

# COMMERCIAL BUILDING

## TELLER COUNTY BUILDING DEPARTMENT

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This guide is provided to assist in assembling a successful plans review submittal. The information is a summary of construction, mechanical, plumbing, electrical and elevator plan review requirements, and is not intended as a substitute for the Code. In addition to the Teller County Building Department, other departments in the jurisdiction of the project such as Fire Department AHJ review and approval may be required.

### **TELLER COUNTY BUILDING DEPARTMENT**

The Department conducts plan reviews and site inspections for Commercial projects including reviewing planning and zoning, floodplain, roads and bridges and environmental health departments. The department issues permits to construct, alter, convert, repair, move or demolish structures. Woodland Park, Victor and Cripple Creek have their own building departments and are not governed by this department.

In addition to the Teller County Building Department, other entities or departments for the project may require a plan review such as fire, water, waste water, and health and environmental department criteria. Electronic submittal of plans must accompany the completed [Commercial Building Application](#) available on our website.

### **PLAN REVIEW SUBMITTALS**

- One complete set is required for plan review
- Basic Design Information is available on our website as the Teller County Building Code (TCBC) 2023 Edition
- Civil and Utility plans if applicable
- Site plan if applicable
- Soils report if applicable
- All applicable Architectural plans, Accessibility plans (if R, I-1 or I-2 occupancy) Mechanical, Plumbing, Electrical, Elevator and Structural plans

### **CORRECTIONS NOTICE/RESUBMITTAL PROCEDURES**

The submitter will receive a Corrections Notice via email if any revisions are required. Corrections can be re-submitted directly to the issuer of the notice.

### **CHANGE ORDER PROCEDURES**

Plans may be modified after the Permit is issued, this is referred to as a Change Order. Change Orders should be submitted electronically with a completed

### **CHANGE ORDER REQUEST FORM**

There will be a non-refundable \$100 fee to process a Change Order. Additional inspections may require an inspection fee.

### **PROFESSIONAL SEALS & STAMPS**

- The seal of a design professional licensed by the State of Colorado is required on each sheet of the commercial plans.
- Please verify that an electronic stamp does not lock an electronic submittal from markups.
- Soils reports may bear seals on the cover only.

### **COVER SHEET**

The following information is required on the Cover Sheet of the plans submittal package.

- Project description, Site address, Name, address, phone numbers (include all design professionals associated with the project). Sheet legend and Vicinity map.

### **CODE DATA**

Provide on plans.

### **SCOPE OF WORK AND OVERALL BUILDING DESCRIPTION IS REQUIRED FOR NEW BUILDS, ADDITIONS AND REMODELS**

- Total building area in square feet
- Height
- Number of levels (including basements)
- Area of each level in square feet

### **SITE DESCRIPTION OF PROPERTY**

- Dimensioned distances to lot lines for each side of the building for New builds and additions.

### **Building Code Analysis is required for New builds, Additions and Remodels**

- Occupancy classification
- Mixed Occupancies, include all that apply:
- Accessory use
- Non-separated uses
- Separated uses
- Area in square feet of each occupancy
- Required occupancy separation
- Type of Construction