

**COMMERCIAL PERMIT SUBMISSIONS**

**(Tenant Finish)**

Commercial submittal requirements for tenant finish or tenant improvement need to consist of the following documents. For more detailed information on these requirements refer to the long version. Plans must be designed and stamped by a Colorado Registered Architect or for structural changes and MEP's (Mechanical, Electrical, Plumbing) an engineer's stamp. Planning Approval maybe required prior to permit issuance.

1. **Code Study.** Provide a code study page stamped by an architect that includes the occupancy class, occupant load, accessibility design, life safety plan, fire areas, plumbing fixture count, design criteria and scope of work.
2. **Engineered Structural Plan.** If the building has elements designed by an engineer or they are not built out of the prescriptive method from the IBC, engineered plans are required. This would also include changes that the tenant is making to an engineered member or system.
3. **Framing Details.** Provide detailed framing plans of any walls, floors, roofs, decks, or any other framing member. Include connection details, sizing, and demission's.
4. **Interior Elevations.** Provide drawings of any cabinets, restrooms or other areas that require certain elevations to meet height or reach requirements.
5. **Floor Plan.** Provide a detailed plan of all floors. Include dimensions, room names, location of walls, cabinets, appliances, doors, windows, stairs, and other egress components.
6. **Schedules.** Include window and door schedules. Indicate types of hardware used to meet egress and accessibility requirements.
7. **Mechanical Plans.** Show the mechanical system. Include all units, their sizes, mounting details, all ductwork and duct sizes. Indicate all fire dampers where required. Provide equipment schedules. Submit energy conservation calculations. Show dimensions.
8. **Plumbing Plans.** Show all fixtures, piping, slopes, materials, and sizes. Show point of connections to utilities, septic tanks, pre-treatment sewer systems and water wells. Show dimensions.
9. **Electrical Plans.** Show all electrical fixtures (interior, exterior and site), wiring sizes and circuiting, grounding, panel schedules, single line diagrams, load calculations and fixture schedules. Provide fault-current calculations for entire system. Show point of connection to utility. Show dimensions.
10. **Energy Code.** Provide documentation that describes your path to meet the energy code requirements. A ComCheck will be required unless an alternative design is provided by your designer.
11. **Other Specifics.** Provide any other supporting documents.

**ProCode**

39 S Parish Ave. #220  
Johnstown, CO 80534  
(970) 305-3161

For Questions:  
[email@procodeinc.net](mailto:email@procodeinc.net)

