



This guide is to assist you in submitting a successful plan review package for the issuance of a building permit. The general information is to be used in conjunction with the discipline specific checklists. Plans must be submitted in electronic format, either online (Online Plans Submittal) or in person at the Permit Center. Plans stamped "Preliminary" or "Not for Construction" will be rejected. Prior to submitting plans, make sure all required information listed is included and accurate. Plans may not be accepted for review until all required information is provided. Once plans are accepted, the plans are assigned to one or more plans examiners who will perform the plans review. If code violations are found, or supplied information is incomplete, the plans examiner will notify the applicant in writing within our published review timeframes.

Professional Seals and Stamps:

The seal of a design professional licensed by the state of Colorado shall be placed on each sheet of engineering drawings (when required by state bylaws and rules). The computer generated seal must be signed and dated, through the seal, by the design professional. Soils reports may bear seals on the title or signature page. Calculations must be sealed by the design professional.

Cover Sheet (commercial projects):

Provide the following information on the cover sheet of the plan submittal package:

- Project name and description
- Site address on each sheet
- Name, address, and contact information for all design professionals associated to the project
- Complete index of all submitted pages
- Sheet Legend
- Vicinity map and key plan showing location of work within the building

Code Study (commercial projects):

Scope of work

- If the scope of work is not evident on the plans, provide a written description

Building Description

- Total building area in square feet
- Building height
- Number of stories including basement
- Area of each story in square feet

Building Code Analysis

- Occupancy classification
- Mixed use occupancies – Include calculations
- Square Footage of each occupancy
- Required occupancy separation(s)
- Type of construction
- Occupant load calculations
- Plumbing fixture calculations
- Area of each fire area defined by code

Fire Sprinklers Required/Substitution

- Allowable area/Height increase
- 1-Hour fire resistive substitution
- Basement only
- Required by IBC

Allowable Area

- Basic allowable area
- Allowable area increase – Frontage, sprinklers, multi-story
- Area calculations

Egress Requirements

- Occupant load calculations
- Exit width calculations
- Number of required exits
- Door hardware

Life Safety Plans (commercial projects):

Drawings shall include a life safety plan. The architectural floor plan will not be accepted as the life safety plan. The information presented on the life safety plan must include, but is not limited to, the following:

- Specify occupancy(s)
- Specify separated or non-separated uses
- Provide complete allowable area calculations
- Indicate incidental use areas
- Specify occupant load of each space
- Specify maximum travel distance
- Specify maximum common path of travel
- Identify all required exits with direction of egress
- Show location and direction of all exit signs
- Specify if building has sprinklers or not
- Identify shafts, exit enclosures, exit passageways, corridors, etc.
- Provide listing reference for all rated assemblies (UL, GA, etc.)
- Clearly identify the following rated assemblies if applicable:
 - o Firewalls*
 - o Fire barriers*
 - o Fire partitions*
 - o Smoke barriers*
 - o Smoke partitions*

Foundation Only Submittal (commercial projects):

A Foundation Only permit is reserved for cases where the Building Division has reviewed and approved the Full Building submittal but is unable to issue the permit due to incomplete reviews in other departments. A Foundation Only permit may be issued only when all departments involved in the approval process of the full building and site plan are able to sign off on the permit. This includes Public Works Engineering, Utilities, and Planning. Pre-approval shall be verified prior to a Foundation Only submittal. Contact the Office of Development Assistance (ODA) at 303-739-7345 and speak with the project manager assigned to your project to request pre-approval.

Submittal documents for a Foundation Only permit

- Architectural elevations and floor plans – Include Code Study (see page 1)
- Electrical plans showing all underground portions of the service
- Plumbing plans showing all underground piping
- Full structural plans for the foundation including:
 - o Foundation plan*
 - o Foundation details*
 - o General notes*
 - o Soils report*
 - o Calculations*

The Foundation Only Permit limits the scope of work to all approved foundation work (footings/piers, walls/grade beams), approved underground plumbing, approved under-slab electrical, and concrete slab on grade. Any work not approved in the Foundation Only submittal documents, shall not be installed under such permit. The Owner/ Developer assumes all risk and liability associated with the scope of work approved in a Foundation Only permit prior to city of Aurora Civil plan approval.