



COMMERCIAL TENANT IMPROVEMENT

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 commercial plan review 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.

Important Start Here!

COLORADO WILDLAND URBAN INTERFACE (Adams County Ordinance 14)

All new construction within unincorporated Adams County must comply with the newly adopted Wildland Urban Interface (WUI).

The following steps must be followed for all new construction:

Visit Colorado Wildfire Resiliency Code Map to determine the class of hazard assigned to your property (Class 1 or class 2). **Note: If your parcel does not fall within a WUI zone, the WRC code does not apply. Please identify this information on plans.**

Note: Please see adopted WUI Code for full list of requirements, see links below.

[2025 Colorado Wildfire Resiliency Code Map](#)

[Adams County Wildfire Intensity Classification Map](#)

*If in the WUI, the following information must be provided: Structure Hardening Class 1 or Class 2, Defensible Space/Landscape Plan

- ☐ **Narrative/Scope of Work**
- ☐ **Address and Parcel number**
If one does not exist, contact Development Services **720.523.6800**
Please include future tenant layout exhibit if proposing suites
- ☐ **Site Plan - Showing All Setbacks – *Site Plan.pdf***
Must include existing/proposed structures, accessible route to the building, addresses and suites of any adjacent units
- ☐ **Engineered Foundation Plans and details (STAMPED; if applicable) – *Foundation Plans.pdf***
- ☐ **Engineered Structural Plans and details (STAMPED) – *Structural Plans.pdf***

- ☐ **Complete Architectural plans and details (STAMPED) – [Architectural Plans.pdf](#)**
Code Analysis must include:
 - General Synopsis
 - Basic description of the use of building (what are you storing/selling/using space for?)
 - Type of Construction for the whole building
 - Building Area (allowable and proposed)
 - Building height
 - Occupancy (entire space and building) and occupancy of any other buildings on lot
 - Separation of Occupancies
 - Occupant Load calculation (based on assumed occupancy)
 - Occupant Load Factor for each space
 - Plumbing fixture calcs (required and proposed; based on assumed occupant load)
 - Maximum travel distance
 - Number of exists (required and proposed)
 - Fire Sprinkler and fire sprinkler increase
 - Accessible means of egress
 - Common path of travel
 - Frontage Increase
 - Thermal barrier must be indicated on architectural plans (Must meet 2024 Colorado Model Low Energy and Carbon Code)

- ☐ **Complete Mechanical plans and details (WET STAMPED) – [Mechanical Plans.pdf](#)**
Includes Engineer Letter for roof evaluation of additional load(s)

- ☐ **Complete Electrical plans and details (WET STAMPED) – [Electrical Plans.pdf](#)**
Provide on lighting plan that building is < 0.5W/sq. ft, otherwise skylights are required.

- ☐ **Complete Plumbing plans and details (WET STAMPED) – [Plumbing Plans.pdf](#)**
Provide DFUs, gas line ISO, plumbing ISO

- ☐ **Landscape and Parking plans (Planning) 720.523.6800 – [Landscape Plans.pdf](#)**

- ☐ **Fire Department Approval Required – [Fire Approval.pdf](#)**
Contact your [local Fire District](#) for plan review and Fire District Impact Fee. The signed Fire District Impact Fee form and approval/comment letter is required to be submitted to Adams County prior to the approval or release of a building permit. It is the permit applicant's responsibility to contact the Fire District for plan review and Fire District Impact Fee. A separate Adams County building permit is required for all Fire Alarm Systems.

*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 **\$40.00**.

- ☐ **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**