,000	902.75
\$ 87,001 - 88,000	909.75
\$ 88,001 - 89,000	916.75
\$ 89,001 - 90,000	923.75
\$ 90,001 - 91,000	930.75
\$ 91,001 - 92,000	937.75
\$ 92,001 - 93,000	944.75
\$ 93,001 - 94,000	951.75
\$ 94,001 - 95,000	958.75
\$ 95,001 - 96,000	965.75
\$ 96,001 - 97,000	972.75
\$ 97,001 - 98,000	979.75

\$100,001 - \$500,000 = \$993.75 for the first 100,000 plus 5.60 for ea add'l \$1,000 or fraction thereof.
 \$500,001 - \$1,000,000 = \$3,233.75 for the first \$500,000 plus \$4.75 for each \$1,000 or fraction thereof.
 \$1,000,000 + = \$5,608.75 for first \$1,000,000 plus 3.65 ea add'l \$1,000 or fraction thereof.

Plan Review Fee = 65% of Permit Fee

City Use Tax and Larimer County Tax = 3.80% of 1/2 of the total Valuation

City of Loveland Non-Residential and Multi-Unit Dwelling Building Permit Application Distribution Sheet

<input type="checkbox"/> Plans Examiner Building/Handicap All projects ** Main review file 2 Architectural plan sets 2 Site plans/Civils	<input type="checkbox"/> Rich Becker/TDR Engineering 2 New construction only 1 Site plan (including landscape plan and civil plans) 1 Completed traffic worksheet or traffic report	<input type="checkbox"/> Bill Thomas Wastewater/Pretreatment All projects 1 Plumbing plan set 1 Site plan/Civils 1 Wastewater discharge survey or Food Service Establishment Application	<input type="checkbox"/> Kathleen Porter Light & Power All projects 1 Electrical one line drawing with loading data 1 Site plan/Civils
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Architectural plan set includes: Structural drawings, electrical drawings with 1-lines, mechanical/HVAC drawings, and plumbing drawings.

Site plans include site, drainage, erosion, landscape, and utility plans.

All building permit submittals must be submitted pre-packaged for distribution in compliance with the distribution information found on the top of this page.

THIS SHEET WILL BE COMPLETED BY CITY STAFF

Application # _____

Address: _____

Subdivision: _____ Block: _____ Lot: _____

Property owner: _____

Address: _____ Phone: _____

Contractor: _____

Address: _____ Phone: _____

Contact person: _____

Address: _____ Phone: _____

Cell: _____ Fax: _____ e-mail: _____

Initial submittal date: _____ Initial comment due date: _____

REVISIONS:

Date received	Comment due date	Description
---------------	------------------	-------------

If you need assistance or have any questions/comments please call the permit coordinator at ext. 2504. The applicant should be contacted by the review agency directly about any problems or concerns. All revised plans and resubmittals need to go through the permit coordinator. Each project is allowed 2 reviews before additional plan review fees are assessed.

Non-Residential and Multi-Unit Dwellings Building Permit Submittal Checklist

All building permit submittals must be submitted pre-packaged for distribution in compliance with the distribution information found on the top of page 1.

ALL DRAWINGS SHALL BE NO LARGER THAN 24X36

- Completed and signed application
- 3 Sets of architectural and engineering plans
 - Architectural/structural drawings – signed and stamped
 - Electrical plans and 1-lines – signed and stamped
 - Mechanical/HVAC plans – signed and stamped
 - Plumbing plans – signed and stamped
 - Code analysis
 - Footing and foundation plans – signed and stamped (not required for tenant finish applications)
 - Elevations
 - All buildings proposing having more than one occupiable space must submit 1- 8 ½ x 11 detail indicating the maximum number of potential tenant spaces. The City of Loveland assigns all addresses of multi-unit buildings.
- 1 Planning set to include:
 - Architectural Building elevations
 - Rooftop plans
 - Mechanical schedule
- 1 Water/Wastewater Pre-treatment set to include:
 - Complete set of plumbing plans – signed and stamped
 - Wastewater Discharge Survey, **OR** Food Service Establishment application. Contact (970) 962-3719 for additional information
- 1 Electrical set to include:
 - Electrical drawings and 1-lines from City XFMR to meter and Ct-Pt can.
 - Main panel size
 - Secondary voltage
- 3 Sets of all project manuals and structural calculations, if applicable
- 1 Copy of Fort Collins Water Sewer District of Little Thompson Water District receipt, if project is serviced by either agency.

*****The above items are required for tenant finish/improvement applications.**

- 2 Traffic worksheets (at a minimum for initial review), or 2 traffic reports (this includes one to remain in official building permit file)
- A separate \$300 deposit must be paid directly to Light and Power. Contact (970) 962-3561 for additional information

IF THE ARCHITECTURAL, PLANNING, WATER/WASTEWATER PRE-TREATMENT, AND ELECTRICAL SETS INCLUDE THE FOLLOWING SHEETS, OMIT 6 COPIES FROM THE REQUIRED 10 COPIES.

