



Building Division
410 East 5th Street
Loveland, Colorado
970.962.2505

www.LOVELANDDC.org

Non-Residential and Multi-Unit Dwelling Tenant Finish / Interior Remodel Building Permit Submittal Checklist

Please read the Submittal Instructions prior to completing this checklist.

A tenant finish application is required for all non-residential projects involving interior finish work, alterations, or additions. Additionally permit applications are required for a building permit occupancy change, or a zoning change in use.

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 (depicting both current and proposed conditions)
 - ii. Building Elevations (with HVAC Equipment shown shaded)
 - iii. Code analysis (shown on plans, if not provide by separate document)
 - iv. Design Criteria List:
 - Occupancy group
 - Type of Construction Classification
 - Location on property
 - Seismic Design Category
 - Design Loads
 - Structural systems
 - Square footage/Allowable floor area
 - Number of exits required/provided
 - Fire sprinkler/alarm systems
 - Height and number of stories
 - Occupant load
 - v. Evidence of energy code compliance (shown on plans, if not provide by separate document)
 - vi. Parking Analysis (for each proposed use within the building, place info on cover sheet)
 - b. Structural plans
 - i. Footing and foundation plans stamped by a Licensed Colorado Engineer
 - 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)

6. Structural calculations (if applicable)

7. Wastewater Discharge Survey (Separate Document – See Attachment A)

8. 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.

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

10. Cross-Connection/Backflow Prevention Questionnaire (Separate Document - See Attachment D)

11. Historic Building Review Submittal (if applicable) (Separate Document -- see Attachment E) *Required for all properties on the Loveland Historic Preservation Survey when exterior modification is being proposed. Contact 970-962-2745 for more information or to find out if your property is on the Survey.*

12. Check this box if you know you will be providing a separate submittal directly to the Loveland Community Safety Division.

13. 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

