

PUEBLO REGIONAL BUILDING DEPARTMENT

316 W. 15TH ST. – PUEBLO, CO 81003 719-543-0002 543-0062 FAX

CHECKLIST FOR COMMERCIAL PLAN SUBMITTAL

INCLUDES BUT IS NOT LIMITED TO THIS LIST

TWO COMPLETE SETS ARE REQUIRED

ALL ITEMS BELOW MUST BE INCLUDED WITH SUBMITTAL OR PLANS WILL BE MARKED INCOMPLETE AND WILL NOT ENTER REVIEW PROCESS UNTIL COMPLETE. ALLOW 2-3 WEEKS FOR INITIAL REVIEW COMMENTS.

- **TWO SETS WET-STAMPED AND SIGNED PLANS (EACH PAGE)**
- **JOBSITE NAME/PROJECT NAME**
- **JOBSITE LEGAL DESCRIPTION/ADDRESS IF AVAILABLE**
- **CODE STUDY--TO INCLUDE:**
 1. **OCCUPANCY CLASSIFICATION**
 2. **TYPE OF CONSTRUCTION**
 3. **OCCUPANT LOAD (INCLUDE NUMBER OF EMPLOYEES IF APPLICABLE)**
 4. **LOCATION ON PROPERTY (SITE PLAN)**
 5. **FLOOR AREA PER FLOOR**
 6. **OVERALL HEIGHT & NUMBER OF STORIES**
- **OVERALL SITE PLAN**
- **FLOOR PLANS WITH ALL WORK TO BE PERFORMED DETAILS**
- **ELEVATIONS—INTERIOR & EXTERIOR AS APPLICABLE**
- **STRUCTURAL CROSS SECTIONS AS APPLICABLE**
- **ENGINEERED FOUNDATION AS APPLICABLE**
- **SOILS REPORT AS APPLICABLE**
- **ENERGY CODE AS APPLICABLE (2003 IECC)**
- **HANDICAP ACCESSIBILITY ANSI STANDARDS (ICC/ANSI A117.1-2003)**
- **ELECTRICAL PLAN AS APPLICABLE (SEE ATTACHED)**
- **MECHANICAL PLAN AS APPLICABLE (SEE ATTACHED)**
- **PLUMBING PLAN AS APPLICABLE (SEE ATTACHED)**

CONTINUED

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Plumbing plan to include:

- (a). Size and location of water and sewer service lines to the building.
- (b). Size and location of drain, waste, and vent lines within building—when applicable.
- (c). Restroom facilities with fixture units.
- (d). Location of drinking water facility.
- (e). Sand traps and grease traps—when required.
- (f). Location of back-flow prevention devices.

Electrical plan to include:

- (a). One line diagram showing electrical service to building.
- (b). Location of lighting, outlets, and electrical equipment.
- (c). Panel schedule.
- (d). Load study—when applicable.

Mechanical plan to include:

- (a). Location, size and type of supply and return ducts.
- (b) Location and type of fire damper—when required.
- (c). Location and size of gas lines.
- (d). Location and access for mechanical equipment
- (e). Combustion air source.