The following documents shall be completed in compliance with the P.I.C.P. (Public Improvement Construction Plans) guidelines as established in the Larimer County Urban Area Street Standards (LCUASS), appendix E-4, which can be found on line at <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>. All civil drawings must be signed and stamped by a licensed civil engineer. All *P.I.C.P.* plans must also include a filled out construction plan checklist per appendix E (LCUASS) for Loveland. (At a minimum, all public street, public drainage, and public utility design is to be included in the *P.I.C.P.* plan set per the checklist). If no public street improvements are proposed (excludes standard access and standard adjacent sidewalk construction), or no public drainage or public utilities are proposed (only service taps, standard adjacent sidewalk or standard curb cuts, etc), final mylar *P.I.C.P.* plans will not be required. In any event, all civil drawings must be signed and stamped by a licensed civil engineer, and the application plans submitted to the Building Division are to include the following:

- 10 Site plans to include:
 - Vicinity map
 - Development highlighted
 - North arrow
 - Names and addresses
 - Legal description
 - Boundary distinguishers/bearings/dimensions
 - Easements and right-of-ways labeled and dimensioned
 - Subdivision name and lot/block noted
 - Street curb, gutter, & sidewalks (per LCUASS)-labeled, designed, detailed, and dimensioned, including existing curb grades noted by the registered engineer (including details of City standard truncated dome section within handicap ramps)
 - Site sidewalks meeting ADA (including details truncated dome section within handicap ramps per ADA)
 - Features on adjacent properties

- Access points labeled, designed, detailed, and dimensioned (per LCUASS), and % grades of curb returns and street flowline at accesses, and access approach % grades designed and noted by the registered engineer.
 - Minimum LCUASS sight distance triangles from accesses onto streets and from street intersections
 - Structures clearly marked
 - Location of structures
 - Setbacks
 - Perimeter dimensions
 - Building heights
 - Building area/footprint
 - Location of exterior lights
 - Handicap amenities indicated, including truncated dome sections within handicap ramps per ADA
 - Location of staging areas
 - Parking lot layout including bike parking and location of bike rack
 - Label all of existing ground
 - Location of refuse areas
 - Data identification
 - Existing zoning
 - Proposed use
 - Acreage
 - Area square foot analysis
 - Parking analysis per section 18.42 of the Loveland Municipal Code
 - Number of bicycle parking spaces
 - Phasing/Completion schedule
 - Location and size of all existing and proposed
 - Utilities – sewer, water (lines and meters), electric (underground and overhead lines and meters), telephone, cable, gas, storm drainage
 - Grease/Sand interceptors with all calculations
 - Fire hydrants
 - Applicable water/wastewater standard drawings
 - Existing topography
 - Proposed grading contours
 - Spot elevation
 - Drainage flow arrows
 - Storm drainage facilities
 - Elevation of drainage facilities
 - Principal features shown
 - Finished Floor elevation
 - Proposed location of downspouts
 - 100-year FEMA flood plan shown
 - Requirement shown by M D R
 - Submittal requirements from within the City of Loveland Storm Drainage Criteria
 - Drainage easements
 - 2 Drainage reports
 - 10 Landscape plans to be included in civil drawings. If no civil drawings are required then provide 6 copies with the following required information.
 - Existing trees
 - Proposed plants, shrubs and trees
 - 10 Landscape plans Planting schedule with symbols
 - Label sodding or seeding
 - Delineation of proposed irrigation
 - Grading contours for berms and swales
 - Minimum LCUASS sight distance triangles from accesses onto streets and from street intersections.
- ❖ **Prior to issuance of a Certificate of Occupancy a complete set of drawings in CAD format must be submitted to the Loveland Fire Prevention Bureau. For additional information, contact them at 970-962-2536.**
 - ❖ **Prior to issuance of a Certificate of Occupancy a “Certification of Installation” is required for establishments installing a pre-treatment device (interceptor, trap, etc). For additional information, contact 970-962-3719.**
 - ❖ **If a fire suppression system or alarm system is necessary, a separate application must be submitted to the Loveland Fire Prevention Bureau. For additional information, contact them at 970-962-2536.**
 - ❖ **If Health Department approval is necessary a separate submittal must be made directly to Larimer County Department of Health and Environment. For additional information, contact them at 970-498-6700.**

COMMUNITY FACILITIES DATA FORM

TRANSPORTATION WORKSHEET

This form must be completed and submitted with all applications for development approval, including applications for a building permits when a site plan is required or building permits proposing a change of use/redevelopment. This form is not required with building permit applications for residential projects proposing twelve dwelling units or less and no substantial access changes on a collector or arterial roadway.

