



City of Sheridan
4101 S. Federal Blvd.
Sheridan, CO 80110-5399

303/762-2200
FAX 303/438-3398

REQUIREMENTS FOR SUBMITTING A COMMERCIAL PERMIT APPLICATION

Submittals for Commercial Plan Review need to include the following PDF documents:

1. Building permit application, completely filled out, along with payment of fees. Fees are based on the project valuation. Contact office for payment information and options. Valuations will be verified.
2. A complete set of construction drawings for all projects. Pages must be stamped by a design professional (Architect or Engineer.) Plans must be legible and sized according to details. Include all site plans, which must include approved SIP's.
3. Tenant Finish: Must submit proof of building owner's or management approval and a complete project narrative detailing the entire scope of work on the permit application.
4. Soils report (if requested.)
5. Drainage Plan and Stormwater Management (if applicable.) Contact Randy Mourning, Public Works Director at 720-596-4429 for any additional requirements.
 - a. Drainage Plan required if more than one acre of the site will be disturbed
 - b. SWAMP required if more than ½ acre is disturbed
 - c. SWAMP and State Permit required if more than one acre is disturbed
 - d. Less than ½ acre requires stormwater management plan showing BMP's only
6. Energy compliance calculations (*COMcheck*, etc.)
7. Warranty Deed, title, or other proof of ownership (if requested.)
8. Name, address, and contact information of building owner.

The construction plans should provide sufficient detail to show conformance with the applicable codes. Information needed on the plans includes but is not limited to:

1. Building Code Analysis including type of construction, actual and allowable area calculations, occupancy classification and occupant load calculations. List all fire protection systems present and required. List required occupancy separations or fire resistive construction elements required for each area and the occupancy group of any abutting property.
2. Name and contact information of the design professional(s) used on the project – noted on each page of plans.
3. Code compliance information:
 - a. Building height and required setbacks.
 - b. Required exits and egress path.
 - c. Accessible feature requirements including parking (if applicable.)
 - d. Floor plans and accurate elevations.

Structural Requirements

4. List the current code edition designed to, with wind speed for the specific site, snow load data, seismic design category, and any other pertinent information.
5. Structural calculations and appropriate details required for construction.

Mechanical Requirements

6. Complete mechanical plans and equipment schedules are required. Include a *COMcheck* mechanical compliance certificate for all new systems and components. Provide accurate gas pipe calculations for all new and added gas fired equipment. Provide ventilation requirements to comply with IMC 403.
7. For kitchen and food prep areas provide a complete equipment schedule and coordinated floor plan. Complete kitchen hood plans are required for Type I kitchen hoods.

Plumbing Requirements

8. Include complete plumbing plans with all fixtures, drain, waste and vent piping, traps and interceptors. For storm and roof drains, provide calculations based on the 100 year hourly rainfall rate of 2 inches per hour. Provide isometric piping plans for all water, sewer, and gas lines.

Electrical Requirements

9. Provide complete panel schedules with load calculations. For remodels show existing and new loads. Provide a one-line diagram with complete load calculations. Show service entrance section for new construction.
10. Provide photometric study and exterior light cut sheets to comply with outdoor lighting control guidelines.
11. Include complete lighting plans with a fixture schedule and a *COMcheck* electrical compliance certificate for all new luminaires. Include means of egress illumination and exit signage throughout building and exit discharge.

Life Safety

12. Separate submittal required to be reviewed by City and County of Denver for all Sprinkler, Fire Alarm, Fuel Tank, refrigeration leak detection, Vapor Mitigation, or Fire Line Permits. Please contact the Building Department or visit: <https://www.denvergov.org/content/denvergov/en/denver-development-services.html> for more information.

In addition to the plan review by the building department, the plans will be routed for review to Public Works, Planning and Zoning, and the Denver Fire Department as needed. Plans will be reviewed within ten (10) working days after acceptance of the permit application.

City of Sheridan Design Criteria

Adopted Building Codes: 2021 International Building Code with amendments
2021 International Plumbing, Mechanical, and Fuel Gas Code
2021 International Energy Conservation Code
2021 International Existing Building Code
2018 Denver Building and Fire Code
2020 NEC

Ground Snow Load: 30 pounds/square foot

Roof load is 30 pounds/square foot non-reducible

Wind Speed: 90 mph sustained / 105 mph 3 second gust

Topographic Effects; No Special Wind Region: Yes

Wind-bourne Debris Zone: No

Seismic Design Category: B

Concrete Weathering: Severe

Frost Line Depth: 36 inches

Termite Damage: Slight to moderate

Winter Design Temperature: 1° F

Ice Barrier Underlayment Required: Yes

Flood Hazards: Yes – See Section 56 Article XVII of Sheridan Municipal Code

Air Freezing Index: 712

Mean Annual Temperature: 50.3° F

Rules for Building

1. All construction in the City of Sheridan shall be in accordance with the 2021 Editions of the International Building Code, International Residential Code, International Fire Code, International Energy Conservation Code, International Existing building Code, International Plumbing Code, the International Mechanical Code, and 2020 National Electrical Code.
2. The International Building and Residential Codes do not allow construction to be started without first obtaining a valid building permit from the City of Sheridan. This would include, but is not limited to, setting footings, installing fencing or boring caissons. Any work that is commenced without first obtaining a building permit will be issued a “Stop Work Order” and assessed an investigation fee. The investigation fee will cause the building permit fee to double. Continued violations will result in a court summons.
3. All contractors must be licensed or registered in the City of Sheridan prior to beginning the work. **NO EXCEPTIONS.** State licensed contractors must register with the City prior to beginning the work. Electrical contractors must pull a separate electrical permit from the State and post it on the job site. It shall be the Permit holder’s responsibility to ensure that all contractors on site are either licensed or registered. Violations will cause a Stop Work Order to be issued or a minimum of \$350 fine or both.
4. Every building site shall be marked with a sign showing the job’s address. Job sites that are not visible from the road shall have a sign at the entrance to the site on the road and adequately marked to the construction site.
5. The builder is responsible for providing sanitation facilities and for maintaining trash enclosure within the construction site. The site shall be maintained in a clean and orderly condition free from paper and construction debris that may scatter onto other properties.
6. The building inspection card shall be posted on the job site and the “APPROVED” plans shall be available at the inspector’s request. Failure to do so may result in the inspection not being performed and re-inspection fee being assessed.
7. Before any rough inspections can be requested, the following must be provided to the City:
 - a. A copy of the Special Inspector’s foundation inspection report
 - b. A copy of the Stormwater quality management inspection report “SQMP” and a survey (NOT AN IMPROVEMENT LOCATION CERTIFICATE) showing the building placement in relationship to the property lines.
 - c. All as applicable or required 8. If a re-inspection fee has been indicted by the inspector, such fee shall be paid prior to requesting any additional inspections.
8. If a re-inspection fee has been indicted by the inspector, such fee shall be paid prior to requesting any additional inspections.