

**Minimum Project Submittal Requirements – Commercial and Multi-Family**

- The following table outlines the requirements for plan/drawing/document submittals when applying for a building permit.
- If the project includes any exterior changes, DRB approval is required prior to building permit application.
- **FOR ALL PROJECTS**, an asbestos test report by a registered Colorado Asbestos inspector is required at submittal, per State of Colorado asbestos regulations.
- All plans that include removal of walls require a report from a Licensed Engineer to determine if any walls are structural.
- All plans shall be prepared by a Colorado Registered Design Professional and shall be stamped, signed and dated. Plans marked “Not for Construction”, “Conceptual”, “Preliminary” or other like statement will be rejected.
- All applications will be reviewed for completeness prior to being accepted and moved forward for Plan Review.
- All submitted plans/drawings will be reviewed for code compliance. Failure to meet any of these requirements will result in submittal rejection.
- All plans prepared by a Registered Design Professional are required to be stamped and submitted electronically. See our website for more information or contact the office @ (970) 479-2139.

<b><u>REQUIREMENTS*</u></b>	<b>New Commercial / Multi-Family</b>	<b>Commercial Remodel / TI / Addition</b>	<b>Multi-Family Remodel / Addition</b>	<b>Deck / Balcony</b>	<b>Re-Roof</b>	<b>Window Replacement</b>
# of Plan Sets (paper app only)	2	2	2	2	2	2
Title Page / Code Analysis	Y	Y	Y	Y	N	N
Survey / Site Plan	Y	Y	Y	Y	N	N
Civil Plan	Y	Y	N	N	N	N
Soils Report	Y	If addition, open hole report @ excavation	If addition, open hole report @ excavation	Open hole report @ excavation	N	N
Foundation Plan(s)	Y	Y – if addition	Y – if addition	Y	N	N
Structural Calculations	Y	Y	Y	Y	N	N
Floor Plan(s)	Y	Y	Y	Y	N	Y
Framing Plan(s)	Y	Y	Y	Y	N	N
Reflected Ceiling Plan(s)	Y	Y	Y	N	N	N
Roof Plan(s)	Y	Y – if addition	Y – if addition	N	Y	N
Elevations	Y	Only if exterior changes	Only if exterior changes	Y	N	Y
Cross Sections / Details	Y	Y	Y	Y	N	N
Schedules	Y	Y	Y	N	Y – Class A, underlayment, valleys, material	Y
Electrical Plan(s)	Y	Y	Y	N	N	N
Mechanical Plan(s)	Y	Y	Y	N	N	N
Plumbing Plan(s)	Y	Y	Y	N	N	N
Statement of Special Inspection	Y	Y	Y	Y	N	N
Energy Code Compliance Details	Y	Y	Y	N	N	Y (U-factors)