Project Name: _____

Developer: _____

Date: _____

By: _____

Property Legal Description (lot , block, subdivision) _____

Title: _____

Address _____

Phone # _____

Fax # _____

Email _____

NON-RESIDENTIAL DEVELOPMENT:

Provide the following information for all non-residential projects:

Existing use:

1. Description of existing land use: (if none, proceed with Proposed Use) _____

2. Existing building area (square footage) for above use(s): (2) _____

3. Number of employees on site each day: (3) _____

4. Daily Trip Ends for employees [multiply line (3) by the number 4]: (4) _____

5. Number of customers on site each day: (5) _____

6. Daily trip ends for customers [multiply line (5) by the number 2]: (6) _____

7. Number of vendors on site each day (include trash, ups, etc): (7) _____
 8. Daily Trip Ends for vendors [multiply line (7) by the number 2]: (8) _____
 9. Total Vehicular Daily Trip Ends [line (4) plus line (6) plus line (8)]: _____
 10. Source of trip generation data (circle one): ITE, business records, traffic engineer, personal estimate,
Other: _____ . **Attach documentation to support your data.**
 11. Number of accesses existing onto the public street(s) from this property:
 12. Number of pedestrians visiting the site each day: _____
 13. Number of bicyclists visiting the site each day: _____
 14. Do sidewalks exist along street(s) adjacent to the property? Yes ___ No ___
 15. Are bike lanes existing (striped) along major collector or arterial street(s)
Adjacent to this property (on both sides of the street)? Yes ___ No ___
- (If property is not adjacent to a major collector or arterial street as shown on the City's 2020 transportation plan - NA)

NON-RESIDENTIAL DEVELOPMENT:

Proposed use:

1. Description of proposed land use:

2. Proposed building area (square footage) for above use(s): (2) _____
3. Anticipate number of employees on site each day: (3) _____
4. Daily Trip Ends for employees [multiply line (3) by the number 4]: (4) _____
5. Anticipate number of customers on site each day: (5) _____
6. Daily trip ends for customers [multiply line (5) by the number 2]: (6) _____
7. Anticipate number of vendors on site each day: (7) _____
8. Daily Trip Ends for vendors [multiply line (7) by the number 2]: (8) _____
9. Total Daily Trip Ends [line (4) plus line (6) plus line (8)]: _____

10. Source of trip generation data (circle one): ITE, business records, traffic engineer, personal estimate,
Other: _____. **Attach documentation to support your data.**

11. Proposed number of accesses onto the public street(s) from this property
(does NOT include any existing accesses proposed to remain for use): _____

12. Number of existing accesses proposed to remain and be used: _____

13. Number of pedestrians visiting the site each day: _____

14. Number of bicyclists visiting the site each day: _____

15. Are sidewalks proposed to be installed (or exist in good condition)
Along the street(s) adjacent to the property? Yes___ No___

16. Are bike lanes existing or proposed to be installed (to be striped with any required
No parking signs installed) along major collector or arterial street(s) adjacent to this
Property (on both sides of the street)? Yes___ No___

(If property is not adjacent to a major collector or arterial street as shown on the City's 2020 transportation plan –NA)

If the total trip new trips, (that is the difference between the daily trip ends calculation for any existing use and the total daily trip ends calculated for the proposed use), is less than 200 and if peak hour and/or daily traffic counts demonstrate that the existing traffic plus the site generated traffic volumes are within the limits set by City Street Standards, the applicant may request a waiver of the Traffic Impact Study submittal requirements by signing below.

Signature

Date

Full TIS Required: _____	Intermediate TIS Required: _____	TIS Waived: _____
By: _____	Date: _____	

RESIDENTIAL DEVELOPMENT:

The following residential development projects require an Intermediate or full Traffic Impact Study.

1. Any application proposing more than 10 single family detached dwelling units.

2. Any application proposing more than 12 multi-family dwelling units where dwelling units are within duplex, triplex, or four-plex structures.
3. Any application proposing more than 17 multi-family dwelling units where dwelling units are within structures containing five or more units.
4. Any application proposing a substantial access change onto a major collector or arterial roadway.

Fill out the table below and indicate in the table the number of dwelling units or access changes proposed for the type(s) of residential development included in your development. If the number of dwelling units and changes in access are less than the thresholds established above and if peak hour and/or daily traffic counts demonstrate that the existing traffic plus the site generated traffic volumes are within the limits set by City policy, the applicant may request a waiver from the TIS requirement by signing your name below.

_____ Signature _____ Date

Full TIS Required: _____ Intermediate TIS Required: _____ TIS Waived: _____ By: _____ Date: _____

For office use only: _____

NUMBER	RESIDENTIAL DEVELOPMENT TYPE
	Single family detached/dwelling units
	Multi-family dwelling units in duplex, triplex, or four-plex structures
	Multi-family dwelling units in structures containing five or more units
	Access changes onto a collector or arterial roadway
Yes ___ No ___	Sidewalks exist along streets adjacent to this property, and exist offsite to provide a pedestrian connection to this property?
Yes ___ No ___ NA	Bike lanes exist and are striped on the major collector or arterial street(s) adjacent to this property (on both sides of the street) and exist offsite to provide a bicycle connection to this property? If the property is not adjacent to a major collector or arterial street as shown on the City's 2020 Master Transportation Plan.
Yes ___ No ___	Sidewalks are proposed to be constructed for this use.
Yes ___ No ___ NA	Bike lanes along the major collector or arterial roadways (both sides of street) are proposed to be constructed for this use. If the property is not adjacent to a major collector or arterial street as shown on the City's 2020 Mater Transportation Plan

