

Pikes Peak REGIONAL Building Department

COMMERCIAL REMODEL

This handout is designed to assist in creating plans suitable for review for a commercial remodel, not including changes of occupancy (separate handout). The information provided is a summary of plan review requirements and is not intended as a substitute for the Code. For ground up construction, to include additions, please see the Commercial Plan Review handout.

COMMERCIAL PLAN REVIEW OVERVIEW

“Commercial” is defined as any type of building except one- and two-family dwellings, townhomes, and their accessory structures, which are classified as “Residential.” Condominium projects are classified as “Commercial.”

A plan review fee is paid when the plan submittal is checked in at the front counter. The fee is calculated as a percentage of the Building Permit fee (refer to the current permit fee schedule). Additional fees may be incurred when a plan requires three or more reviews. Review times are subjective as every plan is reviewed in the order it is received and can vary due to the project scope and if plans must be amended and rerouted through departments. There are various submittal options available depending on the scope of the project, to include walk-thru review; contact the department to discuss.

In addition to Pikes Peak Regional Building Department, governmental departments for the project site review plans for zoning, fire, engineering, utilities, water, waste water, and health and environmental criteria, as applicable.

Before checking in plans, make certain all information is included and accurate. Plans cannot be amended until the conclusion of the review process, that includes the above governmental departments. Incomplete or inaccurate information will require correcting and resubmitting plans for another review which will cause a delay.

RESUBMITTAL PROCEDURES

Plans are required to go through the entire initial review process before they can be checked back out to the applicant. Once that initial review has occurred, the applicant will need pick the plans up. If corrections are needed in order to complete the plan approval, the corrections can either be done as markups or page replacements. If the corrections needed are minor and can be done with a handwritten note, the DESIGN PROFESSIONAL OF RECORD can make the change then date and initial the change on the existing sheet. If the correction warrants a page replacement, the new page is to be inserted into the plan set and the old page removed. ALL old pages are to be returned with the corrected set upon plan resubmittal, regardless of the reason the page was replaced. This procedure is to occur PRIOR to the plan being resubmitted.

SPLICE (PLAN CHANGE) PROCEDURES

Plans may be modified after construction begins. This is referred to as a splice. To process a splice, bring in two copies of the already revised plan and check them in at the permit counter or in plan review prior to review. Plans splices follow the same plan size and scaling requirements as original plan documents. Most splices can be reviewed during walk-thru hours, however, the plan review department may request that a splice be submitted for review. If a splice is submitted, only one copy is required. There will be a fee to process a splice, with the minimum being \$50.

PLAN REVIEW SUBMITTALS — One complete set is required for plan review

- Code Study Form (<https://www.pprbd.org/File/ByAlias/CodeStudyForm>)
- Site plan for Single Tenant buildings OR vicinity map and interior site plan for Multiple Tenant buildings
- Architectural plans
- Elevator plans (if applicable)
- Mechanical plans
- Plumbing plans
- Electrical plans
- Structural plans (if applicable)

PROFESSIONAL SEALS & STAMPS

- The seal of a design professional licensed by the State of Colorado is required on each sheet of the commercial plans as per the Pikes Peak Regional Building Code.
- The seal, wet, raised, or electronic, must be signed and dated by the design professional.
- Cut sheets and manufacturer's details must bear a seal.

CODES

Jurisdictions served by Pikes Peak Regional Building Code have adopted the following codes:

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| 2023 Pikes Peak Regional Building Code (PPRBC) | 2021 International Existing Building Code (IEBC) |
| 2021 International Building Code (IBC) | 2018 International Plumbing Code (IPC) |
| 2021 International Energy Conservation Code (IECC) | 2021 International Swimming Pool and Spa Code (ISPSC) |
| 2021 International Fuel Gas Code (IFGC) | 2020 National Electrical Code (NEC) |
| 2021 International Mechanical Code (IMC) | 2017 ICC/ANSI A117.1 Accessibility Standard |
| ASME A17.1, 2019 Edition, Safety Code for Elevators & Escalators | ASME A17.3, 2005 Edition, Safety Code for Existing Elevators & Escalators |
| ASME A18.1 - 2017 Edition, Safety Standard for Vertical Platform Lifts and Stairway Chairlifts | |

The International Fire Code and amendments are adopted by the Fire authority. Plans are reviewed for compliance by the Zoning and Fire authorities. Contact those agencies directly for plan submittal requirements. See the Commercial Plan Review handout for more detailed information.

