



GENERAL CONSTRUCTION DOCUMENT SUBMITTAL

Adopted Codes

- 2018 International Building Code
- 2018 International Existing Building Code
- 2018 International Fire Code
- 2018 International Energy Conservation Code
- 2021 International Fuel and Gas Code
- City of Alamosa Code of Ordinances
- 2018 International Mechanical Code
- 2023 National Electrical Code
- 2021 International Plumbing Code

ICC International Building Code:

- **[A] 104.2 Applications and permits.** The *building official* shall receive applications, review *construction documents* and issue *permits* for the erection, and *alteration*, demolition and moving of buildings and structures.
- **[A] 105.1.2 Annual permit records.** The person to whom an annual *permit* is issued shall keep a detailed record of *alterations* made under such annual *permit*. The *building official* shall have access to such records at all times or such records shall be filed with the *building official* as designated.
- **[A] 105.3 Application for permit.** To obtain a *permit*, the applicant shall first file an application therefore in writing on a form furnished by the department of building safety for that purpose. Such application shall:
 - Identify and describe the work to be covered by the *permit* for which application is made.
 - 2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
 - 3. Indicate the use and occupancy for which the proposed work is intended.
 - 4. Be accompanied by *construction documents* and other information as required in Section 107.
 - 5. State the valuation of the proposed work.
 - 6. Be signed by the applicant, or the applicant's authorized agent.
 - 7. Give such other data and information as required by the *building official*.

SUBMITTAL DOCUMENTS [A] 107.1 General. Submittal documents consisting of *construction documents*, statement of *special inspections*, geotechnical report and other data shall be submitted in two or more sets with each *permit* application. The *construction documents* shall be prepared by a *registered design professional* where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the *building official* is authorized to require additional *construction documents* to be prepared by a *registered design professional*.

If an electronic signed, stamped, and dated set of construction documents is sent to treynolds@ci.alamosa.co.us then only one hard copy will be required to be submitted.

[A] 107.2.1 Information on construction documents. *Construction documents* shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted where *approved* by the *building official*. *Construction documents* shall be of sufficient clarity to indicate the location, nature and extent of the work

proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the *building official*.

PLANS AND SPECIFICATIONS:

The Plan Review will reflect the extent and completeness of the submitted documents. Attached is a listing (by discipline) of the plans, specifications, and engineering details which should be included. Plan Reviews for *permit* approvals require two sets of *construction documents*, preferably one in electronic form, along with one printed (hard copy).

COMPLETED PLAN REVIEW:

Upon completion, you will be sent a comprehensive plan review question and comment letter. In all cases, you are encouraged to review the completed plan review and call the building department if you have any questions concerning the review.

BUILDING PLAN REVIEW REQUIREMENTS
In order to perform a thorough building plan review, the following specifications, drawings and details must be submitted: Complete signed and sealed architectural plans, structural plans and material specifications. Please provide one hard copy and one digital copy.

CIVIL PLANS AND SPECIFICATIONS:

A SITE PLAN INCLUDING THE FOLLOWING INFORMATION:

- Size and location of all new construction and all existing structures on the site.
- Distances from lot lines.
- Established street grades and proposed finish grades.
- Parking lot configuration, number of stalls, and drive aisle dimensions.
- Grading and drainage plan.
- Landscaping and open spaces.
- Location and size of all water, sewer, and storm sewer lines.
- Outdoor lighting locations and specifications.

DEMOLITION PLANS AND SPECIFICATIONS:

- Hazardous Materials inspection report or Colorado Department of Public Health and Environment demolition permit if it is applicable.
- Detailed requirements and description of existing conditions affected by the construction project.

ARCHITECTURAL PLANS AND SPECIFICATIONS :

- **Provide complete code analysis for the project including:**
 - Applicable codes the project was designed to comply with.
 - Complete design criteria.
 - Occupancy classification(s).
 - Occupancy load.
 - Square footage and height.
 - Type of construction.
 - Egress calculations.
 - Risk category.
 - Sprinkler and suppression systems - Yes or No.

- Alarm system - Yes or No.
- Restroom requirement.
- Special inspections.
- Fully dimensioned drawings.
- Provide adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
- Accessibility provisions.
- Adequate details to evaluate fire resistive construction requirements, including data substantiating required ratings.
- Wall types and construction details.
- Door, hardware, and window schedules including any required safety glazing.
- Elevations.
- Plastic insulation specifications.

STRUCTURAL PLANS, SPECIFICATIONS, AND ENGINEERING DETAILS:

- Provide complete design criteria.
- Provide geotechnical report.
- Signed, dated, and sealed structural design calculations.
- Complete details of foundations and superstructure.
- Provisions for required special inspections.
- Applicable construction standards and material specifications.

