



## **New Business Moving into an Existing Building/Tenant Space**



All businesses that move into an existing tenant space are required to obtain a Certificate of Occupancy to legally occupy that space. The Certificate of Occupancy is obtained by going through the permitting process with the City of Loveland Building Division. There are two permitting options that are available for the business to receive a Certificate of Occupancy: a Change in Use permit or a Tenant Finish permit.

### **Change in Use Permit**

A Change in Use permit is available when a new business is preparing to move into an existing building/tenant space when the occupancy type remains the same. The last permitted occupancy type must be the same occupancy type as the new business. The permit has a five business day review period after it is accepted through the check in process. Building, Planning and Fire review this permit. Once the permit is issued, the Building & Fire Divisions conduct life safety inspections on the property/space. The Planning Division will also conduct a final inspection. Once all inspections are approved, a Certificate of Occupancy will be issued and the space can then be occupied.

#### Submittal Requirements:

- A Change In Use permit application is to be completely filled out to include the attributes that are currently existing in the building/tenant space. The permit application is also required to have a signature and date.
- Floor plan of the building/tenant space (does not need to be stamped by an architect)
- Submit the above information to [eplan-building@cityofloveland.org](mailto:eplan-building@cityofloveland.org)

#### Fees:

- There is a flat fee of \$50 for this permit

#### Review Process:

- The permit has a five business day review period after it is accepted through the check in process.
- All projects go through the check in process, which is a cursory review of the documents by the Plan Reviewers. Check in is conducted every day, Monday through Friday except major holidays.

#### Additional Information:

- Cosmetic updates do not require a permit (carpet, paint, etc.).
- Although a change in use permit has been applied for by an applicant, there is a possibility that a tenant finish permit will be required. This will be determined during the check in process and the applicant will be notified if a tenant finish permit is required.

## Tenant Finish Permit

A tenant finish permit is available when a new business moves into an existing building/tenant space and work that requires a permit is performed and/or the occupancy type is changing from the last permitted occupancy type of that building/tenant space. This is to ensure that the space/building is up to the current code requirements for the proposed occupancy type. The permit fees for a tenant finish permit can vary; the permit fees are based on the occupancy and construction type. It is possible that Capital Expansion Fees may also be collected on the permit if the occupancy type is changing.

### Submittal Requirements:

- All required forms can be found on the City of Loveland Building Division webpage located here: <http://www.cityofloveland.org/departments/development-services/building-division/forms-and-applications/non-residential-and-multi-family-forms>
- A Tenant Finish/Interior Alteration permit application is to be completely filled out to include the attributes that are currently existing in the building/tenant space and any proposed changes to that space. The permit application is also required to have a signature and date.
- The Tenant Finish checklist is to be filled out and submitted.
- The forms listed in the Tenant Finish/Interior Remodel section are to be completely filled out.
  - If you need any assistance with the Transportation worksheet, please contact Rich Becker at 970-962-2560
  - If you need any assistance with the Wastewater Discharge Survey, please contact Bill Thomas at 970-962-3719
  - If you need any assistance with the Electrical Worksheet, please contact Matt Sadar at 970-962-3582
  - If you need any assistance with the Cross-Connection/Backflow Prevention Questionnaire, please contact Andy Tenbraak at 970-962-3749
- Construction documents prepared by a registered design professional are required.
- All forms, application and stamped architectural drawings are to be submitted to [eplan-building@cityofloveland.org](mailto:eplan-building@cityofloveland.org) for the next available check in date.

### Fees:

- The permit fees for a tenant finish permit can vary; the permit fees are based on the occupancy and construction type. A table from the 2012 IBC is used which gives a cost per square foot based on the construction type and occupancy type of the building/tenant space. That amount is then multiplied by 20% because the table represents the cost to construct a new building. The 20% is considered the tenant finish portion of that value. It is possible that Capital Expansion Fees may also be collected on the permit if the occupancy type is changing.
- An Estimate of permit fees can be requested by the applicant for no charge. Please fill out the Non-Residential Fee Estimate Request form located here: <http://www.cityofloveland.org/departments/development-services/building-division/building-permit-fees>

### Review Process:

- All projects go through the check in process, which is a cursory review of the documents by the Plan reviewers. Check in is conducted every day, Monday through Friday except major holidays.
- Once the project is accepted through check in, a plan check fee will be calculated and sent to the contact listed on the permit application.
- Once the plan check fee is received, the project will be entered into our system and the 20 business day review will begin.
- The contact, owner and design professional listed will then be notified if the permit is ready for issuance, or if further information is requested by the plan reviewers.



## Change In Use/Occupancy Permit Submittal Checklist



*A Change In Use/Occupancy application is required when a new business is preparing to move into an existing building/tenant space when the occupancy type remains the same.*

### **A complete submittal 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 of the applicant at the bottom.
- 2. Completed and signed application form.
- 3. A floor plan of the existing space showing wall dimensions and plumbing fixtures.
- 4. Submit all required information to [eplan-building@cityofloveland.org](mailto:eplan-building@cityofloveland.org)

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Printed name of Applicant

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Email Address

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Signature of Applicant

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Date



City of Loveland  
 Non Residential Building Permit Application  
 Change In Use/Occupancy  
 PERMIT NUMBER: \_\_\_\_\_



Address: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
 Proposed Tenant Name: \_\_\_\_\_ Existing Tenant Name: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_  
 Existing Use: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Business: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Number of Bathrooms (Within Tenant Space)	
Number of Bathrooms (Within Building)	
Number of ADA Bathrooms (Within Tenant Space)	
Number of ADA (Within Building)	
Number of Non-Res Electric Meters	
Electric Service Size Amps	
Electric Service Provider?	
Water Meter Size	
Number of Water Meters Existing/Proposed	
Water Service Provider?	
Number of Stories	
Main Floor Sq Ft	
2 <sup>nd</sup> Floor Sq Ft	
3 <sup>rd</sup> Floor Sq Ft	
4 <sup>th</sup> Floor Sq Ft	
Basement Sq Ft (Finished)	
Basement Sq Ft (UnFinished)	
Fire Alarm?	
Fully Sprinklered Type?	
Sq Ft of Covered Deck Area	
Sq Ft of Uncovered Deck Area	
Sq Ft of Covered Patio Area	
Sq Ft of Uncovered Patio Area	

**\*If the previous occupant/tenant provided a copy of their Certificate of Occupancy, please include it with your submittal. \***

Detailed Description of Proposed Business Use(s):

**\*All fields must be filled out completely. Incomplete applications will NOT be accepted through check-in. Please indicate if a question is not applicable to your project by answering N/A.\***

I certify this application is true and correct to the best of my knowledge. I agree to comply with all city ordinances, state laws and building codes. I understand that this application does not authorize any work within the structure or space to be occupied.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit with all required documentation to [eplan-building@cityofloveland.org](mailto:eplan-building@cityofloveland.org)