



Building Division 410  
East 5th Street  
Loveland, Colorado  
970.962.2505

www.LOVELANDDC.org

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

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

*All Non-Residential and Multi-Unit Dwelling building permit applications for new construction require a submittal a Site Development Plan application to the Current Planning Division for review and approval (along with an associated Site Work Permit) prior to building permit submittal. Concurrent Site Development Plan and Building Permit application reviews may be possible if approved by the City's Development Review Team.*

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

**A complete application shall include the following information:**

- 1. Copy of this document completed with a check-mark (✓) next to all items included in this check-in package with signature and phone number of applicant at bottom
- 2. Completed and signed application form
- 3. A set of Architectural/Structural/Engineering plan drawings. Drawings stamped, "Preliminary" or "Not for construction" will not be accepted. All drawings shall be no larger than 30x42.  
Drawing Set shall include:
  - a. Architectural plans
    - i. Floor plans (*with proposed square footages of uses*)
    - ii. Code analysis (*shown on plans, if not provide by separate document*)
    - iii. *Design Criteria List:*
      - Occupancy group
      - Type of Construction Classification
      - Location of property
      - Seismic Design Category
      - Design Loads
      - Structural systems
      - Square footage/Allowable floor area
      - Number of exits required/provided
      - Fire Sprinkler/Alarm systems
      - Height and number of stories
      - Occupant load
    - iv. Method of energy code compliance (*shown on plans, if not provide by separate document*)
  - b. Structural plans
    - i. Footing and foundation plans
  - c. Electrical plans and 1-lines (*XFMR to main panel including main disconnect, CT/PT can and/or meter socket. 1-line must specify that main disconnect and CT/PT can and/or meter socket are located on exterior of building. Existing metering equipment must be shown, along with any proposed changes to metering.*)
  - d. Mechanical/HVAC plans (*including mechanical equipment schedules*)
  - e. Plumbing plans
- 4. 11X17 detail showing tenant spaces. This is required for buildings proposing more than one occupiable space

- 5. Project manual (if applicable)
- 7. Structural calculations (if applicable)
- 8. Hazardous materials inventory with MSDS and quantities (if applicable)
- 9. Wastewater Discharge Survey (Separate Document – See Attachment A)
- 10. Request for Electric Service (Separate Document – See Attachment B)

*NOTE: this document must be signed by Power Division Field Engineer prior to submittal (contact 970-962-3561 for further information). A Electric Engineering Design Deposit may be required to be collected by the Field Engineer prior to signature.*

- 11. Traffic Worksheet (Separate Document - See Attachment C or Traffic Impact Study Reports).
- 12. Water meter size justification letter, signed and stamped  
*(Contact 970-962-3709 for additional assistance.)*
- 13. Cross-Connection/Backflow Prevention Questionnaire (Separate Document - See Attachment D)
- 14. Copy of Fort Collins-Loveland Water District, South Fort Collins Sanitation District or Little Thompson Water District receipt, if project is serviced by either agency. *This submittal can be deferred, but no applications will be approved without the required receipt.*
- 15. FEMA Floodplain Development Permit application (if applicable) *(Contact 970-962-2771 for additional assistance if your project is located within a floodplain).*
- 16. Historic Building Review Submittal (if applicable) (Separate Document -- see Attachment E)  
*Required for all properties on the Loveland Historic Preservation Survey when full demolition, partial demolition, or relocation of the structure is being proposed. Contact 970-962-2745 for more information or to find out if your property is on the Survey.*
- 17. Check this box if you know you will be providing a separate submittal directly to the Loveland Community Safety Division.
- 18. Check this box if you know you will be providing a separate submittal directly to Larimer County Health and Environmental Services.

\_\_\_\_\_  
Printed name of Applicant

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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11. Traffic Worksheet (Separate Document - See Attachment C or Traffic Impact Study Reports).

12. Water meter size justification letter (Only required for water meters 1½” and larger – signed and stamped) (Contact 970-962-3709 for additional assistance.)

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