



- Permit Type: COMMERCIAL
- Permit Sub-Type: NEW
- You are applying for a COMMERCIAL – NEW Permit, use the following as a guide to help fulfill the permit request. This permit is only for a NEW Commercial Building. If you are not constructing a new commercial building, please refer back to the Type and Sub-type definitions.
- **Definition:** Any new commercial building and the tenant is known. (e.g., new grocery store, clubhouse,). If the building tenant is unknown, then please apply for a Commercial/Shell permit.

Plan Submittal Requirements: **All documents must be submitted in electronic form (PDF only). Maximum file size of 50MB. Filename shall not contain any special characters and fill in Description (if blank review will not continue).**

- 1 set plans. Complete and stamped by required engineers. (see CRS12-4-101)
 - -Site Plan
 - -Architectural (floor, roof, schedules, sections, rated walls and floor assemblies, firestopping, etc.)
 - -Structural stamped by engineer
 - -Mechanical stamped by engineer
 - -Plumbing stamped by engineer
 - -Electrical stamped by engineer
- 1 Soils report, complete and stamped by engineer
- 1 calculations book, complete and stamped by engineer
- 1 project manual if used, complete and stamped by engineer
- Elevator drawings if applicable, please upload in a separate document.
- 1 Energy analysis; building envelope, electrical/lighting and mechanical portion (Comcheck) free download at website <http://www.energycodes.gov/>
 - NOTE: Fenestrations must have a NFRC 100 label or use default values from IECC or ASHRAE 90.1
- Heating & cooling load calculations (building envelope, lighting, vent & occupancy loads based on the design)
- Design temperatures for mechanical systems:
 - -Outdoor Dry Bulb: Winter (-3°F) Indoor Dry Bulb: Winter 70°F
 - Summer 90°F Summer 75°F
- 1 set of roof truss details and layouts, complete and stamped by engineer
- The structural engineer of record must review the truss details prior to submittal
 - -Provide signed letter from engineer
- Plan check fee deposit, based on valuation
- **Applicable Codes:**
 - 2021 International Building Code (accessibility per ICC A117.1-17)
 - 2021 International Mechanical Code
 - 2021 International Plumbing Code
 - 2021 International Fuel Gas Code
 - 2021 International Fire Code
 - 2021 International Energy Conservation
 - 2021 International Swimming Pool and Spa
 - 2020 National Electric Code
 - Ground Snow Load: 30 PSF; Roof Snow Load 30 PSF plus snow drift
 - Wind Load: Figure 1609.3 (1) equals 110 miles per hour; Figure 1609.3(2) equals 115 miles per hour; Figure 1609.3(3) equals 120 miles per hour; Figure 1609.3(4) equals 105 miles per hour, all exposure C



Permit Type: COMMERCIAL

Permit Sub-Type: TENANT FINISH/REMODEL/CHANGE OF OCCUPANCY

You are applying for a Commercial –TENANT FINISH, use the following as a guide to help fulfill permit request. REMODEL permits may not require all the items listed below. Please contact the Building Division for more information.

Definition: FIRST TIME the space is being occupied. A Certificate of Occupancy will be issued, if this space has been previously finished with a previous tenant you will need to apply for a Commercial Remodel permit.

Plan Submittal Requirements: **All documents must be submitted in electronic form (PDF only). Maximum file size of 50MB. Filename shall not contain any special characters and fill in Description (if blank review will not continue).**

- 1 set plans. Complete and stamped by required engineers. (see CRS12-4-101)
 - -Architectural (floor, roof, schedules, sections, etc.)
 - -Structural with calculations if any revisions
 - -Mechanical stamped by engineer
 - -Plumbing stamped by engineer
 - -Electrical stamped by engineer
- 1 Project Manual if used. Complete and stamped
- 1 Energy analysis (Com-Check) of the electrical portion required.
Website: <http://www.energycodes.gov/>
- 1 Energy analysis (Com-Check) of the mechanical portion required
If additional HVAC units are installed a Mechanical Com-Check will be required.
Website: <http://www.energycodes.gov/>
- ☐ Design temperatures for mechanical systems:

-Outdoor Dry Bulb: Winter (-3°)	Indoor Dry Bulb: Winter 70°F
Summer 90°F	Summer 75°F
- ☐ Plan review deposit fee of \$100.00 is required
 - **Applicable Codes:**
 - 2021 International Building Code (accessibility per ICC A117.1-17)
 - 2021 International Mechanical Code
 - 2021 International Plumbing Code
 - 2021 International Fuel Gas Code
 - 2021 International Fire Code
 - 2021 International Energy Conservation
 - 2021 International Swimming Pool and Spa
 - 2020 National Electric Code