City of Loveland Commercial/Industrial Water and Wastewater Fees

Customer Name: _____

Date: _____

Customer Address: _____

Check One: Inside Outside

Customer Phone No: _____

Water Tap Size Requested: _____

Legal Description: _____

Lot Size (SF): _____

SYSTEM IMPACT FEES			
	¾"	1"	1.5"
*Water	\$3,970	\$12,809	\$25,058
**RWDF	\$1,000	\$1,700	\$3,300
*Wastewater	\$4,159	\$14,012	\$24,456
Total	\$9,129	\$28,521	\$52,814
SYSTEM IMPACT FEES \$			
1. Taps 2" and above pay only Capital Recovery Surcharge (CRS) and Water Rights 2. CRS requests (= > 2") must provide calculations on tap size need. 3. *Outside City taps and CRS are 1.5 times inside City except RWDF's. 4. **RWDF = Raw Water Development Fee			

TAP & METER FEES							
	¾"	1"	1.5"	2"	Tax	Subtotals	
Meter & Readout	\$160	\$245	N/A	N/A			
Corporation Stop	\$20	\$20	\$50	\$100			
Install/Inspect	\$50	\$65	N/A	N/A			
				<u>Water Tap Fee \$</u>			
				<u>Sewer Tap Fee \$</u>			
				TAP & METER FEES \$			
Water Tap Fee: ¾"-2" = \$260.00 4"-12" water tap fee = \$340.00 plus Contractor pays for all materials. All costs for taps larger than 12" shall be paid by Contractor. Sewer Tap Fee: 4" Tap/\$250 Inside City - \$275 Outside City 6" Tap/\$300 Inside City - \$330 Outside City							
SALES TAX CHART					Inside City	Outside City	
						Sprinkler	Building
Meter & Readout					6.7%	3.7%	2.9%
Corporation Stop					6.7%	3.7%	2.9%

WATER RIGHTS							
Water Tap Size – Inches							
	¾"	1"	1.5"	2"	3"	4"	6"
Acre Foot	1	4	8	13	26	40	80
Cash In Lieu	\$13,817	\$55,268	N/A	N/A	N/A	N/A	N/A
Credit: The above figures represent the total amount of water due. Zoning water which has been previously paid will apply as a credit against this requirement. See Municipal Code Chapter 19.04 for further details. Calculation: _____					AF Credit = _____ AF Rights = _____ = _____ \$ Cash = _____		

Total W/WW Fees \$



INDUSTRIAL PRETREATMENT PROGRAM Non-residential Wastewater Discharge Short Survey

PLEASE PRINT OR TYPE

Section I General Information

- A. Business Name: _____
Site Address: _____ Suite/Unit: _____
Mailing Address (if different): _____
Phone number: _____ Web site: _____
Business Official to be contacted about this survey:

Name Title Phone #

- B. Property Owner(s) information:

(Name, address, City, State, Zip)
- C. Is the business located in a common area shared by multiple tenants
(food court, shopping center, business complex, office building, etc.)? Yes No

Section II Business Information

- A. Category - check all that apply: Manufacturing Sales Service Repair
 Distribution Other (please specify): _____
- B. Provide a description of the type(s) of work (service or manufacturing) performed at this location:

Section III Facility Information

- A. Work Days: Mon Tue Wed Thu Fri Sat Sun
Hours of Operation: _____
of Employees: _____ # of Shifts: _____
- B. When did/will the business begin operations at this location? _____

C. Check all activities at this business:

- | | | |
|---|---|--|
| <input type="checkbox"/> Boiler system conditioning | <input type="checkbox"/> Laboratory | <input type="checkbox"/> Powder coating |
| <input type="checkbox"/> Cooling system conditioning | <input type="checkbox"/> Laundry | <input type="checkbox"/> Printing/publishing |
| <input type="checkbox"/> Carpet/Upholstery cleaning | <input type="checkbox"/> Leather tanning/finishing | <input type="checkbox"/> Research, type _____ |
| <input type="checkbox"/> Carwash/Vehicle wash | <input type="checkbox"/> Machine shop/Machining | <input type="checkbox"/> Semiconductor manufacturing |
| <input type="checkbox"/> Electroplating | <input type="checkbox"/> Meat processing | <input type="checkbox"/> Soap/detergent manufacturing |
| <input type="checkbox"/> Electronic/electrical component mfg. | <input type="checkbox"/> Metal finishing (clean/anodize, etc) | <input type="checkbox"/> Small engine repair/maintenance |
| Type: _____ | <input type="checkbox"/> Metal molding/casting | <input type="checkbox"/> Vehicle repair/maintenance |
| <input type="checkbox"/> Fuel service | <input type="checkbox"/> Paint stripping | <input type="checkbox"/> Water treatment |
| <input type="checkbox"/> Food service _____ | <input type="checkbox"/> Photo developing/processing | <input type="checkbox"/> Wastewater treatment |
| (cafeteria, fast food, rest., cater, etc..) | <input type="checkbox"/> Plastics processing | <input type="checkbox"/> X-ray (or similar) services |

Other (specify): _____

Section IV Chemicals and Other Substances

A. Indicate which of the following are used, stored, produced, or discharged to the sewer:

	Chemicals	Surfactants	Biological	Radioactive	Flammables	Explosives	Hazardous waste
Used							
Stored							
Produced							
Discharged							

