



Town of Basalt
 101 Midland Ave.
 Basalt, CO 81621
 (970) 927-4701

BUILDING PERMIT APPLICATION CHECKLIST

TENANT FINISH / COMMERCIAL BUILDING ALTERATIONS

This checklist to be used for any tenant finish or other proposed modifications to an existing commercial building space. This checklist is **not** to be used for additions to a commercial building.

DOCUMENT REQUIREMENTS

All documents must be submitted electronically (emailed to building@basalt.net) and plans and the Permit Application must ALSO be submitted in print, one (1) full size copy required. Documents and plans must be complete, legible and to scale. If any of the required information is missing, a correction letter will be issued, delaying the permit process.

- [Town of Basalt Permit Application](#) – **must include Parcel Number**
 - o Total Square Footage - please include both gross and net square footage.
- Drawings – with all items listed on pages 2-4 included.
- Other Information:
 - Original Building Permit Number (optional): _____
 - Original Building Address: _____
 - Existing AND Proposed Occupancy Use Classification(s) (Example R-1, A-3, B, U, F-2): _____
 - Original Building Construction (Example II -1 hour, VN or V-B, etc.): _____
 - Original General Contractor: _____
 - Suite or Tenant Space number listed/labeled on the original permit: _____
- Plan Submittal Fee - 50% of plan review fee calculated at submittal (nonrefundable).
- Asbestos Test - required for all remodels disturbing greater than 160 SF, 260 LF or volume equivalent to a 55-gallon drum. The [list of certified inspectors can be found here](#).
- [Sustainable Building Regulations Checklist](#) and [Cover Page](#) - Contractor to fill out Column A in the Checklist. Please note mandatory requirements and whether the tenant finish is “restaurant” or “non-restaurant”.
 - If needed, the [SBR Commentary](#) explains the process and requirements are per the [SBR Guidelines](#).
- HOA Approval (where applicable)
- Water and Sanitation Approval:
 - Eagle County Midvalley (sewer and water): [Mid Valley Metropolitan District](#)
 - Old Town, Southside, Elk Run, Roaring Fork Club (sewer): [Basalt Sanitation District](#)
 - Basalt Sanitation District - Required approval documents include original tap permit or permit exemption form signed by District Staff.
 - Old Town, Southside, Elk Run, Roaring Fork Club (water): [Town of Basalt](#)
- [Public Works Street Cut / Right of Way Permit](#)

- Food Establishments - must obtain letter from the applicable Health Department confirming compliance.
 - Eagle County – [Eagle County Environmental Health](#)
 - Pitkin County – [CO Department of Public Health and Environment](#)
 - Verification of Town of Basalt Contractor Licensing:
 - [Contractor's License Application](#)
 - Current on [SBR Certification](#) - 2 hours in the past 18 months required to pull permit.
 - Note this certification is only needed if the project is subject to the SBR requirements.
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DRAWINGS: Note that all drawings and notations are required unless they are “not applicable”. If this is the case, please mark “NA” next to the corresponding item.

SITE PLAN / CMP / LANDSCAPING

- Legal Description - Parcel Number, Township, Range, Sect., Subdivision, Lot, Block, Filing
- Property Lines - All existing property lines must be shown.
- Setbacks, building envelope(s), easements, and dimensions to be included. An Improvement Location Certificate (ILC) will be required prior to CO, note this is only applicable for additions.
- Drainage Plan - include directional indicators for positive drainage away from the building. The contours must be shown in 2'-10' increments.
- Finish Floor Elevations - shown on the building footprint.
- Utility connections from road right of way to the building - water, sewer, gas, phone, electric, cable, etc.
- Construction Management Plan - must include construction parking, staging, material storage, construction debris / recycling containers, portable toilets, job trailer, etc. Only needed if construction impacts more than the current site.
- Landscaping Plan – list existing / proposed plant materials (list native species where used), ground cover, sidewalks, snow storage, etc. Include irrigation method.

STRUCTURAL SHEETS

- All structural sheets to be stamped / signed by Colorado State Licensed Engineer.

ARCHITECTURAL SHEETS

- Floor Plan with complete dimensions.
 - Each room should be clearly labeled, i.e., break room, mechanical, show room, etc.
 - Existing and Proposed Walls: show construction type and finish.
 - Provide all insulation R-values where existing walls are impacted; this includes materials, and locations to be installed (walls, ceilings, floors over garage, etc.). Insulation R-values must meet Table C402.1.3.
- Ceiling Finish: Type of materials must match the fire resistance / type of construction requirements in the existing building. Please note an STC rating of 50 is required.
- Occupancy separations for walls / ceilings between tenants.

Fire Protection / Life Safety:

- Fire, smoke, sound, and thermal wall types shown, as applicable.
- Guardrail details shown and applicable code referenced.
- All penetrations for plumbing, mechanical and electrical components in all fire rated walls and ceilings shall maintain fire rating.
- Fire / smoke dampers required at all duct penetrations into rated walls and ceilings.

