



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

Please read the Submittal Instructions prior to completing this checklist.

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

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

A complete application shall include the following information and must be submitted to building@cityofloveland.org:

Department	General Permit Requirements	Contact Information
Building Permit Tech	<p>These items are NOT required in order for the project to be accepted through check-in, however, all information will need to be provided prior to permit approval. Please note that ALL forms are located on our website: Non-Res Forms</p> <ul style="list-style-type: none"> Completed and signed permit application. <ul style="list-style-type: none"> -Please note that contractors and valuations DO NOT need to be provided at time of submittal, but are required before the permit can be approved. Please list total square footage for EACH occupancy type. If property is located in the Fort Collins Loveland Water District or Little Thompson Water District, a water tap receipt will need to be submitted before the permit can be approved. For new builds that will have more than one tenant space, a core and shell permit will be required followed by SEPARATE tenant finish permits for each tenant space. Please provide copy of approved early building permit authorization form, if applicable. 	Daisy Perez Daisy.Perez@cityofloveland.org 970-962-2526
Building Plans Reviewer	<p>A set of Architectural/Structural/Engineered stamped drawings. Drawings stamped "Preliminary" or "Not for Construction" will not be accepted.</p> <p>Drawing Set shall include:</p> <ul style="list-style-type: none"> Architectural plans Floor plans (depicting both current and proposed conditions) Building Elevations (with HVAC Equipment shown shaded) Code analysis (shown on plans, if not provided by separate document) Design Criteria List (see next page): 	Bobby Burke Bobby.Burke@cityofloveland.org 970-962-2672

- Occupancy group
- Type of Construction Classification
- Location on property
- Seismic Design Category
- Design Loads
- Structural systems
- Square footage/Allowable floor area
- Number of exits required/provided
- Fire sprinkler/alarm systems
- Height and number of stories
- Occupant load
- Evidence of energy code compliance (shown on plans, if not provide by separate document)
- Parking Analysis (for each proposed use within the building, place info on cover sheet)
- Structural plans
 - Footing and foundation plans stamped by a Licensed Colorado Engineer
- Electrical plans and 1-line (XFMR to main panel including main disconnect, CT/PT can and/or meter socket. 1-line must specify that main disconnect and CT/PT can and/or meter socket are located on exterior of building. Existing metering equipment must be shown, along with any proposed changes to metering).
- Mechanical/HVAC plans (including mechanical equipment schedules)
- Plumbing plans
- 11X17 detail showing tenant spaces. This is required for buildings proposing more than one tenant per building.

Building Electrical	Electrical plans need to be provided, if in scope of work. Electrical plans will need to be stamped by electrical engineer if load is being affected/ increased.	Mark Venezuela Mark@procodeinc.net 970-342-6437
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Power	Please fill out Commercial Electric Service Worksheet, even if service is not changing.	Mark Warner Mark.Warner@cityofloveland.org 970-962-3588
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Electric Metering	Please fill out Commercial Electric Service Worksheet, even if service is not changing.	Matt Sadar Matt.Sadar@cityofloveland.org 970-962-3582
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Transportation	Please complete the Transportation Worksheet when requesting a waiver of the Traffic Impact Study. This form is not required with building permit applications proposing twelve dwelling units or less. For a change of use increasing the traffic by 20 percent compared to the existing use, a TIS may be required. Any new construction creating more than 20 peak hour trips or 200 daily trips, whichever is less, will require a TIS.	Joe Giannetto Joe.Giannetto@cityofloveland.org 970-962-2547
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Fire	Please see Building Department requirements. Fire alarm, sprinkler, and hood suppression systems are permitted separately through the Fire Department.	Ingrid McMillan-Ernst Ingrid.McMillan-Ernst@lfra.org 970-962-2554
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Planning	Please see Building Department requirements.	Lena Butterfield Lena.Butterfield@cityofloveland.org 970-962-2580
Addressing	For tenant finish/interior alteration projects, please provide layout showing tenant space within entire building. Please provide max number of tenants.	RJ Fulton RJ.Fulton@cityofloveland.org 970-962-2513
W/WW Pre-treatment	<p>Please fill out Waste Water Discharge survey for the following projects (only applies for properties on city water and sewer):</p> <ul style="list-style-type: none"> • New Retail • New Religious • New Recreational/Amusement • New Office • New Mixed Use • New Industrial • New Hotel/Motel • New Hospital/Institutional • New Educational <p>If food will be served within your space, please fill out a Food Service Survey. Examples of “food service” includes restaurants, fast food, bakery, grocery, caterer, cafeteria, etc.</p> <p>*for large industry projects, specific treatment, sample points, and other requirements MAY be required.</p>	Bill Thomas Bill.Thomas@cityofloveland.org 970-962-3719
Water Backflow	Please fill out Cross Connection/Backflow Prevention Questionnaire, IF serviced by City water, for new builds, tenant finishes, and interior alterations.	Bryan Easterly Bryan.Easterly@cityofloveland.org 970-962-3753 OR Jeff Egle Jeff.Egle@cityofloveland.org 970-962-3724
Stormwater	FEMA Floodplain Development Permit application (if applicable). Contact 970-962-2771 for additional assistance if your project is located within a floodplain.	Kevin Gingery Kevin.Gingery@cityofloveland.org 970-962-2771
Site Work Permit Issuance	For new builds, a Site Work permit must be obtained from the Planning Division before the building permit will be approved.	Kevin Gingery Kevin.Gingery@cityofloveland.org 970-962-2771 OR Suzette Schaff Suzette.Schaff@cityofloveland.org 970-962-2531
Water/Wastewater	Please provide water meter justification letter for all commercial, industrial, and multi-family water meters. Requirements for the letter can be found in section 4.4.6 of the Water and Wastewater Development Standards.	Melissa Morin Melissa.Morin@cityofloveland.org 970-962-3709