Ground Snow Load: 30 PSF; Roof Snow Load 30PSF plus snow drift

Wind Load: Figure 1609.3 (1) equals 110 miles per hour; Figure 1609.3(2) equals 115 miles per hour; Figure 1609.3(3) equals 120 miles per hour; Figure 1609.3(4) equals 105 miles per hour, all exposure C

If you have any questions please contact The Town of Parker Building department at 303.841.1970 or building@parkeronline.org



- Permit Type: MULTI FAMILY
- Permit Sub-Type: MASTER PLAN
- You are applying for a Multi Family – MASTER PLAN Permit, use the following as a guide to help fulfill the permit request. This permit is only for a Master Plan Building. If you are not constructing a Multi-Family Master Plan (apartment, townhome) then please refer back to the Type and Sub-type definitions.
- **Definition:** Any apartment/townhome complex that will construct the same type of building more than once, 2 or more. If the building type will only be built once, then please apply for a Multi-Family/Apartment address specific permit.

Plan Submittal Requirements: **All documents must be submitted in electronic form (PDF only). Maximum file size of 50MB. Filename shall not contain any special characters and fill in Description (if blank review will not continue).**

- 1 set plans. Complete and stamped by required engineers. (see CRS12-4-101)
 - -Site Plan
 - -Architectural (floor, roof, schedules, sections, rated walls and floor assemblies, firestopping, etc.)
 - -Structural stamped by engineer
 - -Mechanical stamped by engineer
 - -Plumbing stamped by engineer
 - -Electrical stamped by engineer, include electrical box listings
- 1 Soils report, complete and stamped by engineer
- 1 calculations book, complete and stamped by engineer
- 1 project manual if used, complete and stamped by engineer
- Elevator drawings, separate uploaded document if greater than 3 stories
- 1 Energy analysis; building envelope, electrical/lighting and mechanical portion (Comcheck) free download at website <http://www.energycodes.gov/>
 - NOTE: Fenestrations must have a NFRC 100 label or use default values from IECCor ASHRAE 90.1
- Heating & cooling load calcs (building envelope, lighting, vent & occupancy loads based on the design)
- Design temperatures for mechanical systems:
 - -Outdoor Dry Bulb: Winter (-3°F) Indoor Dry Bulb: Winter 70°F
 - Summer 90°F Summer 75°F
- 1 set of floor/roof truss details and layouts, complete and stamped by engineer, specify if deferred
- The structural engineer of record must review the truss details prior to submittal
 - -Provide signed letter from engineer
- Plan check fee deposit, based on job value entered during application
- **Applicable Codes:**
- 2021 International Building Code (accessibility per ICC A117.1-17 and Title 9-5 of the Colorado Statute)
- 2021 International Mechanical Code
- 2021 International Plumbing Code
- 2021 International Fuel Gas Code
- 2021 International Fire Code
- 2021 International Energy Conservation
- 2020 National Electric Code
- Ground Snow Load: 30 PSF; Roof Snow Load 30PSF plus snow drift
- Wind Load: Figure 1609.3 (1) equals 110 miles per hour; Figure 1609.3(2) equals 115 miles per hour; Figure 1609.3(3) equals 120 miles per hour; Figure 1609.3(4) equals 105 miles per hour, all exposure C



Permit Type: SINGLE FAMILY HOME

Permit Subtype: CUSTOM HOME

You are applying for a Single-Family Home CUSTOM HOME permit.

Definition: New House will only be built once.

Plan Submittal Requirements: **All documents must be submitted in electronic form (PDF only). Maximum file size of 50MB. Filename shall not contain any special characters and fill in Description (if blank review will not continue).**

- 1 Set of complete plans – Architectural, Structural drawing signed and sealed by engineer
Architectural (area schedule to include all options of decks ,patios and covers; foundation, basement layouts, floor plans, elevations, wall sections, air barrier details, water resistive barrier details/flashing details, roof ventilation, smoke detectors and carbon monoxide alarms locations)
- 1 Set of truss layouts and details stamped by the engineer of record.
To expedite plan review it is recommended the structural engineer of record review all floor and roof truss layouts and details prior to submittal.
- 1 Set of energy compliance based on Chapter 11, Energy Conservation, method (Prescriptive- table N1102.1-2021 IRC, Total UA- Rescheck, or Performance (section 2021 IECC)) - From plans rating (if applicable)
- 1 HVAC load calculations (Manual J reports; Equipment Summary, Multi Zone Summary, Construction Report, Equipment Performance Data, Duct Fittings Used, Available Static Pressure, Total Equivalent Length, Friction Rate)
- 1 HVAC plans 24"x36" with CFM's shown at each duct, all duct sizing and locations, combustion air, required dampers with controls and duct insulation if applicable
- Design temperature for mechanical systems:
Outdoor Dry Bulb: Winter (-3°F) Summer 90°F Indoor Dry Bulb: Winter 70°F Summer 75°F
- Whole House Ventilation Strategy- Exhaust only, Supply only or Balanced- must be specified on the plans. Include required spot ventilation in Kitchens, Water Closet Rooms and Bathrooms. (See the Town of Parker amendments at [www. parkeronline.org](http://www.parkeronline.org))
- Plan check deposit, \$200.00

