

PLAN SUBMITTAL REQUIREMENTS FOR COMMERCIAL PLAN REVIEW

The City of Englewood has adopted the following codes with amendments:

- 2021 International Building Code
- 2021 International Existing Building Code
- 2021 International Energy Conservation Code
- 2021 International Mechanical Code
- 2021 International Plumbing Code
- 2021 International Fuel Gas Code
- 2021 International Fire Code
- 2023 National Electrical Code
- 2021 International Swimming Pool and Spa Code
- ICC/ANSI A117.1-2017 Accessibility Standards

Note: Applicable codes are required to be notated on plans.

In order for your permit application to be reviewed and processed properly, the following construction information must be provided. Note: "Preliminary", "Bid Document" and/or plans shown as "Not for Construction" or similar are unacceptable.

Hardcopy submittals will not be accepted.

Code Analysis

- Use and Occupancy Classification.
- Construction Type.
- Allowable Area Calculations including code provisions used to obtain increases.
- Number of stories and height of building.
- Identify new and/or existing fire sprinkler systems.
- Applicable codes, amendments or approved requests for modifications.
- Plumbing fixture count.

Soils Report - *Must be sealed and signed by a licensed Colorado Engineer.*

- Provide an engineer's soil investigation report indicating type of soil and recommended foundation design. Include any required shoring.

Civil Documents

- Provide a site plan that shows dimensions reflecting the distances to the property lines.
- Show all drainage direction, retention, and other details as applicable. (Contact Public Works for more requirements 303-762-2500.)
- Indicate all public or private easements.
- Show location of all proposed and existing structures with dimensions.
- Provide type of construction for all structures on site.
- Provide a landscaping plan with a signed seal of a registered Colorado Landscape Architect. (Contact Community Development for requirements 303-762-2342)

Architectural Plans - *Plans must be sealed and signed by a Colorado licensed Architect. No exceptions.*

- Provide a complete and dimensioned floor layout at each level which identifies the use of each room.
- Provide a complete and dimensioned roof plan and indicate all roof slopes, size and location of primary and secondary drainage system.
- Provide a complete and dimensioned reflected ceiling plan.
- Provide an exterior elevation for each side of building which contains clearly dimensioned overall building height, floor-to-floor heights and indicate location of all doors and glazed openings.

- Provide building and wall sections clearly identifying the required type and location of all materials for construction of beams, columns, floors, walls, ceilings, roofs and the corresponding fire-resistance rating if applicable.
- Clearly detail all required means of egress and exits for each floor level including but not limited to corridors, stairs, doors and ramps.
- Provide details for construction of interior and exterior walls and partitions and applicable fire-resistance rating.
- Provide door, window and finish schedules which clearly reference location of the floor plans and specifies the applicable fire-resistive ratings.
- Provide both conditioned square feet per floor and total square feet.

Structural Plans - *Plans must be sealed and signed by a Colorado Structural Engineer.*

- Indicate the size, location and method of reinforcement for all proposed footings, column pads, piers, caissons, grade beams, and foundation walls. Specify the location of reinforcing steel and anchor bolts.
- Provide a complete and clearly dimensioned floor framing plan for each level and roofing framing plan which indicates the materials, types, sizes and location of all structural elements.
- Provide a complete structural design criteria including but not limited to required design loads, material specifications and structural construction requirements.
- Provide complete structural calculations for each structure.

Electrical Plans – *Plans must be sealed and signed by a Colorado Electrical Engineer.*

- Complete electrical plans showing the location and capacity of main service equipment and all distribution panels, the location of all electrical receptacles, switches, lighting fixtures, exit lights, etc., and all computed loads and ground fault calculations.

Mechanical Plans – *Plans must be sealed and signed by a Colorado Mechanical Engineer.*

- Complete mechanical plans indicating the size and location of all heating, ventilating and air conditioning equipment. Indicate the locations of all fire dampers, duct smoke detectors and other specialized equipment.
- Provide Manual J and Manual D calculations. (Must be legible. No exceptions.)

Plumbing Plans – *Plans must be sealed and signed by a Colorado Mechanical Engineer.*

- Provide plumbing plans and indicate the location of all plumbing fixtures and appliances. (Isometric may be required per the discretion of the plans examiner).
- Provide the supply line size and main discharge size. Note the water supply inlet location.
- Indicate whether appliances are gas-operated, electric, or otherwise. List types of material to be used for all water supply, drainage and vent piping.
- Gas load calculations and piping diagram is required.

Energy Conservation Plans

- Provide verification that the project meets the requirements of the IECC, or provide a simulated energy performance analysis such as COMCheck.