- Fire Sprinkler System: applicants must contact the [Roaring Fork Fire Rescue](#) for modifications, new installations, or to verify if existing system is adequate. **Sprinkler design must be drawn by NICET designer.**
- Fire Alarm Requirements: applicants must contact the [Basalt Fire Department](#) for requirements.
- All doors shall be clearly identified with fire rating, size, hardware, and swing.
- Number of exits from the tenant space noted, based on occupant load.
- Windows shall be labeled with size, operation, safety glass, u-factor, and fire rating.
- All areas and rooms of the tenant space are accessible per ADA and ANSI 117.1 requirements.
- Maneuvering clearances provided at all doors for wheelchair accessibility.
- Service counter-tops and built-in workstations must be provided with accessible areas.
- Additional Bathroom Facilities: all accessible / adaptable features, clearances and turning spaces noted.
- Minimum (2) bathroom facilities, if the number of employees exceeds four (4).
- Toilet room floors / walls finish materials.
- Floors shall have a smooth, hard, nonabsorbent surface such as Portland cement, concrete, ceramic tile or other approved material, extending upward onto the walls at least 5”.
- Walls within 2 feet of the front and sides of urinals and water closets must have a smooth, hard nonabsorbent surface to a height of 4 feet.
- Glass in hazardous locations glazed with safety material.

Energy Code Requirements: Note that per C503.1 of the IECC, “alterations to any building or structure shall comply with the requirements of the code for new construction”. The envelope requirements can be found in Table C402.1.3 and the equipment efficiencies must meet or exceed those listed in the C403 tables or pass via the Mechanical COMcheck.

- IECC Efficiency Options (C406.1.1, one must be chosen):
 - More efficient HVAC equipment performance (C406.2)
 - Reduced lighting power density system (C406.3)
 - Enhanced digital lighting controls (C406.4)
 - Dedicated outdoor air system (C406.6)
 - Reduced energy use in service water heating (C406.7)
- Provide air sealing details showing how all areas listed C402.5.1.1 will be protected against air leakage.
- Window & Door Schedule: Window and door sizes, types with u-value noted (per Table C402.4) and air leakage confirmed (per Table C402.5.2); please note window operation a/o fenestration assembly.

Sustainable Building Regulations Mandatory Requirements, per the SBR Checklist:

- Part 2.01 - Area for storage and collection of recyclables / compostables in design - dedicated & accessible to haulers.
- Part 4.03 - Vestibules are required for main entry door that open into space exceeding 3000 SF; not required on revolving doors or if an air curtain is utilized.
- Part 4.04 - Exterior Ducts: Ducts outside the building or integral to the building envelope need minimum insulation per current IECC Code.
- Part 4.05 - Exterior Insulation: Required if using steel framing. – If the wall is existing and exterior continuous insulation cannot be installed, [interior continuous insulation](#) is required. Interior insulation shall be a minimum ½” in depth. Furring strips can be added to aid in the drywall installation.
- Part 4.06 - Controls: Daylight-responsive controls per current IECC Code requirement.
- Part 4.07 - [Building Energy, Envelope and Systems Commissioning](#)
- Part 6.02 - Fuel Burning Appliances: Where open combustion air ducts provide combustion air to open combustion space conditioning fuel-burning appliances, the appliances & their combustion air openings must be

outside the building envelope or enclosed in a room isolated from inside the thermal envelope. Note that direct vent appliances are exempt.

- Part 6.04 - Indoor chemical and pollutant source control: sealed hazardous material storage required. Ventilation method must be via exhaust fan or negative pressure.

MECHANICAL / ELECTRICAL / PLUMBING

Mechanical:

- A [Mechanical COMcheck](#) should be submitted for any new mechanical equipment.
- Heating or cooling systems in excess of 2,000 CFM must have automatic shutoffs activated by smoke detectors.
- Mechanical equipment occupancy separations for mechanical equipment with over 400,000 BTU rating serving the tenant space.
- Include HVAC duct layout, if applicable.
 - Indicate duct insulation R-values.
 - Indicate duct sealing methods per the International Mechanical Code (IMC).
 - Sealing with mastic is preferred over UL tape.
- Equipment and system controls: include note indicating that operating and equipment maintenance manuals will be supplied to the owner, that air and hydronic systems will be balanced and that the control system will be tested and calibrated.

Electrical:

- Lighting Cutsheets – Each new fixture must have a cutsheet that gives the maximum wattage.
- Cutsheets should be labeled to match the plans (i.e., A1, A2, B1, etc.).
- Interior Lighting [COMcheck](#) – Use the software program from www.energycodes.gov to calculate the total energy use of your lights. Tutorial available online.
- Exterior Lighting [COMcheck](#) – Required for any alterations to exterior lighting.

Correction letters will be issued for incomplete applications and/or plans and may delay the issuance of the permit. Resource links and information include:

- [Basalt Building Permit Fee Schedule](#)
- [Excavation and Street Cut Guidelines](#)
- Contractors are required to be licensed by the Town of Basalt. See [licensing requirements](#).
- [Codes and Loads](#)

I have read and understand the requirements of this checklist. If any required information is missing from the application, I understand the application will be delayed.

Applicant's Signature and Date

Printed Name