B. If any substances or products are present on-site that contain any of the following, in any form, indicate which ones: Chromium Cyanide Mercury Molybdenum

Section V

Wastes

A. Check the wastes the business will generate, the volume, and how it is discarded.

Type of Waste	Generate (Y/N)	Quantity per month (gallons/pounds)	Discharged to sewer	Hauled Off-site
Acids or Alkalis				
Grease				
Oil (cooking)				
Oil (petroleum)				
Sand, dirt, mud				
Fuel				
Amalgams				
Developer solution				
Fixer solution				
Inks or Dyes				
Solvents/Thinners				
Sludge				
Others:				

- B. Indicate which containers are rinsed and the solution discharged to the sewer:
 Pesticides Herbicides Insecticides Fungicides
- C. Identify any other discharge sources to the sanitary sewer, their frequency, and maximum volume?
 Pool Loading dock drain Floor drain/Trench
 Fountain Outsides drains Other _____
 Frequency and Volume: _____
- D. Does/will the business accept or collect wastes (other than household trash) from other sources?
 Yes No If yes, list type(s) and how it will be disposed: _____

Section VI Treatment

List all wastewater pretreatment devices (such as grease interceptor, grease dumpster, sand/oil Interceptor, waste oil tanks, traps, filters, cartridges, screens, containment, or any biological, chemical, or physical treatment devices). List size and/or capacity of each.

Pretreatment Device(s)	Size/Capacity (unit of measure)

Section VII Survey Certification

The certification statement below must be signed by an employee of the business/company who has the authority to certify the accuracy of the information (including any attachments) provided:

(check the applicable box):

- Business Owner General Partner Business/Company Official

Duly authorized representative of the business (**provide written documentation from business**):

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature

Title

Printed Name

Date

Return this survey to: Industrial Pretreatment Coordinator at the above listed address.

Clarification for Completing Specific Sections of the Non-Residential Wastewater Discharge Survey

Attach additional sheets as necessary to provide the information requested.

Section I - General Information

- A. Business Name – enter the name of the business (company) that is or will be the tenant.
- B. Business Official – is the person who owns the business; or is an employee of the business (company) Who manages or oversees an operation of the business. It is not the contractor, Consultant, engineer, attorney, or other person temporary providing a service to The business (company).

Section II – Business Information

- B. Description – Be specific in describing what is or will be manufactured, sold, repaired, the type of Service performed, or the products distributed.

Section V – Wastes

- D. Accepting waste from other sources – This pertains to wastes other than domestic household wastes.

Section VII – Survey Certification

This section must be completed by an official for the business listed in Section I. If you are a contractor, consultant, engineer, attorney, or other person temporary providing services to the business then you are considered an “authorized representative” and must provide documentation from a business official that you have the authority to complete the survey on their behalf.

The Non-residential Wastewater Discharge Survey form can be obtained at:
<http://www.ci.loveland.co.us/wp/Wastewater/Pretreatment/Forms/Forms.htm>

Questions: call the Pretreatment Coordinator at (970) 962-3719.

CITY OF LOVELAND – DEPARTMENT OF WATER & POWER
FOOD SERVICE ESTABLISHMENT APPLICATION

Information requested herein must be submitted before the start of any construction. Failure to provide complete and accurate information could delay approval of the building permit.

See NOTE on page 2.

_____ New _____ Remodel _____ Change of Use **Building Permit #:** _____

Please Print

Name of Establishment: _____	Phone: _____
	Fax: _____
Address of Establishment: _____	
Owner 1 of Establishment: _____	Phone: _____
	Fax: _____
Owner 2 of Establishment: _____	Phone: _____
	Fax: _____

Property Owner: _____	Phone: _____
	Fax: _____
<input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Other: _____	
Name of Local Contact: _____	Phone: _____

Name of Contractor: _____	Phone: _____
	Fax: _____
Name of Plumber: _____	Phone: _____
	Fax: _____

Certification

Based on my reasonable inquiry of the person(s) who were responsible for providing the information requested herein, I certify that this document and all attachments submitted are, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are penalties for submitting false information.

Owner or Authorized Representative Signature
for the Food Service Establishment

Title

Printed name

Date

ESTABLISHMENT INFORMATION

Projected Construction Start Date: _____ Projected Date of Opening: _____

Type of Establishment (check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Assisted Living | <input type="checkbox"/> Coffee Shop | <input type="checkbox"/> Fish Market |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Concession | <input type="checkbox"/> Grocery Store |
| <input type="checkbox"/> Bar | <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Day Care | <input type="checkbox"/> Meat Market |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Deli | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Church | <input type="checkbox"/> Fast Food | <input type="checkbox"/> School |

Other (specify): _____

How is food prepared? (check all that apply):

Bake Fry Grill Veg. Prep Other: _____

How is food served? (check all that apply):

Dine-in Carry Out Delivery Catering

Projected daily maximum number of meals to be served:

_____ Breakfast _____ Lunch _____ Dinner

Seating Capacity: Indoor _____ Outdoor _____

Operation season: Full Year J F M A M J J A S O N D
(if seasonal circle months of operation)

Days and hours of operation:

Opened	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Total square feet of the: Establishment: _____

Kitchen Area: _____

Projected number of staff to be employed in establishment: _____

NOTE: It shall be the food service establishment’s responsibility to have a qualified person design, size, and install the grease removal system for their specific business operation. When sizing the grease removal system, consider the hours of operation, food prepared/served, growth, and maintenance frequency in addition to equipment discharging to the unit. Systems must be easily accessible for cleaning and inspection. A **flow restrictor** is **required** upstream of a **grease trap** and must be accessible.

