FIRE PREVENTION AND
COMMUNITY RISK REDUCTION
102 Remington St
Fort Collins, CO 80524
(970) 416-2891

NEW CONSTRUCTION/ TENANT FINISH
PERMIT SUBMITTAL CHECKLIST

Submittal Process: The Following items are required for a New Building/Tenant Finish Plan Review submittal. Failure to provide the following may require a Review Denial or Resubmittal. Not all listed below will be required for every project, please provide all that apply per project. *

Drawings Requirements:
Electronic plans in .pdf format. Please submit files in an unlocked and unsecured state for plan review.
Stamped by a design professional (when required)

ALL PAGES SHALL INCLUDE
- ✓ Project name
- ✓ Address
- ✓ Point of compass (north)
- ✓ Graphic representation of scale

CODE ANALYSIS
- ✓ 2024 International Fire Code (IFC)
- ✓ 2024 International Building Code (IBC)
- ✓ Written job description-scope of work
- ✓ Type of construction
- ✓ Building height/area-including calculations for any increase taken
- ✓ Occupancy type(s)
- ✓ Number of stories
- ✓ Fire protection systems noted

SITE PLAN
- ✓ Emergency access easements (Fire Lanes)
- ✓ Fire lane signage
- ✓ Hydrant locations
- ✓ Access gates-if applicable
- ✓ FDC Location
- ✓ Knox box location

ARCHITECTURAL PLAN
- ✓ Rated assemblies
- ✓ Floor plans with all rooms/areas labeled
- ✓ Building elevations
- ✓ Building sections
- ✓ Door/Window schedules

A FLOOR PLAN TO INCLUDE

- ✓ Egress
- ✓ Exit Width
- ✓ Number of Exits
- ✓ Distance to Exiting (common path traveled)
- ✓ Horizontal exits and exterior areas of rescue assistance
- ✓ Occupant Load with occupant load factor (occupancy)
- ✓ Access controlled doors
- ✓ Details of Ceiling Height and Construction/reflected Ceiling Plan
- ✓ Extinguishers
  - Spacing
  - Number
  - Classification and Size
- ✓ Interior Finish

MEP PLANS (MECHANICAL, ELECTRICAL, PLUMBING)

- ✓ Electrical (stamped by engineer)
  - One-line
  - Lighting plan including exit signs and emergency lighting
  - Site lighting
  - Generator information
- ✓ Mechanical (stamped by engineer)
  - Equipment schedules
  - Layouts including fire/smoke dampers, duct detectors, equipment locations
  - Refrigeration systems including equipment locations, refrigerant types/quantities, and related information
  - Locations of kitchen hoods, hazmat exhaust, dust collectors, or other special mechanical systems
- ✓ Plumbing if applicable (stamped by engineer)
  - Hazmat-related containment drains/tanks
  - Locations of sand/oil drains and interceptors

HAZARDOUS MATERIALS (IF APPLICABLE)

- ✓ Quantity with reportable quantity
- ✓ Classification of Materials

PROCESS HAZARDS

- ✓ Process Defined
- ✓ Fire Protection Features
- ✓ Applicable Standard(s)

STORAGE

- ✓ High Rack(s)
- ✓ Commodity Classification

- ✓ Aisle Width
- ✓ Access

ADDITIONAL SUBMITTAL SHEETS REQUIRED

- ✓ Manufacturer's Data Sheets Indicated Model Numbers and Listing Information for equipment, devices and materials
- ✓ Model(s) shall be highlighted or noted if listing multiple designs
- ✓ Wiring diagrams for all components
- ✓ All field connections to Central State, releasing Equipment and fire Safety control interfaces.

ADDITIONAL PERMITS MAY BE REQUIRED FOR

- ✓ Underground fire line
- ✓ Emergency Responder Communication Enhancement Systems (ERCES)
- ✓ Fire Alarm
- ✓ Fire Sprinklers
- ✓ Kitchen Hood
- ✓ Hazardous Materials
- ✓ High-Pile Storage
- ✓ Gas Detection
- ✓ Tank / Generator / Fuel Storage (Temp fuel/fuel cubes)
- ✓ Smoke Control

*The above list is not intended to be inclusive of all requirements for a new construction/tenant finish submittal, but rather a guide to indicate the minimum requirements.