City of La Junta
DEPARTMENT OF BUILDING SAFETY
601 Colorado Avenue
La Junta, Colorado 81050
Phone 719-384-5991 Fax 719-384-7231

CHECKLIST FOR COMMERCIAL PLAN SUBMITTAL
INCLUDES BUT NOT LIMITED TO THIS LIST

TWO COMPLETE SETS ARE REQUIRED
All items below must be included with submittal or plans will be marked incomplete
and will not enter review process until complete.
Allow 2 to 3 weeks for initial review comments.

Two sets of wet-stamped and signed plans (stamped and signed on each page).

Minimum Standards for Code Submissions
Construction documents for most projects consist of drawings, specifications
and appropriate calculations. All elements shall complement each other.
Completeness and coordination of all necessary information are the
responsibility of the registered architect or professional engineer.
Construction documents submitted to the building official must be of
sufficient nature to clearly show the project in its entirety with emphasis on
the following:

- Life safety
- Means of egress
- Barrier free accessibility
- Structural integrity
- Building code compliance
- Energy code compliance
- Definition of scope of work

The required construction documents will depend upon the size, nature and
complexity of the project. The following is a suggested standard of the
minimum required construction documents for review by the building
department.

Cover Sheet
- Project identification
- Project address/legal description and location map
- All architects and Engineers identified
The licensed architect or engineer in responsible control (the professional responsible for project coordination) shall be identified. All communications should be directed through this individual.

Design Criteria list:
- Occupancy Classification (Use/Group)
- Type of Construction
- Seismic Classification
- Design Loads
  - Roof snow load for City of La Junta is 25 psf
  - Ground snow load for City of La Junta is 10 psf
  - Wind speed is 90/(40) mph
  - Frost Depth for City of La Junta is 26 inches
- Building Area (Square footage/Allowable floor area)
- Fire Sprinkler system
- Occupant Load
- Height and number of stories
- Land use zone

Site Plan
- Show proposed and new building or structures and any existing buildings or structures, all property lines with dimensions, streets, easements and setbacks. Show all water, sewer, communications services, natural gas, telephone and cable TV. Show all required parking, drainage and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes.

Geotechnical Report
- Provide a geotechnical report for the proposed structure at that site.

Exterior Elevations
- Show each view. Show vertical dimensions and heights. Show openings and identify materials and show lateral bracing system, where applicable. Show dimensions and schedules.

Foundation Plan
- Show all foundations and footings. Indicate size, locations, thickness, materials and strengths, and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Show dimensions for the location and size of all components delineated on the foundation plan.

Floor Plans
- Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. All fire resistance rated assemblies, areas of refuge, occupancy separations; fire blocking and
draft stopping shall be shown. Show dimensions for the size of all rooms and the locations of other components delineated on the floor plans.

Framing Plan and Roof Framing Plan
Show all structural members, their size, methods and details of attachment, connections, location and materials for floors and roofs. Show roof plan. Show dimensions for the location and size of all components delineated on the roof plan.

Schedules
Room finishes, doors, hardware, windows, plumbing, mechanical, electrical and structural

Building Sections Wall Sections
Show materials of construction, non-rated and fire resistance rated assemblies, and fire resistance rated penetrations. Show dimensions.


Compliance with Chapter 11 (Accessibility) of the 2006 International Building Code must be detailed on plans.

Mechanical Plans
Show the mechanical system. Include all units, their sizes, mounting details, and all ductwork and duct sizes. Indicate all fire dampers where required. Provide equipment schedules. Submit energy conservation calculations. Show dimensions.

Plumbing Plans
Show all fixtures and piping sizes. Show point of connections to utilities, septic tanks, pre-treatment sewer systems and water systems. Show dimensions. All inspections and permits are done by the State of Colorado Plumbing Board.

Electrical Plans
Show all electrical fixtures (interior, exterior and site), panel schedules, load calculations and fixture schedules. Show point of connection to utility. Show dimensions. All inspection and permits are done by the State of Colorado Electrical Board.

Fire sprinkler system
Show all sprinkler heads, piping valves, alarms, tamper switches, materials, and sizes. Show point of connection to the water system and fire alarm system. Show dimensions for the size and location of components delineated on the fire sprinkler system drawings.
Structural Systems
Show foundation, structural members and where required provide structural calculations for the structural systems of the project. Include calculations indicating compliance with seismic, wind, snow and other design loads. Completeness of the necessary calculations is the responsibility of the registered design professional.

Specifications
Prepare specifications to further define the construction components, the quality of the materials, and delineation of the materials and methods of construction, wall, floor and ceiling finishes, exterior finishes, and descriptions of all pertinent equipment. Schedules may be incorporated into the project manual in lieu of being delineated on the construction drawings.