

City of Boulder Planning & Development Services  
**BUILDING PERMIT SUBMITTAL CHECKLIST**  
 Multi-family, Commercial, Industrial

Office Use Only	
Date Received:	Case No.

Project Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Incomplete applications will not be accepted.

Applicant must verify by initialing in the column below that the submittal includes the following required materials

Commercial New/Addition	Commercial Tenant Finish & Multi-Family Remodel	Multi-Family New/Addition	Item
			Building Permit Application Form
			Plumbing Fixture Count Form
			Stormwater & Flood Management Plant Investment Fee Calculation Form
			Residential Growth Management Allocation
			Affordable Housing Case Number
			Development Excise Tax Form
			Floodplain Development Permit (Designated flood zones only)
			Stream, Wetland and Water Body Permit (Designated wetlands and buffers only)
			Asbestos Inspection Report or Approved Demo from CDPHE
			Copies of prerequisite approvals (Including other agencies)

Applicant must verify by initialing in the column below that the submittal includes the following required materials  
 All plans must bear the stamp of a licensed architect or engineer

Commercial New/Addition	Commercial Tenant Finish & Multi-Family Remodel	Multi-Family New/Addition	Item
			Site Plan*
			Solar Shadow Analysis
			Utility, Stormwater, and Transportation Plans*
			Building Elevations*
			Code Analysis
			Demonstration of IEBC Compliance
			Demonstration of 2020 City of Boulder Energy Conservation Code Compliance
			Demonstration of Construction Waste Compliance
			Demonstration of Landscaping Compliance
			Demonstration of Outdoor Lighting Compliance
			Details of Any Required Rated Assemblies and Penetration Protectives (IBC, Chapter 7)
			Egress/Exiting Plan including Emergency Lighting and Exiting Lighting (IBC, Chapter 10)
			Special Inspection Items (IBC, Chapter 17)
			Floor Plans/Demolition Plans
			Roof Plan including Specifications on Roof Covering
			Framing Sections and Building Cross Sections
			Mechanical Drawings
			Electric Drawings (must reference and be designed to 2020 NEC standards)
			Plumbing Drawings
			Elevator/Conveyance System Plans
			Structural Plans

\*Approved TEC Documents are required as applicable.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This checklist outlines the minimum documentation typically necessary to demonstrate compliance with applicable codes and standards including the International Building Code, Boulder Revised Code, 1981 and City of Boulder Design and Construction Standards. Applicants are required to submit additional information as necessary to clearly demonstrate compliance. **The information below provides additional guidance regarding specific elements to be addressed on the above referenced submittal documents.**

**Building Permit Application Form:** Be sure to read the entire application carefully, answer all questions, and fill in all required blanks.

**Plumbing Fixture Count Form:** If 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. Plumbing fixture count forms must include all plumbing fixtures served by a single meter.

**Stormwater & Flood Management Plant Investment Fee Calculation Form:** Must be filled out any time there is a change in the impervious area of a property.

**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 take additional time to procure. Refer to the [demolition application form](#). 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 Chapter 9-13, "Inclusionary Housing", B.R.C. 1981, 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. Contact and program information may be found at [www.boulderaffordablehomes.com](http://www.boulderaffordablehomes.com). A housing planner will provide an Affordable Housing case number for the permit submittal.

**Development Excise Tax Form:** Complete either the [Non-residential and Multi-Family Development Excise Tax and Impact Fee Worksheet](#) or the [Residential Housing, Development Excise Tax and Impact Fee Worksheet](#) when constructing new dwellings or new commercial buildings or when adding any additional commercial square footage, including mezzanine areas.

**Floodplain Development Permit / Stream, Wetland and Water Body Permit:** For projects located within designated floodplains, wetlands, or wetland buffer areas. Separate floodplain permit applications must be **approved prior to** building permit submittal (LUR flood permit cases – work in the Conveyance or high hazard zones, wetlands or wetland buffers); or may be submitted concurrent with building permit submittal (PMT flood permit cases– work in flood zones other than conveyance and high hazard). Check with staff for determination.

**Asbestos Inspection Report:** Required for additions or alterations that require removal of materials that may contain asbestos. Provide a copy of an asbestos inspection report prepared by a certified inspector or a Demolition Approval Notice from Colorado Department of Public Health and Environment (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 publication [Asbestos - Renovation and Demolition](#) for more information on State requirements.

**Copies of Prerequisite Approvals:** Including but not limited to any variance, Administrative Review, Land Use Review or Technical Document Review approval, Landmarks Alteration Certificate, Historic Preservation Demolition Approval case number, easement vacation, regulatory license or Boulder County Health Department approval, where applicable. Records of

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**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 BRC 1981 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.

**Solar Shadow Analysis:** May be included on the site plan if it does not obscure the site plan, otherwise include on separate sheet(s). Adjustments for grade must be shown on the solar drawing and must include a table in support of the graphic analysis. For sloped lots, shadow analysis shall use Table 2 actual shadow lengths as shown on the [Solar Access Guide](#).

**Building Elevations:** Two-dimensional drawings of all sides of the building. Perspective or isometric drawings may be provided as supplemental information only.

**Code Analysis:** Provide a comprehensive code analysis that indicates the code being used (IRC, 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.

**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.

**2020 City of Boulder Energy Conservation Code Compliance:** As of July 1, 2020, all applications must comply with the 2020 City of Boulder Energy Conservation Code. Refer to the City of Boulder's energy code website at [www.BoulderEnergyCode.com](http://www.BoulderEnergyCode.com) for more information and to download the documentation materials. Project scope determines what materials are required to demonstrate compliance:

New construction projects with a construction value greater than \$500,000 must submit an energy modeling analysis to demonstrate compliance with the energy code. The Mandatory Checklist and Energy Modeling Summary Report must be submitted with permit application.

Level 1 & 2 Alterations must comply with all mandatory and prescriptive code requirements as they apply to the scope of work and must submit EITHER the Mandatory and Prescriptive Commercial Checklists OR a passing City of Boulder COMCheck report with the permit application.

Level 3 & 4 Alterations must submit an energy modeling analysis to demonstrate compliance with the energy code. The Mandatory Checklist and Energy Modeling Summary Report must be submitted with permit application.

**Construction Waste Recycling Compliance:** New construction projects shall demonstrate that 100% of the clean wood, metal and cardboard will be recycled, reused and/or donated. Projects must complete and submit a Construction Waste Recycling Application.

All permit applications proposing to demolish more than 50% of exterior walls shall demonstrate through a deconstruction plan 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. Projects must complete and submit a [Sustainable Deconstruction Plan](#)

**Landscape Compliance:** Based on the project scope and valuation a 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 section [9-9-12\(b\), "Landscaping and Screening Requirements," B.R.C. 1981](#).

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 section [9-9-12\(d\)\(1\)\(J\) BRC 1981](#), 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 section [9-9-12\(d\) B.R.C. 1981](#) of the land use code for a comprehensive list of requirements including water conservation and xeriscape standards. Visit <https://bouldercolorado.gov/services/landscaping> for additional resources and sample plans.

#### **Outdoor Lighting Compliance:**

Per the B.R.C. 1981 [Section 9-9-16, Outdoor Lighting](#), 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: An [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).

**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.

**Floor Plans:** Scaled plans labeling each unit with a discreet address or number and total floor area per definitions in [9-16, B.R.C. 1981](#) for Floor Area and Floor area for attached dwelling units (Inclusionary Housing) or Floor are 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.

**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.

**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.

**Structural Plans:** 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.