

Commercial Tenant Finish & Remodel Plan Submittal Procedure



1. Complete a building permit submittal by using the CommunityConnect Online Application Portal.
 - a. Contact building@townofmead.org to be set up with a login.
 - b. See [Building Department Forms](#) for additional documents, regarding fees and setbacks.
 - c. Current Adopted Building Code: [Town of Mead Building Code](#)
2. Complete and submit [Business License Application](#) form and payment of \$30 to Town of Mead
3. Submit a digital set of plans with online application (in compliance with Colorado Revised Statutes) including the following:
 - a. Site Plan – Scaled site plan including all exterior improvements, grading, sidewalks, parking, easements, and mechanical equipment, etc
 - b. Architectural Plans - stamped by a Colorado licensed architect or engineer
 - i. Architectural plans must include: Floor plan, wall section details, building section, fire-resistive construction details, and code summary
 - c. Project Specifications - stamped by a Colorado licensed architect or engineer
 - d. Structural Plans - stamped by a Colorado licensed engineer
 - e. Electrical Plans - stamped by a Colorado licensed engineer. Electrical plans must include load calculations, one-line diagrams and fault current analysis
 - f. Mechanical/Plumbing Plans - stamped by a Colorado licensed engineer
 - g. Fire Protection Plans - stamped by a Colorado licensed engineer (if system is part of the design)
 - h. Soils report - stamped by a Colorado licensed soils engineer
 - i. Structural calculations - stamped by a Colorado licensed structural engineer
 - j. List of special inspections as may be required by the International Building Code such as, detailed drawings for fire rated floor/ceiling, roof/ceiling and wall assemblies
 - i. On the cover sheet, include your building code summary and assumptions made with regard to occupancy, construction type, total allowable building area, exiting and occupant load, wind speed design, snow load, frost depth and other pertinent information
 - k. For fire department review of plans, submit a digital Mountain View Fire District Application and upload with the building permit documents. Mountain View Fire will contact you separately for their permit fees and issuance.

Application: [MVF Application for Plan Review](#)

Contact Information:

Mountain View Fire Rescue
3561 N. Stagecoach Rd.
Longmont, CO 80504
Phone: (303) 772-0710
info@mvpd.org

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4. The following items may be required be at time of plans submittal (contact staff for applicability):
 - a. State of Colorado demolition permit
 - b. Proof of water tap (receipt or bill)
 - c. Proof of sewer tap (if other than Town of Mead sewer district)
 - d. Culvert permit application (refer to staff for applicability)
 - e. Access permit (refer to staff for applicability)
 - f. Proof of approval of intent to use septic system if applicable
5. Review of plans by Town Planning Department (up to 14 days) includes:
 - a. Plot plan review (if applicable)
 - b. Access permit request (if applicable)
 - c. Culvert permit request (if applicable)
 - d. Zoning and use review (if applicable)
6. Review & assessment of plans: 21-28 days
7. Town will contact Applicant with permit fees upon receipt of approved plans from Safebuilt.
8. Please contact the following departments/agencies for inspections:
 - a. SAFEbuilt – (888) 774-0454 or (303) 774-0454
 - b. Little Thompson Water District – (970) 532-2096
 - c. Sewer Provider:
 - i. St. Vrain Sanitation District – (303) 682-4684
 - ii. Town of Mead – (970) 805-4185
9. **ATTENTION – Any signs placed in the public right-of-way are prohibited and will be removed at the expense of the applicant or contractor!**