



COMMERCIAL OCCUPANCY VERIFICATION

All documents must be submitted in .pdf format online through the [E-Permit Center](#)

The following checklist has been compiled to assist in expediting the verification of occupancy and permit issuance process. Please review this checklist to verify all the required documentation included in your submittal. Failure to provide the required documentation in accordance with the *naming conventions* (*italicized* below) may result in delaying the review process prior to issuing a permit. All documents listed below are required. Incomplete submittals will not be accepted.

- ☐ **Narrative/Scope of Work**
- ☐ **Address and Parcel number** - If one does not exist, contact Development Services **720.523.6800**; Plans need to be updated to reflect property address
- ☐ **Professionally drafted floor plan** (DOES NOT REQUIRE A WET STAMP)
Code Analysis **must** include:
 - Basic description of the use of building (what are you storing/selling/using space for?)
 - Type of Construction (new and existing) for whole building
 - Occupancy (entire space and building) and occupancy of any other buildings on lot
 - Separation of Occupancies
 - Occupant Load calculation
 - Occupant Load Factor for each space
 - Maximum travel distance
 - Number of exists
 - Accessible means of egress
 - Common path of travel

***Fire Department Sign off will be required prior to final building inspection and issuance of the Certificate of Occupancy**

*This checklist is intended to serve as a general guide for the project described. Depending on the specific scope of work, project requirements, site conditions, or client specifications, additional items may be required, or some listed items may not apply

FEES REQUIRED AT TIME OF SUBMITTAL

- ☐ **Plan Review fee based on 65% of listed valuation at time of submittal by applicant.** ([fee schedule](#))

Note: During review of the plans, the valuation will be verified according to the Building Safety Journal Data (Feb. 2024) price per square foot and may be adjusted resulting in adjustment of the plan review fee and additional charge for the difference or a credit towards total permit fees.

- ☐ Development Review fees upon each submittal: Commercial **\$130.00**; Residential **\$40**.

- ☐ **Traffic Impact Fees** ([fee schedule](#))

Traffic Impact Fees based on use and square footage of building. The TIF will be calculated during the review of the plans. For questions regarding calculating this fee or an estimate prior to submitting, please contact **720.523.6800**. The TIF will be required to be paid prior to issuance of the building permit.

CONTRACTOR'S LICENSING

A General Contractor and Subcontractor(s) must be identified prior to issuance of permits. If the contractors are not registered, they must do so on the [E-Permit Center](#). Please see below for our requirements. Once the contractor is approved, Adams County requires the General Contractor to notify One-Stop at epermitcenter@adcogov.org. Any transfers will require written documentation between the new and old General Contractor and approval from the Adams County Building Safety Division

- **Class A:** Erect, add to, alter, or repair any building or structure, in all occupancy groups.
- **Class B:** Erect, add to, alter, or repair any building or structure not over two (2) stories in height, in group B, F, M, S, R, and U occupancies.
- **Class C:** Erect, add to, alter, or repair any building or structure of a non-structural nature, in group M and R occupancies
- **Class D:** Any specialty contractor including, but not limited to, plumbing, electrical, siding, fences, glass and glazing, insulation, and heating.

Adams County Building Safety requires the following documents to be successfully registered:

- Driver's License of Authorized Person(s)
- General Liability Insurance - [Requirements](#)
- Contractor license from any Colorado municipality OR ICC Certification
- Colorado State Contractor/Colorado Master License (Electrical and Plumbing Contractors ONLY)

APPLICATION REVIEW TIMELINE

- Initial review timeframe from application acceptance¹ = **15 business days**
- Second review and onwards = **10 business days ADDITIONAL REVIEW TIMELINE** (revisions after permit issuance)²
- Initial review timeframe from application acceptance = **15 business days**
- Second review and onwards = **10 business days**
- Plans will be charged a **\$100.00/hour** additional plan review fee

¹ Application acceptance means it has been processed through One-Stop and is not from receipt of plan check fee(s).

² **An Additional Plan Review must be requested through One-Stop to start a new workflow. 720.523.6800; epermitcenter@adamscountyco.gov**

INSPECTIONS

Once a permit has been issued, it is the responsibility of the applicant to schedule inspections. Please view our [Building Inspection Procedures](#) Inspections must be scheduled **48 hours in advance** online through the E-Permit Center or through the IVR phone system **720.523.6320**