



Deconstruction

Interior Non-Structural

Application and Requirements Checklist for Non-residential and Commercial Buildings

REFERENCES: [Boulder Revised Code, 1981 \(B.R.C.\) - Title 10 Structures](#)
[Boulder Revised Code, 1981 - Title 9 Land Use Code](#)

SCOPE:

This checklist outlines the minimum documentation necessary to allow a permit application for **interior, non-structural** deconstruction 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.

This application may be used:

- For interior, non-structural deconstruction in non-residential or commercial buildings only.
- To request a separate deconstruction permit, **ONLY** after a tenant remodel application has been submitted for review.

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. **A permit will not be issued until the tenant alteration/remodel application has been routed for review.**

► PROJECT INFORMATION

Project Address

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► CONTACT INFORMATION

Demolition Contractor

Company Name	License Number
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► **PERMIT DETAILS**

Description of Scope of Work (Identify scope of deconstruction, square footage of associated area, and the case number for the related tenant remodel application. e.g., Interior non-structural deconstruction of suite 101, 1000 sq. ft. To include removal of plumbing fixtures. Related to BLD-2023NRE-000XX)

Existing use of Space	Area of Deconstruction
<input type="checkbox"/> Commercial/Retail <input type="checkbox"/> Office <input type="checkbox"/> Restaurant <input type="checkbox"/> Other _____	_____ sq. ft.

REQUIRED DOCUMENTATION (minimum requirements for submittal):

- Deconstruction Plan Set (separate set of deconstruction floor plans, exclude any construction plans from this set)
- 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.)

MAY BE REQUIRED (based on the location of the project):

- Floodplain Review Approval (required for structures located in a [regulatory floodplain](#))
 - Please confirm construction costs are less than 50% of structure value. Refer to the Substantial Improvements section of the [Floodplain Development Permit Application Guide](#) for additional information.

KEEP IN MIND:

- The contractor is responsible for ensuring that all utilities and fire protection systems are properly disconnected prior to demolition.
 - If you need to have your water service turned off or your water meter removed, please contact Utility Billing at 303-441-3260.
- Be cautious of hazardous materials such as asbestos and lead-based paint. Contact the [State of Colorado Air Pollution Control Division](#) at 303-692-3100 for more information.

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 10-5-5](#) 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.