THORNTON
BUILDING INSPECTION

Plan Review Submittal Requirements

Commercial Tenant Finish

1. Complete permit application online at: https://cityviewportal.thorntonco.gov/
   a. You must have an online portal account and be signed in.
   b. You can access instructions under the Portal Help link on how to register as well as portal entry instructions for a Commercial Tenant Improvement permit.

2. Upload one (1) set of construction drawings including a code analysis on the title page, floor plan, wall sections, electrical one line, mechanical plan, plumbing plan, special systems plan, exterior changes require elevation plans, and a site plan showing the location of the project in relation to the rest of the building and the parking areas. All plans are required to bear the original seal and signature of a design professional.

3. All plans shall be to a scale matching the scale referenced on the plan.

4. Special Systems plans include but are not limited to fire rated assemblies, fire stopping, fire/smoke dampers, hood systems, and grease traps/interceptors.

5. Fire protection system plans shall be submitted to the Fire Department and are required prior to issuance of the permit. Contact the Fire Department for further instructions.

6. A complete Com-Check report based on the currently adopted Energy Code. The Com- Check report shall bear the original seal and signature of the mechanical engineer.

7. A completed water meter form bearing the original seal and signature of the mechanical engineer.

General Construction Plan Information

Plans shall include the following information:

1. Name, address and unit/suite number of the tenant space.
2. Building layout plan indicating location of tenant space.
3. Legal Description of the property.
4. Contact information for all of the design professionals of record.
5. Code analysis shall include but not be limited to: occupancy group, type of construction, number of stories, height of building, actual floor area, allowable area calculation, occupant load, number of exits and total exit width, and required plumbing fixture calculation.