

Building Division
4800 W. 92nd Avenue
Westminster, Colorado 80031
303-658-2075
permits@westminsterco.gov

Commercial Plan Review Submittal Guidelines

Applicable Design Codes and Editions:

- 2021 International Building Code (IBC)
- 2021 International Fire Code (IFC)
- 2021 International Residential Code (IRC)
- 2021 International Plumbing Code (IPC)
- 2021 International Mechanical Code (IMC)
- 2021 International Fuel Gas Code (IFGC)
- 2021 International Energy Conservation Code (IECC)
- 2023 National Electrical Code (NEC)
- ICC/ANSI A117.1 – 2017 Standard for Accessible Design
- Westminster Municipal Code
- Design Criteria for the City of Westminster shall be in accordance with attached “Design Criteria for Structures.”

Commercial Plans are to be submitted digitally through Westminster’s online website portal using [eTRAKiT \(cityofwestminster.us\)](http://cityofwestminster.us). Electronic plans and project information are to be submitted using the PDF Format.

Commercial plan review submittals must include the following:

- 1) Properly completed online building permit application. Please note that all required information or data is designated as such on the permit application and must be entered on commercial building permit applications. ***Incomplete applications will not be accepted.***
- 2) Scalable architectural site plan showing location of proposed building or structure on property, all platted property lines, and other buildings or structures on the property. Site plan must also show grades of walkways adjacent to building and at building exits, accessible parking spaces, drop zones, access aisles, accessible routes, curb ramps including counter slopes, stairs, landings, handrails, handicapped parking and signage, etc., in such detail as to be able to determine compliance with ICC/ANSI-2017 requirements. Required site plan submittal is in addition to any submittal made to other City division. *
- 3) The plan must include exterior elevations depicting all exposed mechanical and electrical equipment, meters, gas lines access ladders etc. The plan must depict the methods of screening these elements as determined by the Planning Division.

- 4) Digitally submitted plans are to be signed and sealed by the design professionals.
- 5) Provide a soil report including foundation recommendations that are site specific. Soils report must bear an original digital stamp and signature of a Colorado registered Professional Engineer. *
- 6) Provide structural calculations bearing an original digital stamp and signature of a Colorado registered Professional Engineer. *
- 7) Provide energy compliance calculations based on the 2021 International Energy Conservation Code and the Colorado Model Electric Ready and Solar Ready Code. Energy plans are required to bear an original digital stamp and signature of a Colorado registered Professional Engineer or Colorado registered Architect. *
- 8) Provide a completed [Commercial Plumbing Data Sheet](#). This is provided on our city website.
- 9) Provide project specifications, if applicable, bearing an original digital stamp and signature of a Colorado registered Architect or Professional Engineer.
- 10) Information on special systems, rated assemblies, or other special features.
- 11) Engineered plans for commercial kitchens including equipment layout, plumbing, grease interceptor details and sizing calculations, ventilation/makeup air balance schedule and interlocking details, minimum outside air calculations per Chapter 4 of the International Mechanical Code, calculations for kitchen hood exhaust air volumes and velocities, and kitchen hood protection details.

** Not required for tenant finish or remodel work.*

Information Needed on the Permit Application:

- 1) Complete street address of building, including unit or suite numbers if applicable. Addresses for new buildings must be based on an official, city approved address plat. *Submittals for new buildings for which an address plat has not been submitted and approved will not be accepted.*
- 2) Name, complete address (including city, state, and zip code), and phone number of building or property owner. Please note that this is not the owner of the business or tenant, but the actual owner of the building or property.
- 3) Name, mailing address, phone, and email address of contractor, if contractor is known.
- 4) Complete information regarding the project architect and engineer including name, complete address (including city, state, and zip code), and phone number, where applicable.

- 5) Description of all proposed work.
- 6) Project valuation. If exact project valuation is not known, an estimate must be provided to determine appropriate plan review deposit. Project valuations given should include the cost of all labor, materials, and contractor profit. Separate permits for fire alarm systems, fire sprinkler systems, kitchen hood fire suppression systems, exterior signage, and site work are required. Valuation for the above items should not be included with the project valuation given for the building permit.
- 7) All permit applications must be signed and dated by person responsible for submitting plans for plan review.

Information Needed on the Construction Plans:

- 1) Name and complete street address of building.
- 2) Name, address and phone numbers of designers.
- 3) Designer's code analysis specifying:
 - Occupancy type.
 - Type of construction.
 - Allowable floor area including any allowable area increases.
 - Actual floor area including breakdown of individual use areas such as office, dining, sales, and storage, etc. and based on Table 1004.5 of the International Building Code (IBC).
 - Occupant load calculations based on breakdown of individual use areas such as office, dining, sales, and storage, etc. and based on Table 1004.5 of the IBC.
 - Building height.
 - Number of exits and exit width provided.
 - Required plumbing fixtures based on Section 403 of the International Plumbing Code (IPC).
- 4) Complete architectural, electrical, mechanical, and plumbing plans.

Health Department Approvals Required – Commercial projects that include retail food sales, food service or preparation, swimming pools, spas, childcare centers, personal care boarding homes and assisted living facilities must be reviewed by the applicable county health department. For projects in Adams County, applicants should contact the Adams County Health Department at 303-288-6816 or

<https://adamscountyhealthdepartment.org/retail-food-licensing>.

For projects in Jefferson County, applicants should contact the Jefferson County Health Department at 303-232-6301 or <https://www.jeffco.us/2410/Food-Service-Establishment-Inspections>.



DESIGN CRITERIA FOR STRUCTURES

As adopted by the City of Westminster. Effective June 1, 2024

International Building Code Wind Speeds

2021 IBC BASIC DESIGN WIND SPEED CRITERIA - V (mph)			
See map below			
CITY MAP WIND ZONES	1	2	3
RISK CATEGORY I (MRI 300)	120	125	135
RISK CATEGORY II (MRI 700)	130	140	150
RISK CATEGORIES III, IV (MRI 1700 - 3000)	140	150	160

Exposure B shall be used unless specified as Exposure C by the Building Official.

