

# **Modular Office Installation**

## **Permit submittal requirements**

### **Incomplete submittals will be returned without being reviewed or approved**

1. A complete BUILDING PERMIT APPLICATION, signed and dated by the applicant.
2. SOILS BEARING CAPACITY verification, via a stamped soils report issued for this lot, **or** a penetrometer reading, **or** by a stamped “open hole” soils verification letter provided at time of inspections, confirming that the exposed site conditions match the footing / foundation design and assumed soil bearing capacity. This is to be used to confirm pad placement from the manufacturer.
3. SITE PLAN, submit (1) copy showing the location of all proposed construction in relation to property lines and any other structures currently on the property. Please note that this is likely a Type VB, “B” occupancy, which requires minimum setbacks to the property lines and/or assumed property lines between adjacent buildings on the same property: The separation distances will dictate which, if any, walls need to be rated (2015 IBC Table 602) and maximum allowable openings (2015 IBC Table 705.8).
4. FLOOR PLAN. Provide a floor plan of the sales office from the manufacturer, the unit to unit **and** unit to foundation bolting – anchorage details, exit locations and whether there will be a concrete stoop or framed deck (see #7 below). Also provide verification of compliant door hardware to maintain egress.
5. FOOTING / FOUNDATION / ANCHORAGE PLANS. This structure requires an engineered foundation system, to adequately support and to anchor the building, in compliance with the County minimum design parameters, including the 2015 IBC, and a wind speed of 115 MPH Ultimate Design Speed, exposure “B” or “C” as applicable. **Note:** Depending upon the engineered design and the manufacturer’s installation instructions, this could conceivably be a simple pad and block support, along with compliant tie down straps, etc to meet code. Specific sizes, types and locations of these components must be provided.
6. SANITATION. Provide clarification regarding how minimum sanitation facilities will be provided for any employees on site, if this building will be connected to city sewer, private septic system, etc. A sewer availability letter or Tri-County approval to be provided.
7. ON SITE CONSTRUCTION SUBMITTAL REQUIREMENTS. Provide complete details regarding how a 2009 ANSI compliant access is to be provided to the structure. Sloped walking surfaces in excess of a 1 in 20 slope shall be considered ramps, which in turn require compliant landings, handrails, etc. Provide complete framing details for any landings, ramps, stairs are to be constructed.
8. DESIGN CRITERIA. Provide confirmation from the manufacturer that the modular building has been inspected and approved by the State of Colorado per the State’s minimum standards, and/or meets the County minimum design requirements of a wind speed of 115 MPH Ultimate Design Speed, and a minimum 30 PSF roof (live) snow load (non-reducible). **Structures that do not meet these criteria cannot be installed.**
9. Additional electrical plans / details may be required depending upon the type of work that is to be performed, including location of the power source, a one-line diagram with calculations, etc