



COMMERCIAL BUILDING PERMIT CHECKLIST

STEP ONE: Make sure to **upload** all of the following paperwork:

Note: It may take between 20 and 30 **business** days to get the permit back.

- ☐ **1 Copy*** of the **building permit application** giving a description of project & square footage, total project valuation & electrical valuation, type of construction & occupancy group, type of seating.
- ☐ Submit **1 set*** of the following:
 - ☐ **Town of Severance Approved** site plan- All pages of the approved site plan i.e., title page, site plan with measurements to property lines, utility drawings, drainage plans, elevations, landscape plans, etc.
 - ☐ **Architectural plans*** - stamped by a Colorado licensed architect or engineer
Architectural plans must include floor plan, wall section details, building section, fire-resistive construction details, and code summary.
 - ☐ **Project Specifications *** - stamped by a Colorado licensed architect or engineer.
 - ☐ **Structural Plans *** - stamped by a Colorado licensed architect or engineer.
 - ☐ **Electrical Plans*** - stamped by a Colorado licensed architect or engineer.
Electrical plans must include load calculations, one-line diagrams and fault current analysis.
 - ☐ **Mechanical/Plumbing Plans*** - stamped by a Colorado licensed architect or engineer.
 - ☐ **Fire Protection Plans*** - stamped by a Colorado licensed architect or engineer (*if system is part of design*)

* **Colorado Revised Statute** (C.R.S.) requires all sheets to bear the original seal of an architect or engineer licensed by the State of Colorado unless the preparation of plans and specifications is exempted by section 12-4-112 C.R.S. Such plans and specifications prepared by architectural or engineering sub-disciplines shall be so designated and shall bear the seal and signature of the architect or engineer for that sub-discipline.

- ☐ Submit **1 copy** the following:
 - ☐ **Soils report** – stamped by a Colorado licensed soils engineer.
 - ☐ **Structural calculations** -stamped by a Colorado licensed structural engineer.
 - ☐ **List of special inspections required by Building Code** (on plan cover sheet OK).
 - ☐ **Detailed drawings for fire rated floor/ceiling, roof/ceiling and wall assemblies.**
- ☐ **On the cover sheet, include your building code summary** and assumptions made with regard to occupancy, construction type, total allowable building area, exiting and occupant load, wind speed design, snow load, frost depth and other pertinent information.

The applicant will be contacted by SAFEbuilt for any additional information that may be needed to complete the plan review. When the permit is issued, you will be notified that you can download an approved set of plans to print. An approved set of plans that must remain on the job site throughout the construction process, including final inspections. The approved job site plan shall be identical to the Town of Severance site plan. Changes to the approved site plan must be approved by the town of Severance prior to implementation.

Note: One entire set of documents must be no greater than 11X17 for town Records.

- Revisions submitting prior to issuance will reset the plan review days. Revisions **will not** be accepted once the application has been issued without prior approval from the building official or designee.

*Park structures w/o utilities: 1 application, 3 each: site plan, architectural and structural plans, project specifications

STEP TWO: Before the permit can be issued, bring in the following paperwork

- ☐ **School impact** payment, payable to the school district
 - Separate check for each property
- ☐ **Fire District impact** fee, payable to the Town of Severance
 - Separate check for each property
- ☐ **Permit** payment: check, cash or credit card (credit card processing fee is 3% of permit fee), fees can be paid online via online permitting system (3% fee still applies to card transactions; no fee if using an e-check)
 - Separate check for each property
- ☐ **^ 1** Copy of **North Weld Water receipt** if applicable, this can be emailed in or uploaded to online permitting system
- ☐ **^ 1** Copy of **Water share certificate** if applicable, this can be emailed in or uploaded to online permitting system
 - *Proof of water purchase must be turned in at this point in order to move forward; permits will not be issued.*

STEP THREE: These are the items that *must* be completed before a C/O is issued:

C/O checklist: please email your request in as soon as possible to building@townofseverance.org **after** all documents and inspections are completed.

_____Severance's Setback Certification form: **Signed** by surveyor/engineer **and** by contractor/builder. SAFEbuilt AND The Town require copies of this.

Note: *Be sure that someone from the builder's office signs this prior to submission.*

_____Final meter pit inspection if in our water district.

_____Final Elevation & Grade Certificate **with drainage certification stamp** signed by engineer.

- *Make sure that all of the corner elevations, Top of Foundation and low/high points are notated. (Window wells must be included on the final grade cert. Final measurements from any protrusions, covered porches or decks must be submitted either on final grade cert or on a separate surveyors document.)*
- *Please return this as soon as possible, it must be approved prior to printing C/O.*
Approvals cannot be guaranteed for same day submissions.

_____Make sure all fees are paid, including additional SAFEbuilt fees and Town fees.

- *The certificate will not print if any fees are outstanding.*

_____Hard surface inspection: This must be done **within 2 weeks of C/O**

- *Be **sure** that all hard surfaces are clean and clear, from edge to edge, including the drain pan and curb areas before the inspection is called in. More than 2 visits by our inspectors will result in additional fees.*

Note: *Please see Severance's Hard Surface Inspection Policy.*

_____Final inspection: *The inspectors must sign off on all inspections before the C/O is printed.*

- ❖ The town has a **minimum of 24 working business hours** to process the C/O request; however, we will try to issue a C/O in a timely manner. There is NO guarantee it will be issued the same day. The town advises all builders to be proactive and send all documents in as soon as possible and to schedule inspections with plenty of time between that and the C/O deadline.
- ❖ Due to the increasing volume of construction, the *C/O must be issued* within one month of passing final inspections. Additional Fees may be assessed if additional time lapses.
- ❖ Once the C/O is ready, the builder and/or the property owner be emailed a copy of the signed C/O or *will be contacted* to inform them that the C/O is ready to be picked up.
- ❖ *The Certificate of Occupancy can be picked up at the town hall between **8:30am-11:45 and 1:15-4:00pm Monday through Friday**. Original C/O must be picked up within 30 days of issuance or they will be mailed with fees assessed.*

Note: Although not required, it is advised that a meeting be conducted with SAFEbuilt and the Windsor/Severance Fire Protection District **prior** to submitting an application for a building permit. The purpose of this meeting is to review the documents intended for submittal in an effort to speed up the review process. A building code summary and a list of questions regarding the project shall be submitted to SAFEbuilt prior to the meeting.

Thank you for helping this process run smoothly. We look forward to working with you.