



Detailed Multi-family, Commercial, Non-Residential or Mixed-Use Building Permit Requirements

For Multi-Family, Commercial, Non-Residential or Mixed-Use Principal Buildings

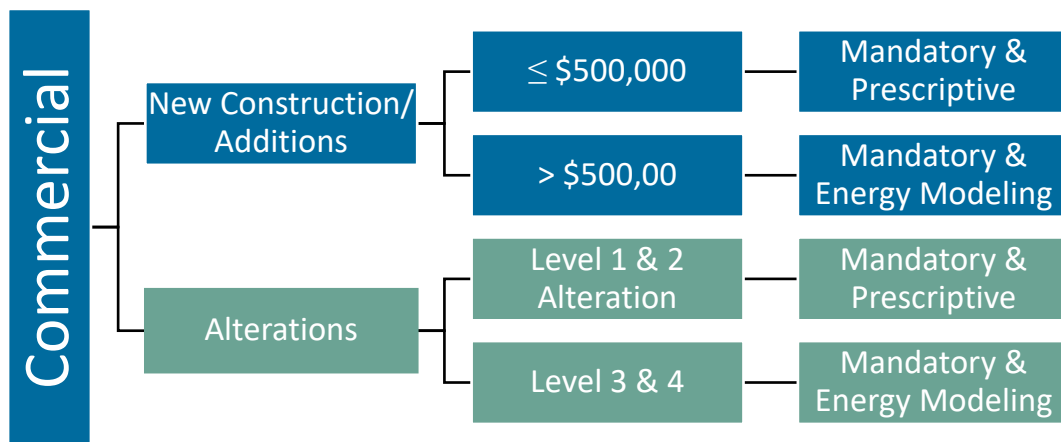
APPLICATIONS, FORMS, AND SUPPLEMENTAL INFORMATION:

- [Multi-family, Commercial, Non-Residential or Mixed-Use Building Permit Application Form](#) – Required if submitting an application through email. This application form is NOT required as a submittal document if applying online through the Customer Self Service Portal (CSS). If submitting via email, be sure to read the entire application carefully, answer all questions, and fill in all required blanks.
- Scope of Work Form – Required for all applications. Refer to the list below and complete the city Scope of Work Form most applicable to the structure type.
 - [Scope of Work Form – Mixed Use Building](#) (Use this form if the building contains residential dwelling units as well as non-residential uses)
 - [Scope of Work Form – Multi-Family](#) (Use this form if the building contains residential dwelling units)
 - [Scope of Work Form – Non-Residential Building](#) (Use this form if the building contains non-residential, commercial, or industrial uses)
 - [Scope of Work Form – Accessory](#) (Use this form for accessory structures such as a parking structure, shed, carport, pool or spa)
- [Building Owner Authorization Form](#) - Required for all applications. Approval to request a permit for construction, provided by the building owner, or owner's representative.
- [Stormwater & Flood Management Plant Investment Fee Calculation Form](#) – Required for changes in the impervious area of a property, such as the addition of new paving, sidewalks, and patios, and additions to existing buildings.
- [Plumbing Fixture Count Form](#) – Required for all projects where there is a plumbing scope of work, including where there is a change in the number, type, or location of plumbing fixtures, or if fixtures are to be set on any existing rough-ins or replaced in the existing location. The fixture count form must include all plumbing fixtures served by the same meter. This may require contacting the property manager to obtain information about neighboring units.
- [Housing, Development Excise Tax and Impact Fee Worksheet](#) – Required when constructing new dwellings, commercial or industrial buildings or when adding any additional floor area, including mezzanine areas, or for changes in occupancy classification.
- Asbestos Inspection Report - Required for additions or alterations that require removal of materials that may contain asbestos. **Buildings of any age may contain Asbestos Containing Materials.** Provide a copy of an asbestos inspection report prepared by a certified inspector, a Demolition Notification Application Form stamped "Approved" from Colorado Department of Public Health and Environment (CHPHE), or a Demolition Approval Notice from CHPHE if the scope of the project includes disturbing more than the following amounts of suspect asbestos-containing materials:
 - 160 square feet of surfaces (walls, ceilings, floors)
 - 260 linear feet of pipes
 - Amount of waste equivalent to the volume of a 55-gallon drum
 - Reference the [CDPHE webpage on Asbestos](#) for more information on State requirements