Applicable Codes:

2021 International Residential Code

2020 National Electric Code

If you have any questions please contact The Town of Parker Building Division at 303.841.1970 or building@parkeronline.org



Permit Type: SINGLE FAMILY HOME

Permit Subtype: SFD MASTER PLAN and MASTER DUPLEX PLAN

You are applying for a Single Family or Duplex Home MASTER PLAN permit. This is for a first-time submittal of a master plan, site specific addressing permits must be applied for and issued.

Definitions: Plan review for a Production Home and Production Duplex units.

Plan Submittal Requirements: **All documents must be submitted in electronic form (PDF only). Maximum file size of 50MB. Filename shall not contain any special characters and fill in Description (if blank review will not continue).**

Complete plans – Architectural, Structural drawing signed and sealed by engineer

- Architectural (area schedule to include all options of decks, patios and covers; foundation, basement layouts, floor plans, elevations, wall sections, air barrier details, water resistive barrier details/flashing details, roof ventilation, smoke detectors and carbon monoxide alarms locations)
- Truss layouts and details stamped by the engineer of record.
To expedite plan review it is recommended the structural engineer of record review all floor and roof truss layouts and details prior to submittal.
- Energy compliance based on Chapter 11, Energy Conservation, method (Prescriptive- table N1102.1-2021 IRC, Total UA- Res-check N1102.1.5 -2021 IECC, or Performance (2021 IECC)) - From plans rating (if applicable)
- HVAC load calculations (Manual J reports; Equipment Summary, Multi Zone Summary, Construction Report, Equipment Performance Data, Duct Fittings Used, Available Static Pressure, Total Equivalent Length, Friction Rate)
- HVAC plans 24"x36" with CFM's shown at each duct, all duct sizing and locations, combustion air, required dampers with controls and duct insulation if applicable
- Design temperature for mechanical systems:
 - Outdoor Dry Bulb: Winter (-3⁰F) Summer 90⁰F
 - Indoor Dry Bulb: Winter 70⁰F Summer 75⁰F
- Whole House Ventilation Strategy- Exhaust only, Supply only or Balanced- must be specified on the plans. Include required spot ventilation in Kitchens, Water Closet Rooms and Bathrooms. (See the Town of Parker amendments at www.parkeronline.org)
- Plan check deposit, \$200.00 for each plan.

Applicable Codes with amendments:

2021 International Residential Code

2020 National Electric Code

If you have any questions please contact The Town of Parker Building Division at 303.841.1970 or building@parkeronline.org

Building Department requirements for Electronic Submittal and Review

Parker has implemented an electronic plan submittal and review process. It is highly recommended and preferred that all plans and documents be submitted electronically following the process outlined below. This new system allows online public access to code inspections, projects, permits and licenses. Contractors and designers will be able to make applications for licenses, permits and projects; submit plans; view and respond to plan review comments; and schedule and see inspection results, along with paying any fees due, all electronically. The goal is to reduce costs to the applicant and to create a high level of communication with the Town during the plan review process.

Electronic Submittal Requirements:

- All digital files shall be Microsoft Windows compatible.
- Digital documents shall be in PDF.
- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor, and to scale.
- All plot plans, grading certificates, and similar plans shall have an engineering scale of 1" = 10' to a maximum of 1" = 30' / all architectural plans shall have an architectural scale of 1/4" = 1' -while larger projects may have a scale of 1/8" = 1' or 1/16" = 1'
- All construction plans shall be in one file so the plan reviewer may scroll through the file, and have the ability to view all pages without opening another file. Other documents shall be a separate file by type, e.g. Structural Calculations, Specifications, etc.
- Minimum required plan sheet size is 11"x 17" and must be a scaled drawing. Other documents shall be submitted on a minimum of 8-1/2"x11"
- All text shall be no smaller than 11 point.