

**Public School Construction Program**

700 Kipling St, Ste 4100  
Lakewood, CO 80215  
(303)239-4100 phone (303) 239-4131 fax  
[cdps\\_dfpc\\_construction@state.co.us](mailto:cdps_dfpc_construction@state.co.us)  
<https://dfpc.colorado.gov/FLSconstruction>



**COLORADO**

**Division of Fire  
Prevention & Control**

Department of Public Safety

**BUILDING PERMIT SUBMITTAL DOCUMENT CHECKLIST** *(see note at the bottom of this page)*

<input type="checkbox"/>	PRELIMINARY MEETING PRIOR TO SUBMITTAL (optional):
<b>BUILDING PERMIT APPLICATIONS WILL NOT ENTER THE QUEUE FOR PROCESSING UNTIL THE FOLLOWING REQUIRED SUBMITTAL ITEMS HAVE BEEN UPLOADED TO THE PERMIT FOLDER IN BOX™. (A link to the Box™ permit folder will be shared with the Permit Applicant once the application has been submitted.)</b>	
Checked boxes indicate items that have been submitted:	
<input type="checkbox"/>	A FULLY COMPLETED DIGITAL PLAN REVIEW APPLICATION (start at <a href="https://dfpc.colorado.gov/permit-applications">https://dfpc.colorado.gov/permit-applications</a> ):
<input type="checkbox"/>	CODE ANALYSIS AND CODE PLAN (a list of current adopted codes is available at <a href="https://dfpc.colorado.gov/fls-adopted-codes">https://dfpc.colorado.gov/fls-adopted-codes</a> ):
<input type="checkbox"/>	ONE DIGITAL FORMAT SET OF ALL DRAWINGS, SPECIFICATIONS AND DOCUMENTS:
<input type="checkbox"/>	A STATEMENT OF SPECIAL INSPECTIONS (Inspector(s) MUST be identified prior to permit being issued): <i>A list of Approved Special Inspectors is available at <a href="https://dfpc.colorado.gov/special-inspectors">https://dfpc.colorado.gov/special-inspectors</a>, otherwise the Inspector's qualifications will need to be submitted to DFPC per IBC 1704.2.1</i>
<input type="checkbox"/>	DOCUMENTATION OF COMPLIANCE WITH THE INTERNATIONAL ENERGY CONSERVATION CODE:
<input type="checkbox"/>	FIRE REVIEW:
<input type="checkbox"/>	SITE PLAN (when applicable as required by code and statute):
<input type="checkbox"/>	(SEALED) SOILS REPORT (when applicable, as required by code and statute):
<input type="checkbox"/>	(SEALED) STRUCTURAL CALCULATIONS (when applicable, as required by code and statute):
<input type="checkbox"/>	COMPLETED FEE CALCULATOR (see below) AND 50% OF CALCULATED FEE PAID PRIOR TO PLAN REVIEW: (Fee Calculator is available at <a href="https://dfpc.colorado.gov/school-construction">https://dfpc.colorado.gov/school-construction</a> , under the Construction Projects tab)
<input type="checkbox"/>	IDENTIFICATION OF THE THIRD-PARTY INSPECTOR WHEN REQUIRED (may also be determined during plan review): <i>Use DFPC Form 4030, Notification to DFPC of Hired 3rd Party Inspector. A list of current Registered/Certified 3rd Party Inspectors is available at <a href="https://dfpc.colorado.gov/third-party-inspectors">https://dfpc.colorado.gov/third-party-inspectors</a></i>

**NOTE: This form is for submittal planning purposes only, it is not a required submittal document**