

City of Boulder Planning & Development Services  
**BUILDING PERMIT SUBMITTAL CHECKLIST**  
 Multi-family, Commercial, Industrial

| Office Use Only |          |
|-----------------|----------|
| Date Received:  | Case No. |
|                 | PMT:     |

Project Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

- Applicants must verify the permit submittal contains the required documents.
- Incomplete applications may be rejected or denied.

**Applicant must verify by initialing in the column below that the submittal has one copy of each form.**

| Commercial New/Addition | Commercial Tenant Finish & Multi-Family Remodel | Multi-Family New/Addition | Item  |
|-------------------------|---|---------------------------|---|
|                         |   |                           | Building Permit Application Form                                    |
|                         |   |                           | Plumbing Fixture Count Form   |
|                         |   |                           | Stormwater & Flood Management Plant Investment Fee Calculation Form |
|                         |   |                           | Green Points Application (Permits including dwelling units only)    |
|                         |   |                           | Demonstration of International Energy Code Compliance               |
|                         |   |                           | IBC Chapter 34 Compliance   |
|                         |   |                           | Growth Management Allocation Certificate/Inclusionary Housing       |
|                         |   |                           | Development Excise Tax Form   |
|                         |   |                           | Floodplain Development Permit (Designated flood zones only)         |
|                         |   |                           | Wetland Development Permit (Designated wetlands and buffers only)   |
|                         |   |                           | Copies of prior approvals or variances (If applicable)              |

**Applicant must verify by initialing in the column below that the submittal has three collated copies of each document. All plans must bear the stamp of a licensed architect or engineer.**

| Commercial New/Addition | Commercial Tenant Finish & Multi-Family Remodel | Multi-Family New/Addition | Item  |
|-------------------------|---|---------------------------|---|
|                         |   |                           | Site Plan*  |
|                         |   |                           | Lighting Plan*  |
|                         |   |                           | Solar Shadow Analysis   |
|                         |   |                           | Landscape and Irrigation Plans*   |
|                         |   |                           | Utility, Stormwater, and Transportation Plans*  |
|                         |   |                           | Building Elevations*  |
|                         |   |                           | Code Analysis   |
|                         |   |                           | Details of Any Required Rated Assemblies and Penetration Protectives (IBC, Chapter 7)   |
|                         |   |                           | Egress/Exiting Plan including Emergency Lighting and Exiting Lighting (IBC, Chapter 10) |
|                         |   |                           | Special Inspection Items (IBC, Chapter 17)  |
|                         |   |                           | Floor Plans/Demolition Plans  |
|                         |   |                           | Roof Plan including Specifications on Roof Covering                                     |
|                         |   |                           | Framing Sections and Building Cross Sections  |
|                         |   |                           | Mechanical Drawings   |
|                         |   |                           | Electric Drawings   |
|                         |   |                           | Plumbing Drawings   |
|                         |   |                           | Elevator/Conveyance System Plans  |
|                         |   |                           | Structural Plans  |

\*Approved TEC Documents are required as applicable.



This checklist outlines the minimum documentation typically necessary to demonstrate compliance with applicable codes and standards including the International Building Code, Boulder Revised Code, 1981 and City of Boulder Design and Construction Standards. Applicants are required to submit additional information as necessary to clearly demonstrate compliance. **The information below provides additional guidance regarding specific elements to be addressed on the above referenced submittal documents.**

**Building Permit Application Form:** Be sure to read the entire application carefully, answer all questions, and fill in all required blanks.

**Plumbing Fixture Count Form:** If there is a change in the number, type, or location of plumbing fixtures, or if fixtures are to be set on any existing unused rough-ins.

**Green Building and Green Points Application (for buildings with residential units only):** For all new multi-family construction, and/or additions and remodels of more than 500 square feet. Be sure you have the correct application for the scope of work proposed. Also be sure to include a copy of attachment 'C' with your application. Consult the Green Building and Green Points Guideline Booklet for more information.

**Demonstration of International Energy Code Compliance for Commercial structures:** IECC compliance is necessary when altering any component of the thermal envelope of the building, mechanical equipment or lighting.

Commercial buildings shall exceed the energy efficiency requirements of ASHRAE/IESNA Standard 90.1 Energy Standard for Building Except for Low-Rise Residential Buildings by at least 30 percent or other approved equivalent design criteria. See BRC 1981 10-7-2 (h) for alternative compliance options.

**Growth Management Allocation Certificate:** For new residential unit(s), an approved housing allocation certificate is required. Please be advised that a 'demolition' Allocation (a Growth Management Allocation which is for the replacement of a demolished residential unit) requires signatures of parties outside of the City government (to obtain the demolition permit), which take additional time to procure – see the demolition application form.

**Development Excise Tax Form:** Applies to new dwellings and new commercial buildings or when adding any additional commercial square footage, including mezzanine areas.

