



City and County of Broomfield

Community Development
303.438.6370

1 DesCombes Drive
303.438.6207 FAX

Building Division

Broomfield, CO 80020
www.broomfield.org

SUBMITTAL REQUIREMENTS FOR COMMERCIAL BUILDING PERMITS

In order for the Building Division to issue commercial building permits promptly and efficiently, complete submittals shall include the items listed below. Incomplete submittals will not be accepted.

For new buildings:

- Three complete sets of drawings, at least two of which shall be wet-stamped and signed. Plans shall include architectural, structural, mechanical, plumbing, electrical, site, landscape, and utility drawings.
- Complete calculations or other written documentation indicating compliance with the 2006 International Energy Conservation Code or ASHRAE 90.1.
- One set of specifications.
- One set of structural calculations.
- One copy of the site-specific soils report.
- Building permit application completely filled out, including the name and telephone number of a contact person for the project.
- Water and Sewer License application form filled out including estimated annual water consumption.
- Grading permit application shall be submitted to Engineering Division.
- Civil construction drawings shall be submitted along with a Public and Private Improvement application to the Engineering Division.

For tenant finish or remodels:

- Two wet-stamped sets of complete plans, including architectural, mechanical, plumbing and electrical plans. Three sets of plans shall be submitted for all food service tenants.
- Tenant finish projects with plumbing other than restrooms shall submit an estimate of annual water consumption for the tenant. Additional water and sewer fees may be due.
- Supporting documentation as required.
- Calculations or other written documentation verifying compliance with the 2006 International Energy Conservation Code for new mechanical or electrical equipment or changes in the building envelope.
- A completed tenant finish permit application form including the name and telephone number of a contact person for the project.

For all permits:

- All fees are collected at the time of permit issuance. A contractor currently licensed by the City and County of Broomfield is required for issuance of a permit.
- The tenant is responsible for obtaining a sales tax and liquor licenses from the City and County of Broomfield: Sales tax, 303-464-5811, Liquor license, 303-438-6332.
- The applicant is responsible for submitting plans and obtaining approvals from:
 - Broomfield Engineering Division (for civil plans) 303-438-6380.
 - North Metro Fire Rescue District (for fire sprinkler and fire alarm systems) 720-887-8217, x2221.
 - Broomfield Health Department (for food service, pools, or child care) Gary Hague, 720-887-2232.
 - Landlord at Flatiron Crossing Mall (for tenant finish, submit approved plan to building division).

Any plan changes, other than those required by plan check comments, will require a new plan review, with additional fees charged in accordance with Broomfield Municipal Code 15-03-100.