



**Minimum Project Submittal Requirements – Commercial / Multi-Family – Building Permit**

- The following table outlines the requirements for plan/drawing submittals when applying for a building permit.
- If the project includes any exterior changes, DRB approval is required prior to building permit application.
- All applications will be reviewed for completeness prior to being accepted.
- All submitted plans/drawings will be reviewed for code compliance.
- Electronic submittal is encouraged. See our website for more information or contact the office @ (970) 479-2139.

REQUIREMENTS	New Commercial / Multi-Family	Commercial Remodel / TI / Addition	Multi-Family Remodel / Addition	Deck / Balcony	Re-Roof	Window Replacement
# of Plan Sets (paper app only)	3	3	3	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	N	N	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	N	N	N	Y	N
Elevations	Y	Only if exterior changes	Only if exterior changes	Y	N	Y (or window schedule)
Cross Sections / Details	Y	Y	Y	Y	N	N
Schedules	Y	Y	Y	N	N	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
Special Inspection Program	Y	Y	Y	Y	N	N

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

# of Plan Sets	<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>
Title Page / Code Analysis	<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)</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 and stamped (original stamp not required – can be electronic).</li> <li>⇒ <b>Exception:</b> Tenant finishes and remodels that do not effect fire-resistive rated construction, structural items, additional plumbing fixtures and/or electrical circuits are not required to have stamped professional drawings.</li> </ul> </li> </ul>

<b>Title Page / Code Analysis</b>	<ul style="list-style-type: none"> <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.</li> </ul>
<b>Survey / Site Plan (see DRB application for more information)</b>	◆ <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
<b>Civil Plan(s)</b>	◆ 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)
<b>Soils Report (see: Special Inspection Program)</b>	◆ To be prepared by 3rd Party special Inspector (see Town of Vail’s approved inspector list)
<b>Foundation Plan(s)</b>	◆ 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
<b>Structural Calculations</b>	◆ For all elements, including secondary members; live/dead loads; materials strength (concrete, masonry, steel and wood)
<b>Floor Plan(s)</b>	◆ 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.)
<b>Framing Plan(s)</b>	◆ 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.
<b>Reflected Ceiling Plan (s)</b>	◆ To include ceiling heights; finish materials; light/diffuser/access locations; etc.
<b>Roof Plan(s)</b>	◆ 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.
<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>	◆ 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.
<b>Schedules</b>	◆ Doors (types, size, fire rating, hardware); windows (types, frames, sizes, glazing, U-factors, labels); interior finish
<b>Electrical Plan(s)</b>	◆ 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
<b>Mechanical Plan(s)</b>	◆ 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
<b>Plumbing Plan(s)</b>	◆ 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
<b>Special Inspection Program</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. Inspections and tests include, but are not limited to, the following: <ul style="list-style-type: none"> <li>⇒ Steel Construction</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> </ul> </li> </ul>