- Separate Permits [\(add links\)](#)- A separate permit application must be submitted for detached structures
 - Unenclosed Accessory Structure such as carports, pergolas (that are not attached the principal structure), or artwork
 - Enclosed Structure without Heating and/or Cooling such as a parking structure or shed
 - Enclosed Structure with Heating and/or Cooling such as a community clubhouse
 - Pool or Spa

ENERGY CONSERVATION CODE COMPLIANCE:

Refer to the [City of Boulder’s Energy Code website](#) for more information and to download the documentation materials. Project scope determines what materials will be required to demonstrate compliance.



All buildings designed under the IBC are considered to be commercial by the [2020 City of Boulder Energy Code](#).

- [Energy Modeling Summary Report](#) – required for all New Construction and Additions over \$500,000 in total project valuation, and all Level 3 and Level 4 Alterations
- [Mandatory Measures Checklist](#) – required for all projects, including Repairs, unless the scope meets the criteria of [2020 COBECC](#), Section C504 Repairs, OR if the scope is for the addition of an attached deck, pergola, patio cover, or other unconditioned space outside the thermal envelope. COMCheck for 2020 City of Boulder Energy Conservation Code may be substituted for mechanical and electrical scopes of work. The checklist or COMCheck must be integrated into the construction plan set
- [Prescriptive Measures Checklist](#) – required for all Level 1 and Level 2 Alterations. Must be integrated into the construction plan set

ALTERATION LEVELS	
Level 1	An alteration that includes the removal and replacement or the covering of existing materials, elements, equipment or fixtures using new materials, elements, equipment or fixtures that serve the same purpose.
Level 2	An alteration that includes the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.
Level 3	An alteration where the work area exceeds 50 percent of the building area.
Level 4	An alteration where the work area exceeds 50 percent of the building area, mechanical and lighting systems are substantially replaced, and where the alteration meets the criteria of substantial structural alteration, including fenestration replacement.

- [Construction Waste Recycling Application](#) – Required for the construction of any new building. Applicants shall demonstrate that 100% of the clean wood, metal and cardboard will be recycled, reused and/or donated, see [B.R.C. Section 10-5.2\(II\)](#).
- [Sustainable Deconstruction Plan](#) – Required for the construction of any new building and all Level 4 alterations. The deconstruction plan must demonstrate that at least 75% of the existing building materials by weight from the deconstruction will be diverted from the landfill for recycling, reuse and/or donation, see [B.R.C. Section 10-5.2\(III\)](#).

PLAN SET:

- Architectural Plans – Required for all permit applications.
 - *Code Analysis* - Provide a comprehensive code analysis that indicates the code being used (IEBC, or IBC), occupancy, use, type of construction, floor-area (sf), building coverage (sf), separated or non-separated uses, sprinklered (13, 13D, 13R)(or non-sprinklered), number and type of parking spaces (full, compact, accessible, van accessible) and such similar items. For remodels and alterations, provide type of construction, area of the scope of work, level of alteration, indicate use (occupancy) and if the use is a change from the previous occupancy of the space.
 - *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 [B.R.C. Sections 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.
 - *Floor Plans* - Scaled plans labeling each unit with a discreet address or number and total floor area per definitions in [B.R.C. Section 9-16](#) for 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. For larger sets of plans (10 sheets or more) please provide bookmarks for the sheets in the plan set so individual sheets may be accessed.
 - *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.
 - *Building Elevations* - Two-dimensional drawings of all sides of the building. Perspective or isometric drawings may be provided as supplemental information only.
 - *Solar Shadow Analysis* - May be part of the site plan if it does not obscure details, otherwise include on separate sheet(s). Adjustments for grades must be shown and a table in support of the graphic analysis must be provided. For sloped lots, shadow analysis shall use Table 2 actual shadow lengths as shown on the [Solar Access Guide](#).
 - *Demonstration of IEBC Compliance* - For existing buildings, indicate the scope (repair, alteration, addition, change of occupancy/use, or relocation), level of alteration, and provide an analysis of current accessibility features and provide a breakout of project costs and how compliance with 2018 IEBC is being achieved.

