



1199 Bayfield Parkway • PO Box 80 • Bayfield, CO 81122 • 970.884.9544 TOWN HALL • 970.884.2195 FAX

Checklist For Commercial Building Plans Basic Submittal Requirements

Project Name: _____

Project Address: _____

- **Submittal Documents Required:**
 - ❖ Completed & Signed Building Permit
 - ❖ 4 sets of bound black or blue line engineered plans
 - 1/8" - 1/4" scale minimum
 - 18" x 24" size minimum
 - Name & Address Of Project On All Pages
 - ❖ 4 copies of the Site/Development Plan
 - ❖ 4 copies of the drainage plan
 - ❖ 4 copies of the grading & utility plan
 - ❖ Building Permit Deposit Fee
- **Site/Development Plan** (Per Town Planner Detailed Review Information)
 - Show setbacks, property lines, parking spaces, out buildings, outdoor lighting, access, etc.
- **Cover Sheet**
 - Plan index, code edition, job title, plan preparer, owner, address of job site
 - Square feet of building according to use & occupant load (base on IBC)
- **Improvement Plans**
 - Landscaping, sewer, water, grading & paving plans
- **Floor Plan**
 - Show all architectural, fire & life safety requirements
- **Elevation View**
 - Show all sides of the building or structure
 - Show existing & proposed grade
- **Section Views**
 - Show view & details of all structural members
 - Labels all framing members & show details of connections
- **Electrical Plan**
 - Plan view showing outlets, lights & circuits
 - Panel schedule with circuits, over current devises & wire sizes
 - Submit load calculations & service size
- **Plumbing Plan**
 - Plan view showing layout of fixture, DWV, water/gas pipe
 - Fixture schedule, gas/water pip sizing calculation
- **Mechanical Plan**
 - Plan & layout of duct work
 - Equipment schedule, BTU rating, fuel source, location
 - Combustion/relief air & exhaust ventilation sizes

- **Framing Plan**
 - Plan view of structural components: beams, trusses, headers & connection detail
 - Size, spacing, species, & grade of materials
- **Foundation Plan**
 - Plan view of foundation dimensioned layout
 - Details of footing size, reinforcement, anchors, hold downs
 - Footing & wall schedule, details of reinforcement
- **Retaining Wall**
 - Engineering required if over 4', measured from bottom of footing, or any wall height with applied surcharge loads.
 - Engineering calculations required.
- **Soil Analysis**
 - Soil report required for every site
 - Report must relate to foundation design
 - If report is over 1 year old, provide state that conditions have not changed from engineer.
- **Fire Sprinklers**
 - Are they required by IBC? IFC?
 - If so, provide hydraulic calculations & sprinkler detail.

Note that backflow prevention is required on fire service lines per the fire code & the plumbing code.
- **Kitchen Hoods**
 - Submit 2 sets of drawing for fire suppression system.
 - Must be UL listed and meet requirements of IBC, IMC, & IFC
- **Outdoor Lighting Plan**
- **Special Inspection Agreement** (Required For The Following Items)
 - Post tensioned slab
 - Concrete greater than 2500 psi
 - Slender Masonry
 - Field Welding
 - High-Strength Bolts
 - Other as specified by engineer

These must be submitted at plan review stage
- **Hazardous Materials**
 - Submit MSDS list
 - HMIS & HMMP as required by the Fire Code
- **Health Department**
 - Submit San Juan Basin Health Approval (if required)

Acknowledgement Of Understanding

I, _____, hereby acknowledge that I have read the commercial building process & all the information included in the building permit packet (this includes all fees associated with obtaining a commercial building permit). I also understand that all engineering, survey, legal or other professional fees incurred by the Town of Bayfield regarding the above referenced project will be invoiced to me for reimbursement. I hereby agree to pay these fees in a timely manner. I also understand that if these fees are not paid I could be subject to appropriate actions taken by the Town to collect these fees.

Applicant Signature