



New Commercial Tenant Finish Permit Submittal Requirements

All submittals should be to the **2024 I-Codes, including the Low Energy and Carbon Code**, and the **2023 NEC Codes**.

(2026 NEC for Permits Issued after July 31, 2026).

1. Provide 1 set of hard copy stamped plans which include architectural, electrical, mechanical, plumbing, and structurals (MEP's & structurals require Colorado Engineer stamp). The maximum sheet size shall be 24" by 36". (If your project is 15 pages or less, skip this step).
2. Provide an electronic copy of the full set of plans. All sheets need to be stamped by the architect/engineers. Each file should be no larger than 25MB
3. Provide electronic copies of the energy code forms which are not in the main set of plans.
4. Provide completed permit application.
5. Provide a completed water license application with estimated water usage and documentation to support the usage if adding a significant number of new plumbing fixtures.
6. Submit separately to North Metro Fire District
7. Submit separately to the Broomfield Health Department if the project has a food service or public pool.
8. We will route plans to Planning if the project shows alterations to the exterior of the building.