

PAONIA BUILDING DEPARTMENT – CHECKLIST FOR COMMERCIAL APPLICATIONS

It is encouraged that you start with a preliminary review. To do so, please submit all details requested in items 3 and 8 prior to developing complete working drawings (details from item 6 would be helpful too). Be sure to provide contact information for developer, contractor or owner.

- 1) Complete the Building Permit Application / Provide contact information.
- 2) Provide a copy of your recorded deed (typically not required for interior remodel work).
- 3) Provide a Site Plan (aka Plot Plan) and vicinity map **for additions and for new structures**. A formal survey is often needed, but an accurate (to scale) representation of your property showing the footprint of existing structures and the location of your addition or new structure is sometimes adequate. Your general Site Plan should include:
 - a) Lot dimensions with square footage of parcel. Show North Arrow and street access.
 - b) All applicable flood-plain information.
 - c) Proposed parking accommodations: include Van Accessible space and additional Accessible spaces as required, striping, bump stops, directional signs.
 - d) Vehicle maneuvering/circulation details, stacking lengths (as may be needed for ingress, egress and drive-up window services), trash enclosure with access.
 - e) **Proposed** off-site right-of-way improvements (i.e. curb-cuts, sidewalks, bike path, acceleration/deceleration lane, left turn-in lane, etc. (as **you** may propose))
 - f) Existing and proposed easements.
 - g) Landscaping area with square footage calculations.
 - h) Distances from your addition or new structure to your property lines, and to other structures on your property. Distances from projections (eaves, decks, balconies, etc.) need to be included.
- 4) A traffic study may be required. Results of the study will guide improvements (if needed).
- 5) Provide a Grading and Drainage Plan / to be stamped by a Colorado Licensed Professional Engineer.
**For all following references: P.E. => Colorado Licensed Professional Engineer
EoR => Engineer of Record (P.E. for said project)**
 - a) Show contour lines at one-foot or two-foot elevation changes.
 - b) Show swales, ditches, ground cover and slope-stabilization (as may be needed).
 - c) Provide calculations of impervious surfaces with details of storm-water detention or retention. The design is to be certified by **EoR** with an “As-Built” plan at completion of the project.
- 6) Provide a Utility Plan (water, sewer, electric, gas, etc.) and show “Dark Sky” compliant exterior lighting. Include proposed size and location for irrigation-tap as applicable.
- 7) Provide a Landscaping and Irrigation Plan. Refer to Code of Colorado Regulations 4 CCR 729-1 for State Regulations concerning Licensed Landscape Architects.
 - a) Testable Back-Flow preventer is required.
 - b) Provide vegetation details: species, placement, spacing, caliper, canopy, height, etc.
 - c) Provide non-vegetative details: type, placement, size, depth, etc.
- 8) Provide Building Profiles/Elevations – Contrasting colors and/or exterior finishes with architectural fenestration details are expected / box-type structures with plain walls having no openings are discouraged.
- 9) The foundation design must be stamped by a **P.E.** with discussion of design conditions (soils) being included. A formal Soils Report by a Geotechnical Engineer should be requested by **EoR** if conditions warrant (A Geotechnical Engineer’s Soils Report could be required by the Building Official depending

on design information provided by **P.E.**). Include recommendations on storm-water capture and discharge (gutters/downspouts).

- 10) Provide complete Architectural Plans – stamped by a Colorado Licensed Architect when and as required by Colorado Revised Statutes 2018 Title 12 Article 25 Part 3.

For basic guidance when a Licensed Architect is not required please provide:

- a) Floor plans – label each room for its proposed use; show crawl-space access, attic access, smoke alarms, carbon-monoxide alarms, etc. as required for the proposed structure. Plans are to be drawn to scale showing both sides of walls and including all dimensions. Provide details as needed for fire-rated assemblies, penetrations, etc. Accessibility features are to be fully detailed if required for your project.
 - b) Floor-framing plan; roof-framing plan (or truss layout with engineered details), wall-framing details including header sizes. **EoR** to provide details as needed.
 - c) Sectional Drawing(s) to include all weather-resistive information (roof-sheathing, roof-covering, flashing details, wall-sheathing, air-barriers, vapor-barriers, siding, stucco, masonry, etc.), wall insulation, interior finishes (walls, ceilings, floors, bathing areas), crawlspace and attic insulation and ventilation as appropriate.
 - d) Provide window and door schedules with all associated information. Safety glazing, rated components/assemblies, appropriate door hardware and threshold details, dimensions, etc.
 - e) Provide Elevation Drawings – show decks, landings, exterior stairs/ramps, etc.
 - f) Provide details of Egress components: Hallways, corridors, stair geometry (rise/run), ramps, handrails, doors, landings, guard-rails, etc.
- 11) Provide complete Mechanical Plans and Structural Plans stamped by Colorado Licensed Professional Engineers when and as required by CRS 2018 Title 12 Article 23 Part 1.
- 12) A summary of compliance with the 2018 International Energy Conservation Code (at a minimum) is a required component of submittal documents.
- 13) Fire Protection, Electrical and Plumbing plans are subject to review by appropriate State Divisions – all associated inspections are to be performed by State Agencies/Inspectors.
- 14) Food-related businesses require review and approval (and follow-up inspections) by the Delta County Health Department (970-874-2165). Contact our Town Clerk (970-527-4101 extension 1) to discuss Liquor Licensing should your business propose to serve alcohol.

Additional considerations when applicable: Water taps and sewer taps (County OWTS?); Excavation permit if digging in Town Right of way; Floodplain Development Permit; STATE permits are required for Electrical, Plumbing and Fire Sprinkler Systems (Except for Type I Kitchen Hoods where Fire Suppression systems are reviewed and inspected by the local Building Official).

Electronic submittals are preferable and must include your application (PDF format only - **for all documents**). Paper submittals are subject to office-time fees for scanning (30-minute minimum charge). Anything larger than 11" x 17" **MUST** be submitted electronically. Please submit to:

dan.reardon@shumscoda.com OR to teri.thomas@shumscoda.com

A copy of final "approved" plans are to be printed by applicant and available on site for all inspections.