SOUTHERN COLORADO
BUILDING
DEPARTMENT
830 N Main Street | Pueblo, CO 81003

CHECKLIST FOR COMMERCIAL PLAN REVIEW SUBMITTAL

(INCLUDES BUT IS NOT LIMITED TO THIS LIST)

Codes adopted by SoCoBD:

- 2021 IBC - International Building Code
  - 2021 Existing building code (IEBC)
- 2021 IECC - International Energy Code
- 2021 IMC - International Mechanical Code
- 2021 IFGC - International Fuel Gas Code
- 2021 IFC - International Fire Code
- 2023 NEC - National Electric Code - Effective on all permits as the State dictates required code cycle.
- 2021 IPC - International Plumbing Code - Effective on all permits as the State dictates required code cycle.
- 2021 International Swimming Pool and Spa Code - Effective on all permits as the State dictates required code cycle.

Basic Design Criteria:

- Snow Load: 20LB Ground load for, See Snow Load Table at https://socobd.com
- Wind Load: Based on Risk Category (IBC Section 1604.5) and Basic design wind speed (IBC Section 1609.3)
- Frost Line: 26 Inches
- Seismic Zone: B

One Electronic set in PDF format are REQUIRED
Submit electronically at SoCobd.COM

IF APPLICABLE, ALL ITEMS BELOW MUST BE INCLUDED WITH SUBMITTAL OR PLANS WILL BE NOT BE ACCEPTED.

Allow up to two weeks for initial comments.
You may check the status of a plan review at https://socobd.com
The site address or plan review number is required to obtain access to the review.

Be aware a Required Agency Approvals – Project Routing, may be required and should be created at time of submittal.

- Stamped and signed plans as required on PDF. *ALL PAGES TO BE STAMPED AND SIGNED.*
  Shall require original Colorado Engineer's or Architect's stamp.
  When a Colorado Architect or Engineer stamp is required, it must be an original seal and signature dated and must appear on each sheet of design drawings and all other documents submitted.
- Jobsite name/project name, property owner name, and tenant name where applicable.
- Jobsite legal description/address/parcel number. Drawings need to be site specific.
  An address must be assigned before plans are submitted. See address application form.

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Plan Review Fee must be paid prior to Plan Review Commencing
Plan Review Application must be completely checked

Code study to include:

- Occupancy classification: Chapter 3 2021 IBC
- Risk Category of structure. Table 1604.5 2021 IBC
- Wind Design based on Risk Category. Figures 1609.3(1) – 1609.3(4)
  See ASCE Tool here: https://ascehazardtool.org/
- Fastening Used, (type, spacing, and location) for:
  Wood Structural Panel Walls per Table 2304.6.1
  Wood Structural Panel Roof per Table 2304.10.2
- Occupant Load w/area calculations & factor rating using Table 1004.5 2021 IBC
- Floor Area (Total and breakdown with dimensioned plan where multiple occupancies are included)
- Type of Construction: Chapter 6 2021 IBC
- Height & Number of Stories Chapter 5 2021 IBC
- If applicable, show basement space, upper stories, and adjoining spaces with area square footages & occupancy Group.

Drawings to include:

- Overall site plan- fully dimensioned. Include all utilities if applicable – 11" x 17" Min. size
- Key Plan showing adjoining units or overall building when project is a remodel or tenant finish.
- Elevations—interior & exterior if applicable
- Structural cross sections if applicable
- Engineered foundation if applicable
- Soils report if applicable
- Energy Analysis: building envelope, electrical/lighting and mechanical portion (ComCheck) if applicable (2021 IECC) free web app at website http://www.energycodes.gov
- Handicap accessibility per ICC standards (ICC A117.1-2017)
- Electrical plan if applicable (see below)
- Mechanical plan if applicable (see below)
- Plumbing plan if applicable (see below)

***__Submittal of corrections:__ Corrections shall be submitted as a new revised set of plans and must include any Architectural, Electrical, Mechanical, or Plumbing corrections as reported on plan review status comments. Partial plans will not be accepted. Corrections cannot be uploaded until after the overall status is changed to Rejected and the notice sent to project contact. **Please be advised that revised plan review may take two (2) weeks for re-review.**

***__Revised plans after approval or permit issue:__ Any changes to approved plans are subject to re-submittal for plan review. If plans were previously permitted additional plan review fee of $120.00 per revision will be assessed. Plan review may also include an hourly rate of $30.00 per hour, or part thereof, for each division reviewing the plans.

