



Commercial Kitchens and Restaurants Plan Submittal Guideline

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 Plan Submittal Guideline
 - 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 'Commercial Remodel'
 - b. Permit Type 'Commercial Addition'
4. Upload required Documents into Application
 - a. Architectural Plans* - Stamped by a Colorado licensed architect or engineer.
 - b. Structural Plans* - Stamped by a Colorado licensed engineer.
 - c. Electrical Plans* - Stamped by a Colorado licensed engineer.
 - d. Mechanical / Plumbing Plans* - Stamped by a Colorado licensed engineer.
 - e. Energy Code Compliance Documents.

*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.

Guidelines:

- A grease interceptor is required for operations that produce grease in amounts determined to be damaging to the sewer treatment plant. Sizing of grease interceptors shall be in accordance with the adopted Plumbing Code or shall be designed by an engineer and approved by the jurisdiction.
 - Current adopted codes can be located on the Town's Building website [Building Department | Wellington, CO \(townofwellington.com\)](#)





- Restaurants which are more than 5,000 square feet in size or containing 50 or more occupants (WFPD), must be equipped with an approved fire sprinkler system.
- Restaurants serving liquor, shall be responsible for obtaining all necessary liquor licenses, inspections, and other approvals from the Town of Wellington.
- Type I hoods with approved suppression shall be installed where cooking appliances produce grease or smoke, such as occurs with griddles, fryers, broilers, ovens, ranges, and wok ranges.

e-Type II hoods shall be installed where cooking or dishwashing appliances produce heat or steam and do not produce grease or smoke, such as steamers, kettles, pasta cookers and dishwashing machines.

f-For restaurants with an occupant load of 50 or more, two exits and panic hardware installations are required. Exits may not pass through a kitchen, storage, or similar spaces.

- Health department approval will be required as a condition of the Certificate of Occupancy. A letter, e-mail, or fax from the health department giving approval for the project is required on the jobsite before the final inspection will be approved. Please contact the health department (Larimer County) regarding their approval and permitting process.
- A seating plan will be required for dining areas inside or outside the building. Outside patio areas are required to comply with all existing regulations of the building code. Fenced-in areas must be provided with gates conforming to the applicable requirements for doors.

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.