**\*Requirements** – For details of each requirement above, see table below.

<b># of Plan Sets</b>	<ul style="list-style-type: none"> <li>❖ If submitting paper plans, minimum 11"x17" or larger. 24"x36" is recommended. All sheets within the set must be the same size.</li> </ul>
<b>Title Page / Code Analysis</b>	<ul style="list-style-type: none"> <li>❖ Project name, address, owner information, scope/description</li> <li>❖ Table of contents</li> <li>❖ Note type of work – New Building; Building Addition; Alteration/Renovation/Tenant Improvement</li> <li>❖ Vicinity Map</li> <li>❖ Names of Architect, Engineers and Consultants, including <b>Professional Seal(s). Signed and Dated.</b> <ul style="list-style-type: none"> <li>➢ All drawings and calculations must be prepared by a design professional licensed to practice in the state of Colorado. Each page shall be signed, dated and stamped (original stamp not required – can be electronic).</li> <li>➢ <b>Exception:</b> Tenant finishes and remodels that do not affect fire-resistive rated construction, structural items, means of egress components, plumbing systems and/or electrical systems are not required to have stamped professional drawings.</li> </ul> </li> <li>❖ Building Code Analysis – Code(s) Utilized; Occupancy Classification; Type of Construction; Location on Property; Allowable Floor Area; Height and Number of Stories; Mixed Occupancy Compliance Method; Structural Analysis; Building Systems; Building Materials; etc.</li> <li>❖ Code Compliance Plan – Occupant Loads; Means of Egress designation; Path of Travel measurements; Plumbing Fixture Count; Fire-Resistive Rated Construction designation; Suppression/Alarm System; Indication of Type A/B dwelling units; etc. Energy code compliance.</li> </ul>
<b>Survey / Site Plan (see DRB application for more information)</b>	<ul style="list-style-type: none"> <li>❖ <b>Survey (signed, sealed and dated by Colorado Licensed Land Surveyor);</b> north arrow and scale; property information and legal description; owner information; property lines; easements/setbacks; right-of-way(s); adjacent roadways; contours/existing grades; sidewalks/steps/curbs/curb cuts/driveways; fences/gates/walls/retaining walls; existing structures/trees/shrubs to remain or to be removed; utilities locations, existing and new; accessible routes</li> </ul>
<b>Civil Plan(s)</b>	<ul style="list-style-type: none"> <li>❖ North arrow and scale; layout of building(s) and finished elevations; proposed grading – contours/spot elevations/slopes/matching grades; foundation drains and erosion control plan; drainage plan and final drainage report; existing conditions/demolition plan; utility plan and sign-offs; CDOT access permit and NTP (or, at a minimum, comments from town engineer)</li> </ul>
<b>Soils Report (refer to Special Inspection Program)</b>	<ul style="list-style-type: none"> <li>❖ To be prepared by 3rd Party special Inspector (see Town of Vail's approved inspector list)</li> </ul>
<b>Foundation Plan(s)</b>	<ul style="list-style-type: none"> <li>❖ North arrow and scale; design criteria and specifications; footing and foundation sizes and elevations; footing and foundation cross sections clearly depicting reinforcement for each area</li> </ul>
<b>Structural Calculations</b>	<ul style="list-style-type: none"> <li>❖ For all elements, including secondary members; live/dead loads; materials strength (concrete, masonry, steel and wood)</li> </ul>
<b>Floor Plan(s)</b>	<ul style="list-style-type: none"> <li>❖ North arrow and scale; shall be dimensioned and clearly marked; room use and numbers labeled; floor elevations and change in materials and ramps/stairs; guard and handrail details; stair riser and tread details; existing and new walls/wall types/material; fire-resistance rated assemblies; door swing/numbers; all plumbing fixtures and drains; other miscellaneous items (fire extinguisher cabinets, access doors, drinking fountains, ladders, lockers, folding partitions, shelving, elevators, etc.)</li> </ul>
<b>Framing Plan(s)</b>	<ul style="list-style-type: none"> <li>❖ North arrow and scale; shall be dimensioned and clearly marked; for all floors, decks and roofs; design criteria and specifications; locations and sizes of all components (joists, beams and columns); material types, grades and species; load paths and connections; etc.</li> </ul>
<b>Reflected Ceiling Plan(s)</b>	<ul style="list-style-type: none"> <li>❖ To include ceiling heights; finish materials; light/diffuser/access locations; etc.</li> </ul>
<b>Roof Plan(s)</b>	<ul style="list-style-type: none"> <li>❖ North arrow and scale; shall be dimensioned and clearly marked; materials (Class A) and pitch; drains/overflow drains/scuppers/gutters/leaders; show crickets/skylights/vents/fans/mechanical equipment/access; etc.</li> </ul>
<b>Elevations</b>	<ul style="list-style-type: none"> <li>❖ Exterior – finish materials; all openings, dimensions and height from grade, type of opening; finish floor elevations; roof elevations; grade elevations; other miscellaneous items (ladders, louvers, railings, guards, gutters, downspouts, stairs, decks, ramps, etc.)</li> <li>❖ Interior – toilet room and kitchen showing fixture heights and accessibility; wall finish materials</li> </ul>
<b>Cross Sections / Details</b>	<ul style="list-style-type: none"> <li>❖ All architectural – roof/wall/floor assemblies and materials; insulation R-values; weather resistive barriers; assembly types, including fire-resistive rated assemblies/occupant separation assemblies; stairs, ramps, handrails, guards, edge protection, etc.</li> </ul>
<b>Schedules</b>	<ul style="list-style-type: none"> <li>❖ Doors (types, size, fire rating, hardware); windows (types, frames, sizes, glazing, U-factors, tempered safety glass, labels); interior finish</li> </ul>
<b>Electrical Plan(s)</b>	<ul style="list-style-type: none"> <li>❖ Service/distribution equipment location; load and fault current calculations for all existing/new equipment; panel/equipment/fixture schedules; complete lighting and power plan; IECC lighting compliance; meter location; one-line diagram</li> </ul>
<b>Mechanical Plan(s)</b>	<ul style="list-style-type: none"> <li>❖ Entire HVAC system layout on full-size plan; ventilation calculations; fire/smoke/combo damper sizes and locations; fuel-fired equipment locations/sizes/BTU's/gas pipe sizing/flues; equipment schedules; kitchen/toilet room exhaust layout and Type I/II hood specifications; vent/flue terminations; fireplace types and venting</li> </ul>

<b>Plumbing Plan(s)</b>	<ul style="list-style-type: none"> <li>❖ Entire plumbing system layout on full-size plan; plumbing calculations; size/location/materials of all drain/waste/vent/water piping; drain slopes; sewer connections; backflow prevention; fixture/equipment schedules; roof drainage; size/location/materials of all gas piping; water/gas meter locations; sand/grease traps; plumbing isometrics</li> </ul>
<b>Statement of Special Inspection</b>	<ul style="list-style-type: none"> <li>❖ Per IBC Chapter 17, special inspections and tests are required. These shall be performed by a 3rd Party Inspector approved by the Town of Vail. Required special inspections and tests are to be determined by the Registered Design Professional/Engineer. Inspections and tests include, but are not limited to, the following: <ul style="list-style-type: none"> <li>➤ Steel Construction including welds and high strength bolting</li> <li>➤ Concrete Construction</li> <li>➤ Masonry Construction</li> <li>➤ Soils</li> <li>➤ Driven Deep Foundations/Piles</li> <li>➤ Seismic Resistance</li> <li>➤ Spray Applied Fire-resistive Materials</li> <li>➤ Epoxy dowels</li> </ul> </li> </ul>
<b>Energy Code Compliance Details</b>	<ul style="list-style-type: none"> <li>❖ Details shall include, but are not limited to, the following: <ul style="list-style-type: none"> <li>➤ Insulation materials and their R-Value</li> <li>➤ Fenestration U-Factors and SHGC's</li> <li>➤ Area weighted U-factor calculations</li> <li>➤ Mechanical and service water heating system equipment types, design criteria, sizes, efficiencies</li> <li>➤ Equipment and system controls</li> <li>➤ Duct sealing specifications and duct/pipe insulation specifications/locations.</li> <li>➤ Lighting fixture schedule with wattage and control narrative</li> <li>➤ Air sealing details</li> <li>➤ Building thermal envelope depiction</li> </ul> </li> <li>❖ COMcheck™ report is recommended.</li> </ul>

**The current adopted codes in the Town of Vail are 2018 IBC, IRC, IMC, IPC, IFGC, IECC, IEBC, IFC, and 2017 NEC, as amended.**