Fire Protection

- Provide drawings and specifications on all fire protection systems to be installed within the building(s). (Deferred submittal)

Backflow Prevention Specification

- Provide specifications on the type of backflow prevention equipment to be installed in the water service lines to the property. (Contact Utilities Department for specific requirements at 303-762-2635).

Off-Street Parking & Traffic Sign Plan

- Provide plans (with dimension) of the proposed layout for off-street parking of vehicles and location of all traffic regulatory signs and pavement markings.

Traffic Study

- A formal traffic study will be required when expected trip generating rate during peak hours exceeds 100 vehicles.

Construction Signing & Traffic Routing Plan

- Provide plans showing any barricade, detour or construction sign will be necessary during site construction activities and information regarding proposed delivery routes for construction materials and proposed right-of-way parking areas for construction vehicles.

Wastewater Treatment

- Information must be provided regarding facility operations, chemical usage, and wastewater generated so the Littleton/Englewood Wastewater Treatment Plant can evaluate the significance of a facilities wastewater discharge. The applicant is responsible for completing an Industrial Wastewater Survey (IWS). The IWS form and submittal can be found at: <https://spwaterrenewalpartners.org/business/new-business/> Contact the Industrial Pretreatment Division at 303-762-2600 for additional information.

Electronic Submittal Requirements

- Please visit our website for more information: <https://www.englewoodco.gov/government/city-departments/building-division/plan-submittal-requirements-commercial-residential-and-demolition>

Resubmittal Requirements

- Provide a written response addressing each correction.
- Provide revision clouds for each correction made.
- Provided updated information in the revision section of the title block.
- Provide complete plan packs per discipline requiring corrections. Example: If you are resubmitting for Civil corrections, provide a complete revised plan pack.

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ELECTRONIC FILE SUBMITTAL REQUIREMENTS

This guide shall be used as a standard for submitting electronic files such as construction documents to the City of Englewood. Failure to comply with the standards listed below will result in a rejection of your submittal.

Document Formatting

All documents are required to be unlocked, scaled, and full-size.

- Files must be unprotected or unlocked in order for the plans examiner to note corrections or comments. Submittals that are locked will be considered incomplete and rejected.
- Drawings must be submitted in PDF format and in black and white. Image files such as .jpeg, .tiff, .png, or similar will not be accepted. Submitting image files will result in the submission being rejected.
- Scanned documents must be legible and scaled.
- Each plan sheet must be clearly marked notating the content of the page. *Example: Page 1 – Floor Plan.*
- All pages must be rotated so that the orientation is upright.

Drawing Standards

- All text shall be legible with a reasonable font size such as 10 or larger.
- Plans stamped “Preliminary”, “Bid Document”, and/or “Not for Construction” are unacceptable.
- All pages must be rotated so that the orientation is upright.
- Each plan sheet shall include the project name and/or address.
- Drawings shall be scaled to 1/4”=1’-0” or larger.
- Resubmittals shall be complete sets. *Example: If you are resubmitting Civil Documents, the applicant shall resubmit the entire civil document plan pack.*
- When uploading files to IMS, your files will need to be combined in accordance with the upload screen you are working in. Failure to combine the files accordingly will be an incomplete submittal and the project rejected. Please pay close attention to this when uploading files.

File Name Standards

- Files shall be named according to what the file is. Example: Architectural Drawings should be named “Architectural Drawings_(address or permit number of project)_(date of submittal)”. Files that are named with unreasonable names such as default names from scanners, PDF creators, or cameras will be rejected.

Q & A for File Uploading and Formatting

Question: **How do I combine multiple PDF's into a single file?**

Answer: There are several PDF programs widely available, many at no cost to you, that can be used to merge, rotate, manipulate, and/or rearrange PDF files. It is the applicants responsibly to adjust his or her files accordingly. City administration will not be available to do that on your behalf.

Question: **Why do my files need to be unlocked in order for my project to be accepted for review?**

Answer: Locked files are not editable. Therefore, the city cannot note their markups, point out areas of concern, add comments, or place their seal on the construction approved set of documents. If your files are locked, its likely one of two things: (1) the files contain a digital signature or (2) locking the file is a default setting in your PDF creator. It is suggested that your design professional place their seal and signature as an image on their PDF and that you check your default settings prior to creating your PDF.

Question: **How do I know which files need to be combined?**

Answer: When submitting for a permit or project, IMS will prompt you to upload your documents on various screens. These screens will indicate which files are to be uploaded at that time. Please pay close attention the upload screen you are on.

Question: **Why is the city requiring these standards with electronic submittals?**

Answer: Setting limitations on what the city will accept will lessen the administrative time needed for your submittal and ensure a timely review of the document. Failure to comply to these standards will, at minimal, delay your review time but most likely result in a rejection of your submittal.

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