

## Idaho Springs Building Permit Pre-application Plan Review

Generally, the Building Department does not review plans until they are submitted with a permit application. In some situations, however, it can be of value to know in advance if your ideas will work or what it will take to make them work. Therefore, the Building Official is willing to provide an initial review at no cost, but only if all the information listed below is provided. Applicants are encouraged to work with a design professional such as an architect in preparation for this initial review.

1. Drawings that can be emailed to the Official. These do not have to be expensive, formal sets of plans; a simple drawing need not even be to scale but must show dimensions, and other basic information.
  - Building floor plan with:
    - Square footage of the space and exit location
    - Bathrooms and bathroom locations; indicate which, if any, are accessible.
    - Occupant load.
    - Seating arrangement if applicable.
2. Site plan showing the entire building and square footage.
  - Number of stories.
  - Construction type.
  - Type of business/intended use of the space or building.
  - Separated or non-separated mixed use?
  - Is the building sprinklered?
  - The applicable adopted code year.
  - Life safety and exiting plan.
  - Number of exits and which way the door(s) swing.
  - Use of the adjoining spaces. Are there fire rated walls between the units?
  - What was the previous use of the space?

Once you have all this information together, email it to the Building Official. In the email, request a phone consultation after he has looked over the information you provided. If, after the phone consultation, you still feel the need to have a site visit, the Official will be happy to arrange a time.

**Building Official:**

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