



New Commercial and Commercial Addition Permit Submittal Document 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 hard copy of the stamped plans, which include architectural, electrical, mechanical, plumbing, and structurals. (MEP's & structurals require Colorado Engineer stamp). Provide a copy of the site utility plan in the overall set.
2. Provide an electronic copy of the full set of plans.
3. Provide an electronic copy of the soils report.
4. Provide an electronic copy of the Colorado stamped engineer's structural calculations.
5. Provide electronic copies of the energy code forms which are not in the main set of plans.
6. Provide electronic copies of the Evaluation Reports for manufactured stone, stucco, roofing systems, or other types of exterior wall finishes.
7. Provide an electronic copy of the completed permit application.
8. Provide an electronic copy of the completed water/sewer license application with estimated water usage and documentation to support the usage. Include the area of land to be irrigated. Include the size of the water tap/meter, sewer tap, and fire line(if applicable).
9. Submit separately to the North Metro Fire District.
10. Submit separately to the Broomfield Health Department - if a project has a food service or public pool.
11. Submit separately to City Engineering for grading and utility reviews and permits.
12. Submit separately to Stormwater if over one acre.
13. We will route the plans to the Planning Division.