

NEW COMMERCIAL PLAN SUBMITTAL PROCEDURE

- _ Fill out a building permit application giving description of project and square footage, total project valuation and electrical valuation, type of construction and occupancy group.
- _ Submit **an electronic set** of the following:
 - _ Town of Wellington Approved Site Plan – All pages of the approved site plan i.e., title page, site plan, utility drawings, drainage plans, elevations, landscape plans, etc.
 - _ Architectural Plans* – stamped by a Colorado licensed architect or engineer
Architectural plans must include Floor plan, wall section details, building section, fire-resistive construction details, and code summary. Detailed drawings for fire rated floor/ceiling, roof/ceiling, and wall assemblies.
 - _ Project Specifications* – stamped by a Colorado licensed architect or engineer
 - _ Structural Plans* - stamped by a Colorado licensed engineer.
Soils report - stamped by a Colorado licensed soils engineer.
Structural calculations - stamped by a Colorado licensed structural engineer.
List of special inspections required by Building Code (on plan cover sheet OK).
 - _ Electrical Plans* - stamped by a Colorado licensed engineer.
Electrical plans must include load calculations, one-line diagrams and fault current analysis.
 - _ Mechanical/Plumbing Plans* – stamped by a Colorado licensed engineer.
 - _ Fire Protection Plans* – stamped by a Colorado licensed engineer (if system is part of the design).
 - _ Energy Code Compliance Documents
- _ On the cover sheet, ***include your building code summary*** and assumptions made regarding occupancy, construction type, total allowable building area, exiting and occupant load, wind speed design, snow load, frost depth and other pertinent information.

***Colorado Revised Statute (C.R.S.) requires all sheets to bear the original seal of an architect or engineer licensed by the State of Colorado unless the preparation of plans and specifications is exempted by section 12-4-112 C.R.S. Such plans and specifications prepared by architectural or engineering sub-disciplines shall be so designated and shall bear the seal and signature of the architect or engineer for that sub-discipline.**

The applicant will be contacted by SAFEbuilt for any additional information that may be needed to complete the plan review. When the permit is issued, you will download/print an approved set of plans that must remain on the job site throughout the construction process including final inspections. The approved job site plan shall be identical to Town of Wellington approved site plan. Changes to the Approved site plan must be approved by the Town of Wellington prior to implementation.

Note: Although not required, it is advised that a meeting be conducted with SAFEbuilt and the Wellington Fire Protection District prior to applying for a building permit. The purpose of this meeting is to review the documents intended for submittal to speed up the review process. A building code summary and a list of questions regarding the project shall be submitted to SAFEbuilt prior to the meeting.