



DEPARTMENT OF LABOR & EMPLOYMENT  
 Division of Oil & Public Safety  
 Public Safety Section  
 633 17th Street, Suite 500  
 Denver CO 80202  
 Phone 303/318-8499; Fax 303/318-8488  
<http://publicsafety.cdle.state.co.us>

## BUILDING PERMIT SUBMITTAL REQUIREMENTS CHECKLIST

Project Identification Number: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 School Name: \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 City: \_\_\_\_\_

**PRELIMINARY MEETING:** For all construction projects before building permit submittal, the board and/or their designee may hold a preliminary review meeting with either the Division of Oil and Public Safety or the Prequalified Local Building Department, and the certified local fire department or the Division of Fire Safety at the appropriate design stage of document preparation. See website <http://oil.cdle.state.co.us> for PRELIMINARY APPLICATION PACKAGE REVIEW submittal requirements.

**BUILDING PERMIT APPLICATIONS CAN NOT ENTER THE QUEUE FOR PROCESSING UNTIL ALL OF THE FOLLOWING SUBMITTAL REQUIREMENTS HAVE BEEN RECEIVED.**

**Checked boxes indicate submittal items that have been received:**

- (1) NOTIFICATION LETTER:** The school district, charter school, or junior college must notify, in writing, the Department of Labor and Employment Division of Oil and Public Safety, the Local Fire Department, and the Department of Public Safety Division of Fire Safety within five days of initiating a project. Notification is to include: Name of Project, Location of Project, Scope of Work, Projected Cost, Planned Construction Start and End Dates, Schedules for Schematic Documents, Design Documents, and Construction Documents, Selection of Delegation for Fire Review (Local Fire Department or Division of Fire Safety), and Selection of Delegation for Plan Review (Prequalified Local Building Department or Division of Oil and Public Safety).  
 Comments: \_\_\_\_\_
- (2) A FULLY COMPLETED PLAN REVIEW APPLICATION:** Signed by the applicant on the form provided by the Division of Oil and Public Safety, available on the Division of Oil and Public Safety website [http://oil.cdle.state.co.us/Public%20Safety/Schools/school\\_construction.asp](http://oil.cdle.state.co.us/Public%20Safety/Schools/school_construction.asp).  
 Comments: \_\_\_\_\_
- (3) SITE PLAN:** Including the property address(s) or legal description, boundaries, existing and proposed structures and/or additions, parking lots, fenced areas, fire hydrants, fire equipment access, water supply and topographical map.  
 Comments: \_\_\_\_\_
- (4) CODE ANALYSIS AND CODE PLAN:** Including the following information, however the designer may provide additional information at their discretion;
- (a) Calculations of the actual and allowable square footages of all new construction and remodeling,
  - (b) Floor plan(s) of all floors of all proposed new construction, existing to remain, and remodel areas,
  - (c) The proposed occupancy group(s) of the building. Include daytime use and after-hours use occupancy where applicable,
  - (d) All fire and smoke rated construction (including rated exit corridors, fire walls, fire barriers, smoke barriers, and construction capable of resisting the passage of smoke), and
  - (e) All exits, exit access, and stairways.
- Comments: \_\_\_\_\_
- (5) TWO FULL SETS OF CONSTRUCTION DOCUMENTS:** Both full size, or one full and one half size set (provided half size set is clearly legible), signed, dated and wet stamped by the design professional in responsible charge, and by all the design professionals in each of the design disciplines represented in the project.  
 Comments: \_\_\_\_\_
- (6) TWO FULL SETS OF CONSTRUCTION SPECIFICATIONS:** Signed, dated and wet stamped by the design professional in responsible charge, and by all the design professionals in each of the design disciplines represented in the project.  
 Comments: \_\_\_\_\_
- (7) SOILS REPORT (when applicable):**  
 Comments: \_\_\_\_\_
- (8) A STATEMENT OF SPECIAL INSPECTIONS:** As required by IBC Section 1704.  
 Comments: \_\_\_\_\_
- (9) DOCUMENTATION OF COMPLIANCE WITH THE INTERNATIONAL ENERGY CONSERVATION CODE.**  
 Comments: \_\_\_\_\_
- (10) STRUCTURAL CALCULATIONS (when applicable):** Two sets signed, dated and wet stamped.  
 Comments: \_\_\_\_\_
- (11) FIRE REVIEW:** Fire review application must be submitted to The Division of Fire Safety and the local Fire Department who shall then have twenty business days to submit the completed fire review to The Division of Oil and Public Safety. The Division of Fire Safety and/or the local Fire Department may request, in writing, an extension from the Division of Oil and Public Safety on the basis of the complexity of the project.  
 Comments: \_\_\_\_\_

Plans Examiner: \_\_\_\_\_ Date: \_\_\_\_\_