



Building Department  
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**CHECKLIST FOR COMMERCIAL PLAN REVIEW SUBMITTAL**  
**(INCLUDES BUT IS NOT LIMITED TO THIS LIST)**

Codes adopted by City of La Junta:

- 2018 IBC – International Building Code
- 2018 IEBC – Existing Building Code
- 2018 IECC – International Energy Code
- 2018 IMC – International Mechanical Code
- 2018 IFC – International Fire Code
- 2018 International Swimming Pool and Spa Code
- Electrical – Current State Code
- Plumbing – Current State Code

Basic Design Criteria:

- Wind Load: 115mph
- Frost Line: 26 Inches
- Snow Load: 25psf
- Seismic Zone: B

**Two (2) complete sets of plans:  
One (1) paper set submitted to office & one (1) electronic set  
in PDF format emailed to [ljpermits@lajuntacolorado.org](mailto:ljpermits@lajuntacolorado.org)**

**ALL PAGES TO BE STAMPED AND SIGNED** with original Colorado  
Engineer's or Architect's stamp

The following information is required:

- Completed Application**
- Design Criteria**
  - Occupancy classification (use/group)
  - Type of construction
  - Design loads
  - Building area (square footage/allowable floor area)

- Height & number of stories
- Fire sprinkler system
- Land use zone
- Flood Plain

□ **Site Plan**

- Proposed and existing buildings and dimensions
- Yard dimensions: side, front & rear
- Proposed and existing Utilities
- Required parking
- Drainage & grading
- Landscape plans

**SPECIAL NOTE:** At least 3 property corners shall exist and be verified or a new Survey will be required. The property corners must be monumented by a professional land surveyor licensed by the State of Colorado prior to the issuance of a building permit. The cost of the survey will be the responsibility of the applicant. The Building Department personnel will be glad to verify if existing property corners will be adequate.

□ **Drawings to include:**

- **Floor plans** of each floor including basements showing:
  - Proposed use of each room, location and sizes of all openings
  - Room Sizes and overall dimensions
  - Doors
  - Windows including safety or tempered glazing
  - Stairs showing rise/run, landing & overall height, head room, handrail and guardrail
  - Elevation drawings (4 views) showing limited dimensions, grade levels, windows, doors, guardrails, steps, stairs, basement lines, decks, patio covers, porches and exterior finish material
  - Attic access
  - Crawl Space access
  - Floor and Roof Framing (Certified truss drawings from truss supplier)
  - Beams & Headers
  - Fire Blocking
  - Rated wall details
  - Building wall section showing
    - Framing Details, floors, decking, basement walls, insulation, U-Factors, R-Values, and foundation. A typical wall section shall note all pertinent information from foundation to the roof.
  - Handicap accessibility
  - Detailed drawings for miscellaneous details such as special conditions, narrow wall bracing, etc., are required on the plans
- **Electrical Plan**
  - Locations of fixtures
  - Outlets
  - Switches
  - Breaker Box
- **Plumbing Plan**
  - All Water Lines (existing and proposed)
  - All Wastewater Lines (existing and proposed)

- Grease traps with sizing calculations (when required)
- **Mechanical Plan** shall provide an HVAC layout with equipment locations
  - Air distribution ductwork and sizes
  - Air intake and exhaust locations
  - Fan and pump type location
  - Controls diagram indicating type of HVAC control specific to the equipment being controlled.
  - Schedules:
    - List heating and cooling equipment capacity, types, sizes and efficiency, fan horsepower, and airflow capacity as well as outside air volume.
    - Duct insulation R-values, pipe insulation thickness\
- **Energy Calculations:**
  - 2018 COMcheck
- **Fire Sprinkler System:**
  - NICET Certified or PE stamped