Attached to this application is a “**Certification of Installation**” form that must be completed and submitted to the City before a certificate of occupancy is issued.

SUBMIT THE FOLLOWING

The following information must be included in order for the Department of Water & Power (Pretreatment Program) to complete its review. Failure to submit the information requested could delay the approval of the building permit.

Waste discharge from fixtures and equipment which may contain grease, including but not limited to, scullery sinks, pot and pan sinks, mop sinks, dishwashing machines, soup kettles, and floor drains located in areas where grease-containing materials may exist, must flow through the grease removal device prior to entering the city sewer. A minimum retention time of 24 minutes is required.

1. Submit a Menu

2. Submit a legible site plan of the property where the establishment is to be located. The site plan must show:

- | | |
|--|--|
| A. Location of the business in the building | E. Drive-thru area |
| B. Location of private sewage disposal lines | F. Patios/deck |
| C. Connection to manhole | G. Location & size of grease interceptor |
| D. Parking lot, streets, and alley | |

3. Submit a legible Facility floor plan, DRAWN TO SCALE.

Floor plan must, at a minimum, include the location and identification of all equipment and areas such as:

- | | |
|---|-----------------------------------|
| A. Location of all Floor Sinks and Drains | D. Garbage Grinder(s) |
| B. Sinks - | E. Grease Interceptor/Grease Trap |
| 1) hand sink(s) | F. (Grease) Exhaust Hoods |
| 2) vegetable/food preparation sink(s) | G. Chemical Storage area(s) |
| 3) utility/mop sinks | H. Dipper Wells |
| 4) ware washing sink(s) | I. Laundry, if provided |
| 5) pre-wash/rinse sink(s) | J. Bar area(s) if provided |
| C. Flow restriction device | K. Indoor/Outdoor Seating |

4. Submit complete and legible plumbing plans, DRAWN TO SCALE.

- A. Show the location of all floor sinks and floor drains.
- B. Show all plumbing fixtures and equipment that will be installed.
- C. Show the location and indicate the size of the grease trap or grease interceptor.

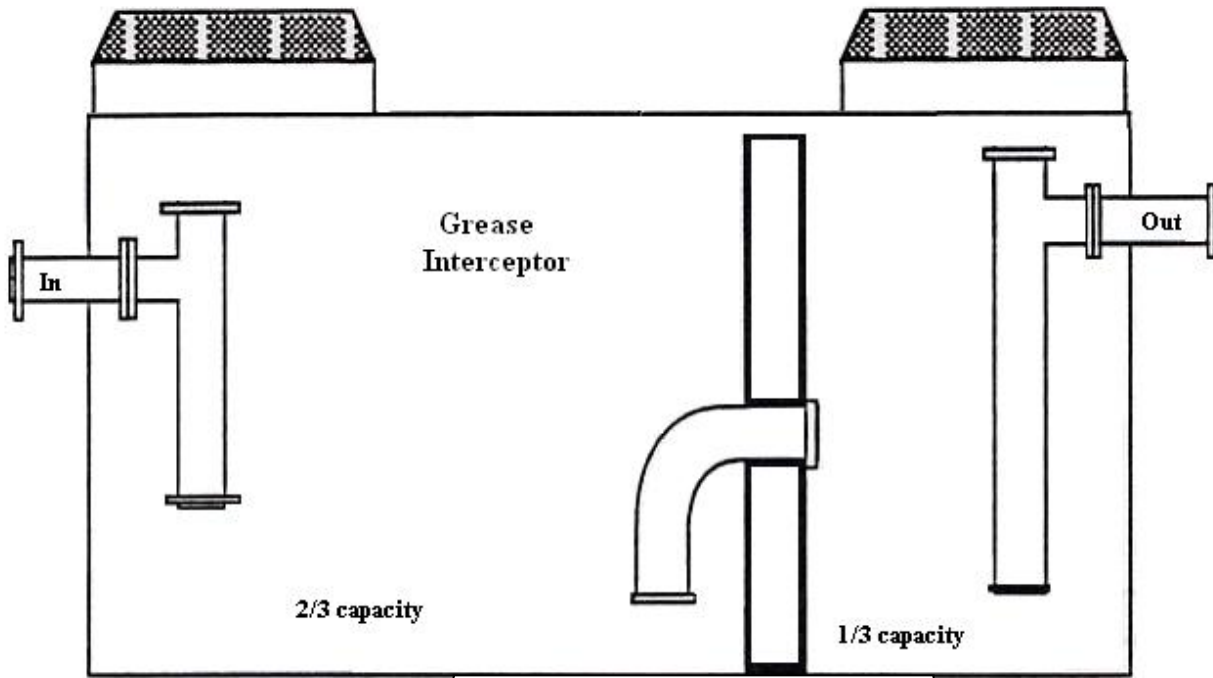
5. Submit specification information of all water using, wastewater discharging equipment, and the grease trap/interceptor.