MECHANICAL PLAN REVIEW REQUIREMENTS
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<p>In order to perform a thorough mechanical plan review, the following specifications, drawings and details should be submitted: plans and specifications of heating, ventilating and air conditioning scope of work, labeling criteria of all mechanical equipment. Heating equipment data including the following information:</p>

- Fire Dampers.
- Equipment capacity.
- Controls.
- Appliance layouts showing location, access and clearances.
- Disconnect switches.
- Indoor and outdoor design temperatures. Ventilation data, ductwork and equipment including the following:
 - Ventilation schedule indicating the amount of outside air supplied to each room or space.
 - Layout showing outside air intakes.
 - Construction of ducts, including support and sheet metal thickness.
 - Duct lining and insulation materials with flame spread and smoke-developed ratings.
 - Exhaust fan ductwork layout and termination to the outside.
 - Size of louvers and grilles for attic ventilation.
 - Boiler, water heater equipment, and piping details including safety controls and distribution piping layout. Gas and fuel oil piping layout, material, sizes, and valves.
 - Combustion air intake quantities and details.
 - Commercial kitchen exhaust equipment details including hood and fan drawings, details of automatic fire suppression, and clearances.
 - Chimney and chimney connectors, vent and vent connectors ,details of connector gauges and clearances. Mechanical refrigeration equipment data and details.
 - Solid fuel burning appliance details including incinerator and fireplace drawings and details.

PLUMBING PLAN REVIEW REQUIREMENTS

A complete plumbing plan review will be performed, however all electrical work is to be permitted and inspected by the Colorado Department of Regulatory Agency.

Plumbing documents to include:

- The number of required plumbing fixtures.
- Separate facilities for each sex.
- Provide details for all fixtures, piping, slopes, materials, and sizes.
- Point of connection to utilities and tap sizes.
- Piping support and installation schedule.
- Storm drainage details including rain gutter or roof drain sizes and downspout/leader sizes.

ELECTRICAL PLAN REVIEW REQUIREMENTS

A complete electrical plan review will be performed, however all electrical work is to be permitted and inspected by the Colorado Department of Regulatory Agency.

Electrical documents to include:

- Floor plan including devices and fixtures.
- Wire size and circuiting, grounding, and line diagrams.
- Load Calculations.
- Fixture and panel schedules.

FIRE ALARM AND SUPPRESSION PLAN REVIEW REQUIREMENTS

In order to perform a sprinkler plan review, the following items should be submitted: ***Complete*** signed and sealed plans and specifications for the automatic fire sprinkler and/or fire alarm system and related equipment.

Fire alarm and suppression documents to include:

- *Construction documents* shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations.
- Alarm and Suppression documents will be sent to a 3rd party for review.

CONSERVATION OF ENERGY PLAN REVIEW REQUIREMENTS

In order to perform a thorough energy conservation plan review for commercial buildings and townhouses greater than three stories in height, the following specifications, drawings and details should be submitted:

Energy conservation documents to include:

- Insulation materials and their R-values.
- Fenestration U-factors and solar heat gain coefficients (SHGCs).
- Area-weighted U-factor and solar heat gain coefficient (SHGC) calculations.
- Mechanical system design criteria.
- Mechanical and service water heating systems and equipment types, sizes and efficiencies.

- Economizer description.
- Equipment and system controls.
- Fan motor horsepower and controls.
- Duct sealing, duct and pipe insulation and location.
- Lighting fixture schedule with wattage and control narrative.
- Location of *daylight zones* on floor plans.
- Air sealing details.

ACCESSIBILITY PLAN REVIEW REQUIREMENTS
<p>Accessibility plan reviews are based on the specified edition of the ICC/ANSI A117.1 standard as referenced by the building code. In order to perform a thorough accessibility plan review, the following specifications, drawings and details should be submitted:</p>

Accessibility documents to include:

- Established street grades and proposed finished grade.
 - Accessible parking, other locations of public access to the facility, accessible exterior routes and locations of accessible entrances.
 - Adequate details and dimensions to evaluate accessible means of egress.
 - Adequate details and dimensions to evaluate the accessible route to areas required to be accessible.
 - Accessibility provisions including but not limited to access to services, seating, listening systems, accessible fixtures, elevators, work surfaces, etc.
 - Accessible plumbing facilities and details.
 - Tactile signage provided.
 - Details of required fire protection systems.
- **Note:** *The Accessibility Review will cover the scoping requirements in Chapter 11 and other accessibility related requirements mainstreamed throughout the applicable building code. Technical requirements covered will be based on the applicable edition of ICC/ANSI. A117.1. Accessible and Usable Buildings and Facilities.*