



WESTMINSTER

Building Division
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Westminster, Colorado 80031
303-658-2075
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Commercial Plan Review Submittal Guidelines

Applicable Design Codes and Editions:

- 2015 International Building Code (IBC)
- 2015 International Fire Code (IFC)
- 2015 International Residential Code (IRC)
- 2015 International Plumbing Code (IPC)
- 2015 International Mechanical Code (IMC)
- 2015 International Fuel Gas Code (IFGC)
- 2015 International Energy Conservation Code (IECC)
- 2020 National Electrical Code (NEC)
- ICC/ANSI A117.1 - 2003 (Handicapped/Accessibility Design 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](#). Electronic plans and project information are to be submitted using PDF Format.

Commercial Plan Review Submittals Must Include the Following:

- 1) Properly completed building permit application (see section below). 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 accessibility 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 wet stamp and signature of a Colorado registered Professional Engineer. *
- 6) Provide structural calculations bearing an original wet stamp and signature of a Colorado registered Professional Engineer. *
- 7) Provide energy compliance calculations based on the International Energy Conservation Code or other approved nationally recognized standard bearing an original wet stamp and signature of a Colorado registered Professional Engineer or Colorado registered Architect (for building envelop compliance). *
- 8) Provide a completed commercial plumbing data sheet.
- 9) Provide project specifications, if applicable, bearing an original wet 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, calculations for kitchen hood exhaust air volumes and velocities, and kitchen hood protection details.
- 12) Plan review deposit based on estimated plan review fee for project. Plan review fees will be determined by Building Division staff based on given project valuation.

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

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. Occupant load calculations based on breakdown of individual use areas such as office, dining, sales, and storage, etc. and based on Table 1004.1.2 of the IBC.
- Building height.*
- Number of exits and exit width provided.
- Required plumbing fixtures based on the International Plumbing Code (IPC).

4) Complete architectural, electrical, mechanical, and plumbing plans.

** 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) Name, phone, and email address of the person to contact for questions or additional information regarding the proposed work. Please note that the person designated in the “Person to Contact” entry field on the permit application will be sent the plan review comments generated from the plan review process.
- 5) Complete information regarding the project architect and engineer including name, complete address (including city, state, and zip code), and phone number, where applicable.
- 6) Description of all proposed work.
- 7) 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.

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 Tri-County

Health Department at 303-846-6230. For projects in Jefferson County, applicants should contact the Jefferson County Health Department at 303-232-6301.

Please see page blow for Design Criteria For Structures

DESIGN CRITERIA FOR STRUCTURES

As adopted for the City of Westminster Effective 2018

Snow Load = 30 P.S.F. for both ground and roof loads

Frost Depth = 36 inches

IRC Seismic Design Category = B. IBC seismic design category is to be calculated per chapter 16 of the IBC.

IRC Wind Speed:

- The minimum Ultimate design wind speed, V_{ult} , in miles per hour per the zones shown on the map below:

- **Zone 1** – 131 mph
- **Zone 2** – 142 mph
- **Zone 3** – 155 mph

IBC Wind Speed:

2015 IBC WIND SPEED DESIGN CRITERIA - V_{ult}			
CITY MAP WIND ZONES	1	2	3
RISK CATEGORY 1 (MRI)	120	125	135
RISK CATEGORY II (MRI 700 yrs)	130	140	150
RISK CATEGORY III (MRI 1700 yrs)	140	150	160

The wind exposure is designated as Exposure B unless specified as Exposure C by the Building Official.

