



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 the project & square footage, total project valuation & electrical valuation, type of construction & occupancy group, and type of seating.

1 Copy of the following:

- **Soils Report** - stamped by a Colorado-licensed soil engineer.
- **Structural Calculations** - stamped by a Colorado-licensed structural engineer.
- **Detailed Drawings** – for fire-rated floor/ceiling, roof/ceiling, and wall assemblies.
- **List of Special Inspections required by the Building Code** (on plan cover sheet is okay)

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 a 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 the system is part of the 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 exempt by Section 12-4-112 C.R.S. Such plans and specifications prepared by architectural or engineering sub-disciplines shall also be designated and shall bear the seal and signature of the architect or engineer of that sub-discipline.

****Park structures without utilities: 1 application, site plan, architectural and structural plans, and project specifications.**

The **cover sheet** includes your **building code summary** and assumptions made regarding occupancy, construction type, total allowable building area, exiting and occupant load, wind speed design, snow load, frost depth, and other pertinent information.

SAFEbuilt will contact the applicant if additional information is 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 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. The Town of Severance must approve changes to the approved site plan before implementation.

Note: One entire set of documents must be no greater than 11 x 17 for Town Records. Revisions submitted before issuance will reset the plan review days. Revisions **will not** be accepted once the permit has been issued without prior approval from the Building Official or designee.

Step Two: Before the permit can be issued, submit the following paperwork:

- **Permit Payment:** Fees can be paid online via the online permit system (credit/debit card processing fee is 3% of the permit fee; there is no processing fee if you pay by e-check).



- **North Weld Water District Receipt** (if applicable). This can be uploaded during the initial permit application submittal or emailed to building@townofseverance.org after you have submitted the permit application.
- **Water Share Certificate or Cash In-lieu Receipt** (if applicable). This can be uploaded during the initial permit application submittal or emailed to building@townofseverance.org after you have submitted the permit application.

Proof of water purchase **must** be turned in at this point to move forward; permits will not be issued.

Step Three: These are items that **must** be completed before a Certificate of Occupancy (C/O) can be issued. **C/O Checklist:** Please email your request as soon as possible to building@townofseverance.org after all documents and inspections are completed.

- **Severance's Setback Certification Form.** Signed and stamped by a Colorado-licensed surveyor/engineer **and** by the contractor/builder or their designee. **Note:** Ensure that someone from the contractor/builder's office signs this before submission. This needs to be **emailed** to windsor@safebuilt.com
- **Final Meter Pit Inspection.** (If it's in the Town's water district).
- **Hard Surface Inspection.** This must be done **within 2 weeks of C/O.**
 - Ensure 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 **two** visits by town inspectors will result in additional fees. See Severance's Hard Surface Inspection Policy.
- **Final Inspections.** Inspectors must sign off on all inspections, including Public Works inspections, before the C/O request is reviewed.
- **Final Elevation & Grade Certificate with drainage** - Stamped and signed by an engineer.
 - Ensure that all of the corner elevations, Top of Foundation (TOF), and the low and high points are noted. Window wells must be included on the final grade certificate. Final measurements from any protrusions, covered porches, or decks must be submitted either on the final grade certificate or on a separate surveyor document. Please return this as soon as



possible; it must be approved before the C/O can be printed for approval. Approvals **cannot** be guaranteed for same-day submissions.

- **Lot Improvement Certificate** – Stamped and signed by a Colorado-licensed surveyor.
- Ensure all fees are paid, **including additional** SAFEbuilt and Town fees.

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 contractors/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, a signed copy will be emailed to the requestor.

Note: Although it is not required, it is advised that a meeting be conducted with SAFEbuilt and the Windsor-Severance Fire Protection District **prior** to applying 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 special inspections regarding this project shall be submitted to SAFEbuilt before this meeting.

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



COMMERCIAL TENANT FINISH AND REMODEL PLAN SUBMITTAL PROCEDURE

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

- **Building permit application** giving a description of the project, square footage, total project valuation, electrical valuation, use of surrounding space, type of construction, and occupancy group.
- **Architectural Plans*** - stamped by a Colorado-licensed architect or engineer. Architectural plans must include a floor plan, wall section details, building section details, fire-resistive construction details, and a code summary.
- **Structural Plans*** - Required for any structural changes, such as removing bearing walls, openings in bearing walls, floor systems for storage, etc. They need to be stamped by a Colorado-licensed architect or engineer.
- **Electrical Plans*** - Required for adding circuits, service upgrades, and emergency lighting. Must include load calculations, one-line diagrams, and fault current analysis. Stamped by a Colorado-licensed architect or engineer.
- **Mechanical/Plumbing Plans*** - Required for any changes to the heating, ventilation, or air conditioning system, such as change of equipment, relocation, and/or replacement of mechanical ductwork or refrigeration piping. Needs to be stamped by a Colorado-licensed architect or engineer.

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The applicant will be contacted by SAFEbuilt if any additional information is needed to complete the plan review. When the permit is issued, you will need to download and 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 approved site plan. Changes to the approved site plan must be approved by the Town of Severance prior to implementation.



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RESTAURANTS AND COMMERCIAL KITCHENS SUBMITTALS

Restaurants and commercial kitchens contain equipment and processes that require special design to achieve a safe environment for diners and workers. Cooking equipment in commercial kitchens produces grease and grease vapors that cause a buildup of grease within ductwork, in drains, and on walls and surfaces adjacent to equipment.

Below are listed some basic kitchen issues that must be addressed as part of the Commercial Plan Submittal and before issuance of a permit:

A grease interceptor is required for operations that produce grease in amounts determined to be damaging to the sewer treatment plant. The sizing of grease interceptors shall be in accordance with the adopted Plumbing Code or shall be signed by an engineer and approved by the jurisdiction.

Restaurants serving liquor that are more than 5,000 square feet must be equipped with an approved fire sprinkler system.

Restaurants serving liquor shall be responsible for obtaining all necessary liquor licenses, inspections, and other approvals from the Town of Severance.

Type I hoods shall be installed where cooking appliances produce grease or smoke, such as occurs with griddles, fryers, broilers, ovens, ranges, and wok ranges.

Type II hoods shall be installed where cooking or dishwashing appliances produce heat or steam and do not produce grease or smoke, such as steamers, kettles, pasta cookers, and dishwashing machines.

Two exits are required for restaurants with an Occupant Load of 50 or more. Exits may not pass through a kitchen, storage, or similar spaces. Doors must be equipped with panic hardware when serving an A Occupancy with an Occupant Load of 100 or more.

Health Department approval will be required as a condition of the Certificate of Occupancy (C/O). A letter, e-mail, or fax from the Health Department giving approval for the project is required on the jobsite before the final inspection will be approved. Please contact the Weld County Health Department regarding their approval and permitting process.



A seating plan will be required for dining areas inside or outside of the building. Outside patio areas are required to comply with all existing regulations of the building code. Fenced-in areas must be provided with gates conforming to the applicable requirements for doors.

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