

Building Permits for Commercial Property (for tenant finish)

This is an overview of the application process for a Commercial Plan Review within the City of Pueblo.

To initiate the request for a building permit the interested party must contact the Pueblo Regional Building Department (PRBD) at 719-543-0002 or prbd.com to determine if a building permit is required for the project. Building permits cannot be pulled on an unplatted lot. Check your legal description prior to application. If it is determined a building permit is required, PRBD has several agencies review the plan before obtaining the building permit. The agencies typically required to review the plan are:

- **City Planning** (719-553-2295)
 - Reviews for conformance to zoning code. The assigned planner is the project manager during the review process with city departments. Planning also manages review by the following agencies indicated with a “*”, and will route electronic plans to them.
 - Depending on the work, commercial development may require plans the following components. Compliance worksheets are available upon request.
 - Site (with ADA elements), utility, and/or grading
 - Land use
 - Architectural design standards
 - o Scale depends on small, medium, or large scale. (Compliance worksheets available upon request)
 - Landscaping
 - o Final plan must be stamped by a landscape architect licensed in Colorado
 - o Recommended plant list: <http://pueblo.us/DocumentCenter/Home/View/517>
 - o C.O. will require Landscape Inspection Affidavit (see Commercial Plan Review Forms online)
 - Lighting
 - o Photometric plan
 - o Manufacturers cut sheets
- **City Waste Water *** (719-553-2898)
 - o Connection fees may apply.
 - o If the occupancy type changes, then an upgrade may be required.
- **City Public Works *** (719-553-2295)
 - o Reviews the need for installation or repair of sidewalk, curb, gutter, and curb ramps.
- **City Stormwater *** (719-553-2899)
 - If adding impervious area (like new parking or building), then engineering plans must comply with detention requirements. In general, requirements are:
 - o Provide total impervious area
 - o Permanent water quality
 - o Drainage report
 - o Erosion & Sediment Control Plan <http://pueblo.us/1852/Erosion-Documents>
 - o For engineer:
 - Pueblo’s Drainage Criteria Manual <http://www.pueblo.us/DocumentView.aspx?DID=667>
 - Urban Storm Drainage Criteria Manual <http://udfcd.org/criteria-manual>
- **City Transportation ***
 - o They review access points.
 - o If any increase in square footage is proposed, then they will review the site for the parking code compliance.
- **Board of Water Works** (719-584-0250)
 - o If the occupancy type changes, then an update may be required.
- **Black Hills Electric Utility** (888-890-5554)
 - o If the occupancy type changes, then an update may be required.
- **Fire Department** (719-553-2830)
 - o If the occupancy type changes, then an update may be required.
 - o Reviews plans at PRBD every Friday.

For new commercial plans the Planning Department requires a *Review Application* be submitted to initiate a Commercial Site Plan Review. Please follow the *Electronic Submittal Information*, and the *Submittal Checklist* to determine what forms may be required and in what order; not all the forms will apply immediately.

<http://www.pueblo.us/1222/Commercial-Plan-Review-Forms>

Application fee varies, per the fee schedule. While full site review is \$200, each application of tenant finish is \$50.

<http://pueblo.us/DocumentCenter/View/5028>

(Tenant finish typically is reviewed in the Planning office front counter because our purchase is to make sure the scope of work doesn't change the exterior or site. Applicants are welcome to bring the application, fee, and plans to the office or e-mail them.)

During every step of plan review, the applicant's project manager should e-mail all plans and documents to PlanningSubmittals@Pueblo.us and reference the case number and address/parcel. Otherwise, this risks a break in an efficient process. The project must stay organized and accessible in the following ways:

- Our front office checks this e-mail address every day and routes it to the appropriate planner. (If that planner is away, then another planner may be able help.)
- Even if you are working directly with a planner, our front office will keep everything organized where it's supposed to be.
- If the file is meant for review by a person in another department, the planner will make sure that person sees it. The planner is the project manager.
- Email: avoid sending ZIP files; each attachment size can be 10 MB or less; if plans cannot be emailed, please ask your planner for a link to share the files.

Once the plans conform to performance standards, the planner stamps an approval signature on the plan set. The planner will email them to the applicant, along with the signed routing sheet. The applicant provides the signed routing sheet to the Pueblo Regional Building Department to obtain the building permit.

Once construction is complete, City agencies will provide on-site inspections ensuring the project is built to approved plan prior to sign off on the request a certificate of occupancy (CO). This is a similar routing process from PRBD to the city planning office. After agencies have signed the CO routing sheet, the applicant brings it to PRBD to obtain the CO. The applicable code sections are cited in the attached compliance worksheets. The Pueblo Municipal Code is available and searchable online: Start with Title XVI "Zoning": <http://pueblo.us/code>

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