



Tenant Finish

Building Submittal Checklist for Tenant Finish of a Core and Shell Multi-family, Commercial, Non-Residential, or Mixed-Use Space

REFERENCES: [Boulder Revised Code, 1981 \(B.R.C.\) - Title 10 Structures](#)
[Boulder Revised Code, 1981 - Title 9 Land Use Code](#)
[2018 International Building Code \(IBC\)](#)
[2018 International Mechanical Code \(IMC\)](#)
[2018 International Plumbing Code \(IPC\)](#)
[2018 International Fuel Gas Code \(IFGC\)](#)
[2018 International Fire Code \(IFC\)](#)
[2018 International Existing Building Code \(IEBC\)](#)
[2018 International Wildland-Urban Interface Code \(IWUIC\)](#)
[2023 National Electrical Code](#)
[2024 City of Boulder Energy Conservation Code \(COBECC\)](#)
[City of Boulder Design and Construction Standards](#)

SCOPE:

This checklist outlines the minimum documentation necessary to allow a permit application for a first time tenant finish of a core and shell space or a change in occupancy of an existing multi-family, commercial, or non-residential space to be taken in for review. Applicants may be required to submit additional information as necessary to clearly demonstrate compliance with all applicable codes. Please be advised that incomplete applications, or plans that do not meet the submittal requirements will not be accepted for review.

For more information on any of the application requirements, refer to the [Detailed Multi-Family, Commercial, Non-Residential, or Mixed Use Building Permit Requirements](#). For information on how to prepare an application for submittal, refer to the [Permit Application Guide](#). Use this checklist for applying on-line through the [Customer Self-Service Portal \(CSS\)](#) or to apply through email.

REQUIRED DOCUMENTATION (minimum requirements for all submittals):

- [Multi-Family and Non-Residential Building Permit Application](#) (required if submitting through email)
- Scope of Work Form (complete the **city** form for your structure type)
 - o [Scope of Work Form – Mixed-Use Building](#)
 - o [Scope of Work Form – Multi-Family Building](#)
 - o [Scope of Work Form – Non-Residential Building](#)
- [Building Owner Authorization Form](#)
- [Plumbing Fixture Count and Irrigation Form](#)
- [Energy Modeling Summary Report](#) (approved report from core and shell building, including any proposed revisions)

MAY BE REQUIRED:

The following permits, approvals and supplemental information may be required based on scope of the project and/or the location and development constraints of the property:

- Asbestos Inspection Report (required if disturbing potentially asbestos-containing materials, at the following trigger levels: 260 linear feet on pipes; 160 square feet on other surfaces; or the volume equivalent of a 55-gallon drum.)
- [Site Survey](#) (Stamped by a Colorado Licensed Land Surveyor)
- [Stormwater & Flood Management Plant Investment Fee Calculation Form](#) (required for additions of impervious area)
- [Housing, Development Excise Tax, and Impact Fee Worksheet](#) (required for change in occupancy)
- [Prescriptive Checklist](#) (required if core and shell building used prescriptive compliance path)
- Landscape and Street Tree Plan (based on cumulative permit values as percentage of structure value)
- Outdoor Lighting Compliance (required for buildings built prior to 2003)
- [Historic Approval](#) ([Demolition Review](#) of buildings more than 50 years of age when the work meets the definition of demolition in [BRC\(1981\) 9-16](#) or [Landmark Alteration Certificate](#) required for exterior alterations in a [Historic Preservation District or for Individual Landmarks](#))
- [Floodplain Development Permit](#) (required for structures located in a [regulatory floodplain](#))
- [Stream, Wetland and Water Body Permit](#) (required for structures located in a [regulatory wetland](#))
- [Wildland-Urban Interface Code](#) compliance information (required for structures located in the [urban interface zone](#))
- Previous Approvals (Notice of Disposition and a copy of any city-stamped approval(s) required prior to the review and approval of this application, such as a Variance, Minor Modification, Site Review or Demolition Permit)

REQUIRED - CONSTRUCTION PLAN SET (minimum requirements for all submittals):

- Plan drawings shall be drawn to scale, with a graphic scale bar on every page.
- A 3" x 3" square shall be provided in the lower right corner of the first sheet for the city's approval stamp.
- All sheets shall be the same size (oriented so that north is up) throughout the entire plan set, and of adequate size to clearly convey all information.
 - Architectural Plans
 - Code analysis, site plans, floor plans
 - Elevations, cross sections at relevant locations, wall section details
 - Shadow analysis (in applicable zoning districts)
 - 2024 City of Boulder Energy Conservation Code (COBECC) [Performance Checklist](#) (integrated into plan set)
 - Mechanical Plans
 - Electrical Plans (including exterior lighting)
 - Plumbing Plans

MAY BE REQUIRED (depending on scope of the project):

- Structural Drawings

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, [Section 10-5](#) of the B.R.C., as it applies to structures covered by the scope, relevant portions of the [2024 City of Boulder Energy Conservation Code](#) and [Title 9](#) of the B.R.C., 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.