City Development – Building Division
Buildings@ThorntonCO.gov
9500 Civic Center Drive Thornton, CO 80229
Office: 303-538-7250

Plan Review Electronic Submittal Requirements

Commercial, Multifamily, and Single-Family Attached

The following are the minimum requirements for submittal of all New Commercial, Multi-Family and Townhome projects.

☐ Site Plan including parking and lighting
☐ Architectural Plans
☐ Electrical Plans
☐ Mechanical Plans
☐ Plumbing Plans
☐ Special System Plans
☐ Structural Calculations
☐ Soils Report
☐ Truss Drawings
☐ Elevator Plans
☐ Energy Code Compliance Report
☐ Water Fixture Unit Table.
GPM Required/Meter Size

- Please package the documents for submittal as follows:
    a. A single PDF containing the Architectural plans.
    b. A single PDF containing the Structural plans.
    c. A single PDF containing the MEP plans.
    d. A single PDF containing the Energy plans and reports.
    e. A single PDF containing the Soils Report and other reports.

  Please note that failure to package the submittal as directed could result in rejection of the application or delay in processing.
- All plans shall be to a scale matching the scale referenced on the plan.
- All plans/reports shall bear the seal and signature of a Colorado Design Professional.
- Fire Protection and Alarm plans are submitted to the Fire Prevention Division. Fire Protection and Alarm Plans must be submitted separately and prior to issuance of the building permit.
- Civil Plans shall not be included in the Building Permit submittal. Civil Plans shall be submitted to Development Engineering for review and issuance of a construction permit.
- Elevator plans shall not be included in the Building Permit submittal. A separate elevator permit shall be submitted to the Building Division as “elevator (new building)”.
- Special Systems include fire rated assemblies, fire stopping, fire/smoke dampers, hood systems, and traps/interceptors.
- Plans shall include name, address and unit/suite number of the tenant space; legal description of the property; contact information for all design professionals and owners.
- Code analysis shall include occupancy group, type of construction, number of stories, building height, actual floor area, allowable area calculation, occupant load calculation, number of exits, exit access travel distance, total exit width, and required plumbing fixture calculation.
- All braced wall lines shall be identified on the construction plans. Identification shall include bracing method, location and length of panels, and foundation requirements of the panels at the top and bottom.

Instructions for Electronic Submittal

All plans shall be in PDF format; no other format will be accepted.

Our online portal can be found at the following link: https://cityviewportal.thorntonco.gov/ or through our website: http://www.thorntonco.gov. Please follow the instructions for registration found in the portal Help Section. Once the account has been activated you can apply for the permits. If you have questions about the type of application or which work item to use, please call 303-538-7250.

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