



COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

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COMMERCIAL BUILDINGS

REQUIRED INFORMATION FOR ADDITIONS, ALTERATIONS, AND REMODELS

*****NOT ALL ITEMS ARE REQUIRED FOR ALL BUILDS. THE INFORMATION REQUIRED IN THIS DOCUMENT WILL PROVIDE SUFFICIENT DATA FOR THE INITIAL REVIEW. IT IS POSSIBLE THAT ADDITIONAL INFORMATION MAY BE REQUIRED. *****

FOR QUESTIONS OR CLARIFICATION PLEASE CALL 970-244-1631 AND SPEAK WITH A PLANS EXAMINER.

Project Information

BUSINESS INFORMATION:

Business Name
Project Address

Date

APPLICANT INFORMATION:

Applicant Name
Phone Number
Email Address

Check appropriate classification: REMODEL ADDITION ALTERATION REPAIR

Project Description

SCOPE OF WORK NARRATIVE:

SELECT ALL THAT APPLY TO YOUR PROJECT

- CHANGE OF USE (Scope of work creates a change in use or occupancy classification)
- INCREASE IN OCCUPANT LOAD (Scope of work creates an increase in the number of occupants)
- INCREASE IN SQUARE FOOTAGE OR BUILDING HEIGHT (Scope of work creates an increase in building square footage or an additional story)
- MIXED USE (Scope of work creates a mixed-use or multi-tenant structure)
- SPACE RECONFIGURATION (Scope of work reconfigures an existing space that alters the means of egress or accessibility elements)
- ALTERATION TO FIRE AREA, FIRE SEPARATION, FIRE WALL, FIRE BARRIER, OR FIRE SPRINKLERS

****IF ANY OF THESE ITEMS WERE SELECTED CONTINUE TO PART-A****

****IF NONE OF THESE ITEMS WERE SELECTED, CONTINUE TO PART-B****

PART A

BUILDING PLAN REQUIREMENTS

(Required items are in addition to all required documents listed in the Commercial Plan Review Submittal Checklist and construction documents as required per all adopted codes.)

- SITE PLAN** (This plan shall include all structures on the property, accessible pathways and parking, property lines, and all applicable dimensions)
- EXISTING FLOOR PLAN** (This plan shall be for the ENTIRE STRUCTURE. Plan shall include CURRENT use for each tenant, occupancy classifications, accessibility elements for tenant undergoing alterations, egress path for tenant undergoing alterations, all fire areas and or fire separation elements, and demolition details.)
- PROPOSED FLOOR PLAN** (Shall identify "scope of work" area, adjacent space use, and tenant egress and accessibility elements)
- LIFE SAFETY PLAN** (Shall include all typical details regarding egress, accessibility, emergency lighting, etc.)
- CODE ANALYSIS** (Shall include occupancy classification, building use, allowable area, building area, area of additions, number of stories, construction type, fire sprinkler/ NFPA requirements, occupant load, classified areas and or hazardous materials and quantities)
- IEBC PATHWAY DECLARATION** (The IEBC provides three main options for a designer in dealing with alterations of existing buildings. These are laid out in Section 301 of the referenced code. Please specify which option will be utilized.
 - OPTION 1:** Work for alteration, change of occupancy or addition of all existing buildings shall be done in accordance with the **Prescriptive Compliance Method** given in Chapter 5.
 - OPTION 2:** Work for alteration, change of occupancy or addition of all existing buildings shall be done in accordance with the **Work Area Compliance Method** given in Chapters 6 through 12.
 - OPTION 3:** Work for alteration, change of occupancy or addition of all existing buildings shall be done in accordance with the **Performance Compliance Method** given in chapter 13.

Note: All repairs must comply with Chapter 4 and relocated buildings are addressed by Chapter 14 IEBC

All required documents as listed on the "Commercial Plan Review Submittal Checklist" shall be provided

PART B

- Scope of work is limited to an alteration that does not affect the existing use, occupant load, allowable areas, means of egress, accessibility, fire separation or fire areas.
- Accessibility elements are being added to better the existing conditions.
- Space reconfiguration will not alter the means of egress or accessibility requirements.

All required documents as listed on the "Commercial Plan Review Submittal Checklist" shall be provided

Building Division Staff Initials and Date