- *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.
- Structural Plans (stamped by a Colorado Licensed Engineer) – Required for any scope of work that alters the 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.
 - *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.
 - *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, provide stamped manufacturer’s truss drawings for each type of truss must be provided and keyed to the roof framing plan.
- Mechanical Plans - Required where a mechanical scope of work has been proposed. Plans must comply with the [2018 International Mechanical Code](#) and be stamped by a professional engineer licensed in the State of Colorado.
- Electrical Plans - Required where an electrical scope of work has been proposed. Plans must comply with the [2020 National Electrical Code](#) and be stamped by a professional engineer licensed in the State of Colorado.
- Plumbing Plans - Required where a plumbing scope of work has been proposed. Plans must comply with the [2018 International Plumbing Code](#) and be stamped by a professional engineer licensed in the State of Colorado.
- Landscape Compliance – Required based on the project scope and valuation. Demonstration of landscape compliance should be included at the time of building permit submittal. Landscape requirement triggers are based on the cumulative value of applicable building permits since July 2003 and generally begin once 25% of the assessed structure value is exceeded. Refer to [B.R.C. Section 9-9-12\(b\)](#).
 - *Landscape & Irrigation Plan* – Scaled plan showing north arrow, property lines, streets, existing and proposed improvements, topographical information, easements, existing and proposed utilities including water and irrigation meters, required off-street parking and parking access, all landscape materials such as walks, patios, trees, shrubs and other plant material, and irrigation components. Include a landscape requirements chart as described in [B.R.C. Section 9-9-12\(d\)\(1\)\(J\)](#), planting details found in the Design and Construction Standards, and required planting notes. The plan must indicate all required landscaping and irrigation including street and alley trees, parking lot screening and landscaping, and overall landscape requirements. See [B.R.C. Section 9-9-12\(d\)](#) for a comprehensive list of requirements including water conservation and xeriscape standards. Visit the [Landscaping webpage](#) for additional resources and sample plans.
- Outdoor Lighting Compliance – Per [B.R.C. Section 9-9-16](#), full compliance with the city’s outdoor lighting regulations must be demonstrated at the time of permit application.

- *Exterior Lighting Plan* – Required lighting plans should show 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.
- *Outdoor Lighting Compliance Certification* – Signed by an architect, electrical engineer, electrical contractor, or lighting consultant may be submitted in lieu of an exterior lighting plan if the property is already in compliance with the outdoor lighting section of the Boulder Revised Code (1981).
- Grading and Drainage Plan - Required for structures located on a steep slope or [area of mass movement](#)
- Soils Report - Required for structures located on a steep slope or [area of mass movement](#)
- Pool / Spa Plan - including but not limited to the following information:
 - Location of structure above or below-ground.
 - Height information for above ground pools.
 - Walking surface around the structure and the drainage slope for deck surfaces, as applicable. See [Table 306.5 of the 2018 ISPSC](#).
 - Slope(s) of pool floor. The first slope change shall not exceed 1:3 or 33 percent.
 - At the point that the first slope break occurs, a rope and float assembly shall be installed across the width of the pool. The rope assembly shall be located not less than 1 foot and not greater than 2 feet towards the shallow side of the slope break.
 - Entry and exit locations for shallow and deep areas of pool.
 - Details for ladders, steps, handrails and grab rails within the pool, as applicable.
 - Details for raised deck, stairs, landing, handrails, and guards surrounding pool, as applicable.
 - Depth of underwater benches, seats, and swim outs.
 - Barrier Requirements
 - Where a pool cover is proposed, provide demonstration of compliance with [ASTM F1346](#).
 - Where an alternative barrier such as a fence is proposed, provide demonstration of compliance with [ISPSC Section 305](#).
 - Vapor-retardant cover (required for heated pools and spas where 75 percent or less of the energy for heating, is from a heat pump or an on-site renewable energy system [COBECC C404.9.3](#))
 - Location and area of skimmers in accordance with [2018 ISPSC Table 315.3](#).
 - Suction entrapment avoidance in accordance with APSP 7.
 - A new pool adjacent to an existing structure may create a hazardous condition as it relates to glazing that may require existing windows to be replaced with tempered glazing. Provide location and height of existing windows adjacent to proposed pool where walking surface is located within 36 inches of windows.