The equipment information must correspond to the items shown on the submitted floor plan. **Include** the: quantity of each, dimensions, capacity (in gallons), and flow rate (in gallons).

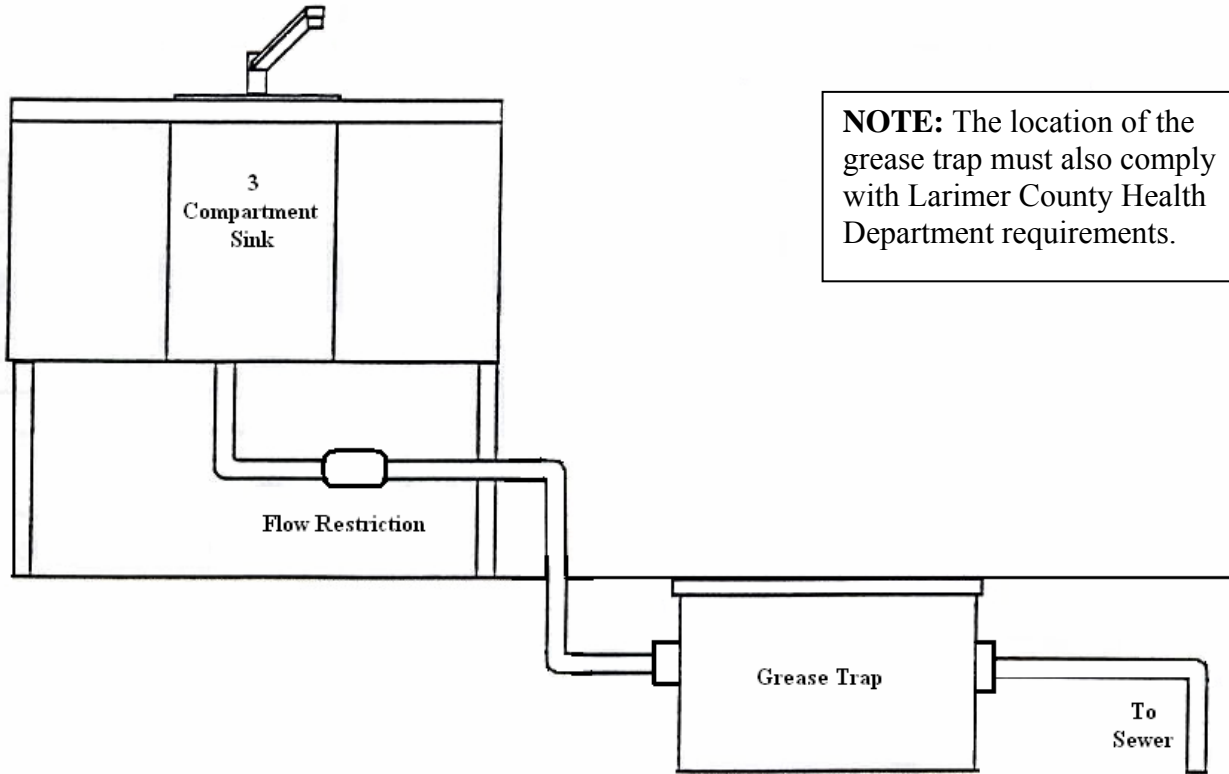
A. Ware washing machine(s) is ___ heat ___ chemical sanitizing, type: _____

B. Booster heater present ___ Yes ___ No If yes, distance from the trap/interceptor _____ ft.

6. Submit the calculations used to determine the size of the grease trap/interceptor.



Typical Grease Interceptor



Typical Grease Trap

City of Loveland – Industrial Pretreatment Program
CERTIFICATION OF INSTALLATION
Grease Trap, Grease Interceptor, or Sand and Oil Interceptor

This form must be completed **after installation** of the treatment device and **prior to issuance of a Certificate of Occupancy**. Return to the Pretreatment Coordinator at the City of Loveland, Department of Water and Power, 200 N. Wilson Avenue, Loveland, Colorado 80537.

Name of Establishment: _____

Address of Establishment: _____

Building Permit number: _____ - _____

Check which device was installed and list its capacity.

Grease trap Grease interceptor Sand/Oil Interceptor Size _____
(gallons)

A copy of this certification has been delivered to the owner(s) of the building and the owner(s) of the establishment.

As the Licensed Professional Engineer of record, I certify that the above treatment device has been installed in accordance with the design/construction document(s) submitted and reviewed by the City of Loveland for the above referenced establishment. The appropriate city codes requirements, standards and the manufactures recommendations/specifications have been met. All sources of grease, oil, sand (dirt, mud, etc) and/or petroleum laden waste is discharging to the appropriate treatment device, and the internal parts of the device(s) are in place and in proper working order.

