

# Commercial Tenant Finish & Remodel Plan Submittal Procedure

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1. Complete a building permit submittal by using the CommunityConnect Online Application Portal.
  - a. Contact [building@townofmead.org](mailto:building@townofmead.org) to be set up with a login.
  - b. See [Building Department Webpage](#) for additional documents, regarding fees and setbacks.
  - c. **Please note: The Town of Mead is now on the 2018 IBC, IRC, 2012 IEC, 2017 Electrical, and 2006 IFC.**
    - i. **See:** [Building Code Ordinance 892](#)
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. Architectural Plans - stamped by a Colorado licensed architect or engineer
  - b. Architectural plans are required and must include: Floor plan, wall section details, building section, fire-rating details, and code summary
  - c. Structural Plans - stamped by a Colorado licensed engineer
  - d. Structural plans are required for any structural changes such as removal of bearing walls, openings in bearing walls, floor systems for storage, etc
  - e. Electrical Plans - stamped by a Colorado licensed engineer. Electrical plans must include load calculations, one-line diagrams and fault current analysis
  - f. Electrical plans are required for adding circuits, service upgrades, emergency lighting. Load calculations are required along with one-line diagrams and fault current analysis
  - g. Mechanical/Plumbing Plans - stamped by a Colorado licensed engineer
  - h. Mechanical plans are required for any changes to the heating, ventilation or air conditioning system such as change of equipment, relocation and/or replacement of mechanical ductwork or refrigeration piping
  - i. Plumbing plans are required for any changes to the plumbing within a building and include sewers, drains, vents, water piping, roof drains, and gas piping
  - j. For fire department review of plans, submit a digital Mountain View Fire District Application. Mountain View Fire will contact you separately for their permit fees and issuance.
    - i. Application: [MVF Application for Plan Review](#)

Contact Information:  
Mountain View Fire Rescue  
3561 N. Stagecoach Rd.  
Longmont, CO 80504  
Phone: (303) 772-0710  
[info@mvpfd.org](mailto:info@mvpfd.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 by SAFEbuilt – 7-10 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!**