**Floodplain/Wetland Permit:** For projects located within designated floodplains, wetlands, or wetland buffer areas. Separate floodplain permit applications must be **approved prior to** building permit submittal (LUR flood permit cases – work in the Conveyance or high hazard zones, wetlands or wetland buffers); or may be submitted concurrent with building permit submittal (PMT flood permit cases– work in flood zones other than conveyance and high hazard). Check with staff for determination.

**Inclusionary Housing:** Developments that include housing units must meet the requirements of B.R.C. 9-13, Inclusionary Housing which requires that 20% of all residential development be permanently affordable. Program compliance must be verified before submitting for a building permit. Prior to building permit submittal please contact a housing planner to discuss options for meeting the requirements. Contact and program information may be found at [www.boulderaffordablehomes.com](http://www.boulderaffordablehomes.com).

**Copies of documents of Prior Approvals/Variations:** Any variance approval, Administrative Review approval, Land Use approval, Technical Document Review approval, Landmarks Alteration Certificate, Landmarks Demolition Approval case number, easement vacations, and/or H.O.A. approvals, where applicable.

**Site Plan:** Scaled plan showing north arrow, lot dimensions, lot area, existing and proposed improvements, distances to property lines from existing and proposed structures, distances between all structures, topographical information (contours), building height information (low point within 25' of the tallest side, see BRC 1981 9-7-5 & 9-16-1), easements, location of required off-street parking and parking access (includes confirmation of existing curb cuts), landscaping (including the location of existing and proposed trees and shrubs including required street and alley trees), location of water meter(s), location of existing and proposed utilities, location of

existing and proposed impervious areas, location and description of existing and proposed swales, location of sumps or other drainage discharges, and the extent of flood zones and regulated wetland areas on the property. Plans not to scale are not acceptable. All fonts must be clear and easy to read. All plans shall be clear and legible. Illegible plans will be rejected.

**Lighting Plan:** Showing the location of all buildings and building heights, parking, and pedestrian areas on the lot or parcel; the location and description including mature height of existing and proposed trees and the location of light fixtures on adjacent properties or the street right-of-way within 10 feet of the subject property; the location and height above grade of all proposed and existing light fixtures on the subject property; the type, initial lumen rating, color rendering index, and average wattage of each lamp source; the general style of the light fixture such as cutoff, lantern, coach light, globe, and a copy of the manufacturer's catalog information sheet and IESNA photometric distribution type, including any shielding information; control descriptions (timer, motion, sensor, time clock etc.); aiming angles and diagrams for sports lighting fixtures; and a light calculation which shows the maximum light levels on a grid not to exceed ten feet by ten feet across the entire site and extending a minimum of ten feet beyond the lot or parcel property line. The grid shall also indicate maximum to minimum uniformities for each specific use area.

**Solar Shadow Analysis:** May be included on the site plan if it does not obscure the site plan, otherwise include on separate sheet(s). Adjustments for grade must be shown on the solar drawing and must include a table in support of the graphic analysis. For sloped lots, shadow analysis shall use Table 2 actual shadow lengths as shown on the Solar Access Guide.

**Building Elevations:** Two-dimensional drawings of all sides of the building. Perspective or isometric drawings may be provided as supplemental information only.

**Details of Any Required Rated Assemblies and Penetration Protectives:** Including, but not limited to fire rated wall and/or floor/ceiling assemblies, and sound transmission class (STC) ratings.

**Floor Plans:** Scaled plans labeling each unit with a discreet address or number and total floor area per B.R.C 9-16 Floor Area and Floor area for attached dwelling units (Inclusionary Housing) or Floor area for detached dwelling units (Inclusionary Housing) as applicable. For all units identify all interior and exterior dimensions, room sizes and uses, ceiling heights, locations and sizes of external openings including windows and doors, hallway and stair widths, location and type of plumbing fixtures as well as existing and proposed rough-ins, locations of furnaces and water heaters, location of electrical services, mechanical and plumbing chases. Provide an exiting plan. **Demolition plans** must clearly show what building elements are to be removed, including locations of existing plumbing fixtures which are intended to be relocated or removed.

**Roof Plan:** For conventional roof framing: Provide a roof framing plan showing the size, grade, span and spacing of all roof and ceiling members. Also include ridges and valleys, roof pitches, mechanical screenings, and location and size of skylights. For complex truss framed roofs: Stamped manufacturer's truss drawings for each type of truss must be provided and keyed to the roof framing plan.

**Framing Sections and Building Cross Sections:** Include the size, species, grade, and spacing of framing members, specify connections, dimension footings and foundations, specify roof and wall sheathing, roof covering material and underlayment, wall siding and underlayment, insulation, foundation drainage, and location of grade.

**Structural Plans:** Include design review criteria, complete roof, framing, engineered and stamped footing and foundation plans and any necessary structural details. Site and soils conditions may require additional engineering. Consult staff for steep slope and/or mass movement soils determination. Calculations must be provided which show how the structure meets the structural design requirements of IBC Chapter 16.