



**GENERAL COMMERCIAL AND INDUSTRIAL SUBMITTAL REQUIREMENTS**  
**ALL DOCUMENTS SUBMITTED MUST BE ON A FLASH DRIVE OR CD IN (PDF FORMAT)**

- Permit Application
- Address and Parcel number
- Site Plan - Showing All Setbacks  
(Must include existing and proposed structures) 1 Hard copy, and 1.pdf (electronic format)
- Soils Test and report by an Geotechnical Engineer 1 Hard copy, and 1 pdf (electronic format)
- Engineered Foundation Plans and details (WET STAMPED) 1 Hard copy, and 1 pdf (electronic format)
- Engineered Structural Plans and details (WET STAMPED) 1 Hard copy, and 1 pdf (electronic format)
- Complete Architectural plans and details (WET STAMPED) 1 Hard copy, and 1 pdf (electronic format)  
The following "Code Data" must be shown on your stamped plans.  
Occupancy Classifications, Type of construction, Tabular Allowable Height Area and Actual Area/Height,  
Separation Two (2) Sided, Separation Three (3) Sided, Separation All Sides, Total Area, Occupant Load  
calculation, Fire Sprinkler and fire sprinkler increase, Frontage Increase, Required Plumbing Fixtures\actual.
- Complete Mechanical plans and details (WET STAMPED) 1 Hard copy, and 1 pdf (electronic format)
- Complete Electrical plans and details(WET STAMPED) 1 Hard copy, and 1 pdf (electronic format)
- Complete Plumbing plans and details(WET STAMPED) 1 Hard copy, and 1 pdf (electronic format)
- Provide proof plans meet ComCheck requirements 1 Hard copy, and 1 pdf (electronic format)  
Available at [www.energycodes.gov](http://www.energycodes.gov). Thermal barrier  
must be indicated on architectural plans.
- Grading and drainage plan if site grading  
will take place with construction 1 Hard copy, and 1 .pdf (electronic format)  
**Contact Development Engineering 720.523.6800**  
Application Form & Fee
- Landscape and parking plans 1 Hard copy, and 1 .pdf (electronic format)  
**Contact Development Review 720.523.6800**
- Tri-County Health (Septic Permits)  
Commerce City-(303)288-6816 Aurora-(303)341-9370  
4301 E. 72<sup>nd</sup> Avenue 15400 E 14<sup>th</sup> Place Ste. 115  
Commerce City, CO 80022 Aurora, CO 80010
- Colorado Division of Water Resources (Water Well Permits) 303.866.3581  
1313 Sherman Street, Room 818  
Denver, CO 80203
- Water and Sanitation District "Will Serve" letter.  
Please check with the local water and sanitation district for any additional fees or requirements
- FIRE DEPARTMENT APPROVAL MAY BE REQUIRED.**  
Check with the local fire department for information regarding their requirements.

Incomplete submittals will not be accepted

- Access and Culvert Permits  
**Contact One-Stop Customer 720.523.6800**
- Erosion and Sediment Control Plan (See Adams County Pamphlet “Small Construction Site Sediment and Erosion Control Guidelines” to prepare the plan, or contact **Adams County Stormwater Management 720.523.6400.**

**FEES REQUIRED AT TIME OF SUBMITTAL**

- Plan Review fee based on 65% of listed valuation at time of submittal by applicant.**  
*Note: During review of the plans, the valuation will be verified according to the Building Safety Journal Data (Aug. 2014) price per square foot and may be adjusted resulting in adjustment of the plan review fee and additional charge for the difference or a credit towards total permit fees.*
- Development Review fees upon each submittal: Commercial **\$130.00.**
- \*Traffic Impact Fees based on use and square footage of building.  
\*The TIF will be calculated during the review of the plans. For questions regarding calculating this fee or an estimate prior to submitting, please contact **720.523.6800.** The TIF will be required to be paid prior to issuance of the building permit.

**ADDITIONAL INFORMATION MAY BE REQUIRED.**

**ALL CONTRACTORS and SUB-CONTRACTORS MUST BE REGISTERED WITH ADAMS COUNTY.**  
**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED.**  
**FOUNDATION ONLY PERMITS WILL NOT BE ISSUED.**