NEW COMMERCIAL PLAN SUBMITTAL PROCEDURE

- Fill out a building permit application giving description of project and square footage, total project valuation and electrical valuation, type of construction, and occupancy group.
- Submit **an electronic set** of the following:
  - Town of Severance Approved Site Plan – All pages of the approved site plan i.e., title page, site plan, 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. Detailed drawings for fire rated floor/ceiling, roof/ceiling, and wall assemblies.
  - Project Specifications***** – stamped by a Colorado licensed architect or engineer
  - Structural Plans***** - stamped by a Colorado licensed engineer.
    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).
  - Electrical Plans***** - stamped by a Colorado licensed engineer.
    Electrical plans must include load calculations, one-line diagrams and fault current analysis.
  - Mechanical/Plumbing Plans***** – stamped by a Colorado licensed engineer.
  - Fire Protection Plans***** – stamped by a Colorado licensed engineer (if system is part of the design).
  - Energy Code Compliance Documents.

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

***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.**

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 download/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 Town of Severance approved site plan. Changes to the approved site plan must be approved by the Town of Severance prior to implementation.

Note: Although not required, it is advised that a meeting be conducted with SAFEbuilt and the Windsor-Severance Fire Rescue (WSFR) prior to applying for a building permit. The purpose of this meeting is to review the documents intended for submittal 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.

COMMERCIAL TENANT FINISH/REMODEL PLAN SUBMITTAL PROCEDURE

- Fill out a building permit application giving description of project and square footage, total project valuation and electrical valuation, use of surrounding spaces, type of construction and occupancy group.
- Submit **an electronic set** of the following:
  - Architectural Plans* - stamped by Colorado licensed architect or engineer.
  - Structural Plans* - stamped by a Colorado licensed engineer.
  - Electrical Plans* - stamped by a Colorado licensed engineer.
  - Mechanical/ Plumbing Plans* - stamped by Colorado licensed engineer.
  - Energy Code Compliance Documents.

***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.**

Architectural plans are required and must include floor plan, wall section details, building section, fire-rating details, and code summary.
Structural plans are required for any structural changes such as removal of bearing walls, openings in bearing walls, floor systems for storage, etc.
Electrical plans are required for adding circuits, service upgrades, emergency lighting. Load calculations are required along with one-line diagrams and fault current analysis.
Mechanical plans are 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.
Plumbing plans are required for any changes to the plumbing within a building and include, sewers, drains, vents, water piping, roof drains, and gas piping.

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 download/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 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 & COMMERCIAL KITCHENS

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 produce grease and grease vapors that cause buildup of grease within duct work, in drains, and on walls and surfaces adjacent to equipment. Below are listed some basic kitchen issues that must be addressed as a part of the Commercial Plan Submittal and prior to issuance of a permit:

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

2. Restaurants which are more than 5,000 square feet in size or containing 50 or more occupants (WSFR), must be equipped with an approved fire sprinkler system.

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

4. Type I hoods with approved suppression 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 dish washing appliances produce heat or steam and do not produce grease or smoke, such as steamers, kettles, pasta cookers and dish washing machines.

5. For restaurants with an occupant load of 50 or more, two exits and panic hardware installations are required. Exits may not pass through a kitchen, storage, or similar spaces.

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

7. A seating plan will be required for dining areas inside or outside 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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