ADDITIONAL APPROVALS:

- [Residential Growth Management Allocation](#) – For new residential unit(s), an approved residential growth management allocation is required. Please be advised that a ‘demolition’ allocation, which is a growth management allocation for the replacement of a demolished residential unit, requires signatures of parties outside of the City government and takes additional time to procure. Refer to the [Demolition Permit Application](#). Once issued, the growth management administrator will provide the applicant with the allocation and a case number to reference at building permit submittal.
- Affordable Housing – Developments that include housing units must meet the requirements of [B.R.C. Section 9-13](#), 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. Program information may be found at www.boulderaffordablehomes.com. A housing planner will provide an Affordable Housing case number for the permit submittal. Email inclusionaryhousing@bouldercolorado.gov for a case number.
- [Floodplain Development Permit Application](#) – Required for projects located within regulatory floodplains; must be submitted at the time of building permit application. Please review the [Floodplain Development Permit Application Guide](#) for instructions on how to complete the application. Visit [the City of Boulder Floodplain Development Webpage](#) for more information.
 - Applications for work in the Conveyance or High Hazard zones may need to be approved prior to building permit application. [Check with staff](#) for determination.
- [Stream, Wetland and Water Body Permit](#) – Required for projects located within regulatory wetlands, or wetland buffer areas; must be submitted at the time of building permit application.
- [Historic Approval - Demolition Review](#) – Required for buildings more than 50 years of age when the work meets the definition of demolition in BRC 1981 [B.R.C. Section 9-16](#).
- [Landmark Alteration Certificate](#) – Required for exterior alterations in a [Historic Preservation District or for Individual Landmarks](#)
- Copies of Prerequisite Approvals - Including but not limited to any Variance, Minor Modification, Site Review or Technical Document Review approval, regulatory license or Boulder County Health Department approval, where applicable. Records of past City of Boulder approvals can be requested through p&dsrecordrequest@bouldercolorado.gov

DEFINITIONS:

BUILDING TYPE	
Multi-Family	Buildings that contain attached residential dwelling units not regulated by the International Residential Code (IRC).
Commercial	General term for any building designed under the International Building Code (IBC); used interchangeably with "Non-Residential".
Mixed- Use	Buildings that contain attached residential dwelling units as well as other uses not associated with residential occupancy.
Non-Residential	General term for any building designed under the IBC that does not contain residential dwelling units; used interchangeably with "Commercial".
Industrial	Buildings that contain primarily Factory, High Hazard, Storage or Utility uses.

WORK CLASS	
New	The construction of a new structure or building.
Core and Shell	The construction of a new building that includes the outer building envelope and a basic inside without interior finishes.
Addition	Any construction that results in an increase in building coverage, height, number of stories or floor area, which may include internal mezzanines.
Tenant Finish	A first-time build-out of a new core and shell space that includes finishes such as interior walls, lighting, cabinetry and furnishings, OR a remodel / alteration of existing space that results in a change of occupancy classification where a Certificate of Occupancy (C.O.) is issued.
Remodel / Alteration	Any construction or renovation to an existing structure other than a repair or addition.
Repair	The reconstruction, replacement or renewal of any part of an existing building for the purpose of maintenance or to correct damage. A repair DOES NOT include complete replacement of a building or building system. Repairs to buildings that have sustained <i>substantial structural damage</i> are considered Remodel / Alterations.

Please note: The City of Boulder will periodically adopt and amend updated versions of all Model Codes and the B.R.C. through public process. When this occurs, some of the items in this checklist may be changed or updated, and a new checklist should be obtained from the [Planning and Development Services Applications and Forms Database](#). This checklist applies only to the requirements of the 2018 IBC as amended, BRC 1981 [10-5-5](#), as it applies to structures covered by the scope, relevant portions of the [2020 City of Boulder Energy Conservation Code](#) and BRC 1981 [Title 9](#), and is not a complete or exhaustive list of the requirements of any adopted Code, or of all elements which should be included in a plan set, nor does it contain complete information describing what your permit application must contain to demonstrate compliance with the IBC or the B.R.C. Please contact the [Planning and Development Services Center](#) for more information.