Colorado Licensed Professional Engineer Printed Name Phone

Business Address

City State Zip

Seal

Colorado Licensed Professional Engineer Signature

MINIMUM STANDARDS FOR CODE SUBMISSIONS

Construction documents for most projects consist of drawings, specifications and appropriate calculations. All elements shall complement each other. Completeness and coordination of all necessary information are the responsibility of the registered architect or professional engineer. Construction documents submitted to the Building Official must be of sufficient nature to clearly show the project in its entirety and emphasis on the following:

1. Life safety
2. Means of egress
3. Barrier free accessibility
4. Structural integrity
5. Building code compliance
6. Definition of scope of work

The required construction documents will depend upon the size, nature and complexity of the project. The following is a suggested standard of the minimum required construction documents for review by the City of Loveland.

Cover Sheet

1. Project identification
2. Project address and a location map
3. All licensed architects and engineers identified
4. The licensed architect or engineer in responsible control (the professional responsible for project coordination) shall be identified. All communications should be directed through this individual.
5. Design Criteria list:
 - I. Occupancy group
 - II. Type Construction classification
 - III. Location of property
 - IV. Seismic risk
 - V. Design loads
 - VI. Structural systems
 - VII. Square Footage/Allowable floor area
 - VIII. Fire sprinkler systems
 - IX. Height and number of stores
 - X. Occupant load
 - XI. Land use zone

Site Plan

Show proposed new building or structure and any existing buildings or structures, all property lines with dimensions, all streets, easements, and setbacks. Show all water, sewer, communication services, natural gas, telephone, and cable TV. Electrical points of connection, proposed utility service routes, and existing utilities on the site. Show all required parking, drainage, and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. A topographical survey should be provided with a benchmark elevation. Show north arrow. Show dimensions for the location and size of components delineated on the site plan.

Geotechnical Report

Provide a geotechnical report for the proposed structure at that site.

Exterior Elevations

Show each view. Show vertical dimensions and heights. Show openings and identify materials and show lateral bracing system, where applicable. Show dimensions and schedules.

Foundation Plan

Show all foundations and footing. Indicate size, locations, thickness, materials and strengths, and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Show dimensions for the location and size of all components delineated on the foundation plan.

Floor Plans

Show all floors including basements. Show all rooms, with their use, overall dimensions, locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. All fire resistance rated assemblies, areas of refuge, occupancy separations, fire blocking and draft stopping shall be shown. Show dimensions for the size of all rooms and the locations of other components delineated on the floor plans.

Framing Plans and Roof Framing Plans

Show all structural members, their size, methods and details of attachment, connections, location and materials for floors and roofs. Show roof plan. Show dimensions for the location and size of components delineated on the roof plan.

Schedules

Room finishes, doors, hardware, windows, plumbing, mechanical, electrical, and structural.

Addenda and Changes

It shall be the responsibility of the individual identified on the cover sheet as the licensed architect or engineer in responsible control to notify the Building Official of any and all changes throughout the project and provide revised construction documents, calculations or other appropriate documentation prior to commencement of that portion of the construction.

Revisions

The party submitting changes shall be identified at the beginning of the approval process. For clarity, all revisions should be identified and clouded on the construction drawings and appropriately marked in the project manual or resubmitted as a new set of construction documents. All revisions are submitted to the Building Division for proper tracking and distribution. Each project is allowed a maximum of two (2) revisions in the initial plan check fee. Any additional revisions will be assessed 447.00 per hour for review.

Completeness of Documents

Construction Documents for most projects consist of drawings, specifications and appropriate calculations. All elements shall complement each other. Completeness and coordination of all necessary information is the responsibility of the registered design professional(s).

Building Sections Wall Sections

Show materials of construction, non-rated and fire resistance rated assemblies, and fire resistance rated penetrations. Show dimensions.

Mechanical System

Show the mechanical system. Include all units, their sizes, mounting details, all ductwork and duct sizes. Indicate all fire dampers where required. Provide equipment schedules. Submit energy conservation calculations. Show dimensions.

Plumbing System

Show all fixtures, piping, slopes, materials and sizes. Show point of connections to utilities, septic tanks, pre-treatment sewer systems and water wells. Show dimensions.

Electrical Systems

Show all electrical fixtures (interior, exterior, and site), wiring sizes and circuiting, grounding, panel schedules, single line diagrams, load calculations and fixture schedules. Show point of connection to utility. Show dimensions.

Fire Sprinkler System

Show all sprinkler heads, piping valves, alarms, tamper switches, materials, and sizes. Show point of connection to the water systems and fire alarm system. Show dimensions for the size and location of components delineated on the fire sprinkler system drawings. A separate application shall be submitted directly and separately to the Loveland Fire Prevention Bureau for any fire suppression systems.

Structural Systems

Show foundation, structural members and where required, provide structural calculations for the structural systems of the project. Include calculations indicating compliance with seismic, wind, snow and other design loads. Completeness of the necessary calculations is the responsibility of the registered design professional.

Specifications

Prepare specifications to further define the construction components, the quality of the materials, delineation of the materials and methods of construction, wall, floor and ceiling finishes, exterior finishes, and descriptions of all pertinent equipment. Schedules may be incorporated into the project manual in lieu of being delineated on the construction drawings.