COMMERCIAL PLANS REQUIRE THE FOLLOWING INFORMATION

Architectural plans are drawn to a minimum 1/8" scale on a minimum 18" x 24" size material.

Include all that is applicable to the project including but not limited to:

ARCHITECTURAL

Code Study Form

Demolition plan *if applicable*

IECC/ComCheck *if applicable*

Life safety plan *if 2 or more exits are required*

Floor plans

- Graphically indicate the scope of work
- Provide dimensions and scale
- Label proposed use of each space
- Proper exits
- Fire-rated vertical assemblies
- Indicate egress travel distance

Reflected ceiling plans

- Ceiling finish
- Fire resistance, if any
- Exit sign locations

Exterior elevations

- Indicate roofing material and slope
- Show finished grade

Details

- Wall types
- Windows

- Stairs
- Restrooms dimensioned for accessibility standards

Door schedules

- Door and frame rating as required
- Hardware schedule

STRUCTURAL (AS APPLICABLE)

- Specifications & design criteria
- Foundation plan with soils report
- Floor framing plan
- Roof framing plan
- Structural sections and details

FOR DETAILED ELECTRICAL, MECHANICAL, PLUMBING, AND ELEVATOR REQUIREMENTS, SEE THE FOLLOWING HANDOUTS:

- Commercial Electrical Plan Review Requirements
- Commercial Mechanical Plan Review Requirements
- Commercial Plumbing Plan Review Requirements
- Elevator Plan Review Requirements

FIRE RESISTIVE CONSTRUCTION & SEPARATION CRITERIA

Indicate all assemblies of rated construction to include, but not limited to, the following:

- Exterior walls
- Fire barriers
- Fire walls
- Fire partitions
- Incidental use areas
- Shaft enclosures
- Horizontal assemblies
- Exit stair enclosures
- Corridors
- Fire Resistive construction based on the type of construction

EXITS

This guide is intended to be used by the designer or reviewer to ensure that exiting requirements have been met. This is a summary of the most common issues regarding exiting design.

NUMBER OF EXITS REQUIRE FOR EACH SPACE **CORRIDORS**

For each space under consideration on the plans, write, "Space under consideration." This may be a single room or a group of rooms having a common means of egress.

- Occupancy Classification
- Area in square feet
- Occupant load factor
- Number of occupants
- Number of exits required

SEPARATION OF EXITS

- When 2 exits are required, the distance between the exits must be equal to or more than 1/2 the diagonal dimension of the area served or 1/3 the diagonal if the building is sprinklered.
- When more than 2 exits are required, they must be arranged a reasonable distance apart so that if one exit becomes blocked, others will be available.

TRAVEL DISTANCE TO THE EXIT

- Common path of egress travel
- Exit access travel distance

TRAVEL THROUGH INTERVENING ROOMS

The code specifically prohibits travel through intervening

rooms with some of the following exceptions:

- Adjoining room/area is accessory to the area served;
- It is not a high hazard (H occupancy); and
- There is a recognized path of egress to an exit.

Most occupancies (A, B, E, F, M, S, U) require corridors to be 1-hour rated unless the building is sprinklered or the occupant load served by the corridor is 30 or less.

ENCLOSURES & FIRE-RESISTIVE RATINGS

- Exit stair enclosures cannot have any openings except those required for egress from normally occupied spaces.
- Rated assemblies must address opening protectives required per code.

SHAFTS & ELEVATORS

- Elevator is considered a shaft if enclosed and must be protected as such.
- Elevator lobby is not required unless the elevator connects more than three stories.
- Elevator cannot be located in stair or exit enclosure.
- Access to an exit gained through an elevator lobby is acceptable if another exit is provided that complies with code.

The general intent of the code is to allow the occupant passage through successive spaces of increased protection from an occupied space to the public way. As an occupant reaches a higher level of protection, the passage cannot revert to a lower protective level.