

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.

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| <input type="checkbox"/> Building Permit Application | <input type="checkbox"/> Soils Report |
| <input type="checkbox"/> Site Plan including parking and lighting | <input type="checkbox"/> Structural Calculations |
| <input type="checkbox"/> Architectural Plans | <input type="checkbox"/> Truss Drawings |
| <input type="checkbox"/> Electrical Plans | <input type="checkbox"/> Elevator Plans |
| <input type="checkbox"/> Mechanical Plans | <input type="checkbox"/> Energy Code Compliance Report |
| <input type="checkbox"/> Plumbing Plans | <input type="checkbox"/> City Approved Photo-Metric |
| <input type="checkbox"/> Special System Plans | <input type="checkbox"/> City Approved Landscaping Plan |
| <input type="checkbox"/> Fire Protection/Alarm | |

- All plans/reports shall bear the seal and signature of a Colorado Design Professional.
- Fire Protection and Alarm plans are submitted to the Building Inspection Division. The Building Inspection Division will route them to Fire Prevention. Fire Protection and Alarm Plans may be submitted separately but must be submitted 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.
- 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.

File size less than 4 MB

- E-Mail plans to buildings@cityofthornton.net

File size greater than 4 MB

- Contact a plans examiner at 303-538-7250 and get the address, user name and password for the City of Thornton File Transfer Site.
- Upload the submittal documents.
- Send an E-mail to the Building Inspection Division notifying them that you have submitted documents. E-Mail address is buildings@cityofthornton.net

Building Inspection Division 9500 Civic Center Drive Thornton, CO 80229 303-538-7250

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Effective Date: 11/17/2010