***__Approved plans must be on job site during inspections.__

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Mechanical plan to include: (Check all boxes that are applicable.)

Mechanical plan reviews are based on the specified edition of the International Mechanical Code (IMC) and International Fuel Gas Code (IFGC) unless otherwise directed. In order to perform a thorough Mechanical plan review, the following specifications, drawings and details should be submitted.

- Location, size and type of supply and return ducts.
- Location and size of gas lines and location of Gas meter.
- Location and access for mechanical equipment.
- Combustion air source.
- Complete signed and sealed (as required by applicable laws) plan and specifications of all heating, ventilating and air conditioning work.
- Complete information on all the mechanical equipment and materials including listing, labeling, installation and compliance with referenced material standards.
- Details on the HVAC equipment including the equipment capacity (Btu/h input), controls, equipment location, access and clearances.
- A ventilation schedule indicating the outdoor air rates, the estimated occupant load/1,000 ft^2 the floor area of the space and the amount of outdoor air supplied to each space.
- The location of all outdoor air intakes with respect to sources of contaminates.
- Duct construction and installation methods, flame spread/smoke development ratings of materials, flexible air duct and connector listings, sealing of duct joints seams and connections and duct support spacing.
- Condensate disposal, routing of piping and auxiliary and secondary drainage systems.
- Required exhaust systems, routing of ducts and termination to the exterior.
- Complete details of all Type I and Type II kitchen hoods, grease duct construction and velocity, clearance to combustibles and fire suppression system.
- Details of all duct penetrations through fire-resistance rated assemblies including locations for all fire dampers, smoke dampers and ceiling radiation dampers along with applicable fire protection ratings and labeling requirements.
- Method of supplying combustion air to all fired appliances, the location and size of openings and criteria used to size the openings.
- Details on the vents used to vent the products of combustion for all fuel burning appliances including the type of venting system, the sizing criteria required for the type of vent and the routing of the vent.
- Boiler and water heater equipment and piping details including safety controls, gauges, valves and distribution piping layout.
- Details on the type and quantity of refrigerant, calculations indicating the quantity of refrigerant and refrigerant piping material and the type of connections.
- Complete details on the gas piping system including materials, installation, valve locations, sizing criteria and calculations (i.e. the longest run of piping, the pressure, the pressure drop and applicable gas piping sizing Table(s) in the IFGC

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Plumbing plan to include:

- Civil drawings showing all utilities to structure w/sizing i.e. water, sewer, storm, & fire main
- Size and location of drain, waste, and vent lines within building, when applicable.
- Include isometric drawings.
- Restroom facilities with fixture units.
- Location of drinking water facility.
- Sand traps and grease traps with sizing calculations, when required.
- Location of back-flow prevention devices.
- For remodels and additions show all existing fixtures.
- Water pipe drawings with sizing & calculations

Electrical plan to include:

ONE LINE, (from transformer to electrical equipment for new and existing electrical system)

- Wire size, type, and quantity for service and sub panel feeders.
- Conduit size, type, and quantity.
- Meters, Disconnects and Panels.
- Calculated load of service of the entire building.
- Fault current calculations for all new service equipment and sub panels to include re-fed existing gear (per 110.24 A&B).
- Series rating information when used.
- Over current protection showing compliance with NEC 215.10 and 230.95.

PANEL SCHEDULE

- Disconnect and panel size.
- Volt amps on all branch circuits and calculated load of panel.
- AIC rating and SCA available.

FLOOR PLANS

- Location of all equipment on the entire structure (new and existing).
- Location of all equipment, lights and panel boards.
- Circuit numbers on all receptacle and lighting outlets.
- Patient care areas show compliance with Article 517 NEC.
- GFCI protection for other than dwelling units per NEC (GFCI devices must be readily accessible).
- Lighting fixture schedule including fixture and lamp wattage, type of fixture and light details.