



Commercial Tenant Finish / Remodel Plan Submittal Checklist

The majority of building permit applications are processed with little delay. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.

Directions:

1. Read through this Project Checklist
 - a. Applicants must also apply for a building permit through Wellington Fire Protection District separate from the application submitted to the Town.
 - i. Additional information can be located on Wellington Fire Protection District website [Plan Review and Permits | WellingtonFireCO \(wfpd.org\)](#)
2. Register on our online permitting website Community Connect (Community Core)
 - a. [CommunityCore - Register as a Business Owner or Community Member](#)
 - b. Contractors must be licensed and registered with the Town of Wellington prior to accessing Community Core for permitting.
 - c. Log In to Community Connect – after registration is completed.
[CommunityCore - Log In](#)
3. Complete an online Building Permit Application in Community Connect.
 - a. Permit Type 'New Commercial'
4. Upload required Documents into Application
 - a. Architectural Plans* - stamped by Colorado licensed architect or engineer.
 - i. *Architectural* plans are required and must include floor plan, wall section details, building section, fire-rating details, and code summary.
 - b. Structural Plans* - stamped by a Colorado licensed engineer.
 - i. *Structural* plans are required for any structural changes such as removal of bearing walls, openings in bearing walls, floor systems for storage, etc.
 - c. Electrical Plans* - stamped by a Colorado licensed engineer.
 - i. *Electrical* plans are required for adding circuits, service upgrades, emergency lighting. Load calculations are required along with one-line diagrams and fault current analysis.
 - d. Mechanical/ Plumbing Plans* - stamped by Colorado licensed engineer.
 - i. *Mechanical* plans are required for any changes to the heating, ventilation, or air conditioning system such as change of equipment, relocation and/or replacement of mechanical ductwork or refrigeration piping.
 - ii. *Plumbing* plans are required for any changes to the plumbing within a building and include, sewers, drains, vents, water piping, roof drains, and gas piping.
 - e. _ Energy Code Compliance Documents





Directions Continued:

***Colorado Revised Statute (C.R.S.) requires all sheets to bear the original seal of an architect or engineer licensed by the State of Colorado unless the preparation of plans and specifications is exempted by section 12-4-112 C.R.S. Such plans and specifications prepared by architectural or engineering sub-disciplines shall be so designated and shall bear the seal and signature of the architect or engineer for that sub-discipline.**

What's Next:

- Building Permit Applications will be processed following a completeness check by permit technicians to ensure required documentation has been uploaded with the application submittal.
- The applicant will be contacted by SAFEbuilt for any additional information that may be needed to complete the plan review.
 - All communications for revisions, or amended documents must be emailed to SAFEbuiltcoloradoplanreview@SAFEbuilt.com
- When the permit is issued, you will download/print an approved set of plans that must remain on the job site throughout the construction process including final inspections. [Community Connect - How to Download and Print Permit Card and Inspection Card](#)
- The approved job site plan shall be identical to the Town of Wellington approved site plan. Changes to the Approved site plan must be approved by the Town of Wellington prior to implementation.

Note: Although not required, it is advised that a meeting be conducted with the Town of Wellington's Planning Department for a Pre-Application Meeting prior to applying for a building permit.

The purpose of this meeting is to review the documents intended for submittal to speed up the review process.

