



Building Division
135 N. Animas Street
Trinidad, CO 81082
Phone 719-846-9843 - Fax 719-846-4140
John.Wilkinson@trinidad.co.gov
Tara.Booth@trinidad.co.gov

Commercial New Construction

PRELIMINARY REQUIREMENTS

Completed forms and plans must be submitted electronically as a PDF file to victor.gutierrez@trinidad.co.gov and hard copy to the City of Trinidad Building Department. An application will not be deemed complete until the applicant submits the following:

Checklist

- ☐ Completed Building Permit Application Form accompanied by appropriate permit fee. **USE MUST BE IDENTIFIED**
- ☐ Deed with legal description and correct address
- ☐ Architectural, Structural, Plumbing, Mechanical and Electrical (wet-stamped by a Colorado Registered architect or engineer of each trade)
- ☐ Soils Report (wet-stamped)
- ☐ Structural Engineering Calculations (wet-stamped)
- ☐ Truss Layouts and Plans (wet-stamped and verify they are designed to ANSI/TPI-1)
- ☐ Fire Load Calculations, Energy Calculations (see COMcheck at www.energycodes.com) and Alarm System Plans
- ☐ Utility Load Requirements and Utility Permits. Contact Linda Vigil at 719-846-9843 ext. 124 or by email at linda.vigil@trinidad.co.gov or Mike Valentine at 719-846-9843 ext. 122 or by email at mike.valentine@trinidad.co.gov
- ☐ Detailed Site Plan indicating compliance with zoning requirements; existing and proposed utility locations; draining and grading plans, existing and proposed easements and access; parking; ADA compliance
- ☐ Materials List (applies if address is located in the Historic Preservation Zone District)

FINAL REQUIREMENTS

Checklist

- ☐ Final Development Site Plan and Final Engineered Plans (Electronic PDF file)
- ☐ Two (2) sets of Approved Final Development Site Plans
- ☐ Two (2) sets of Hard Copy Plans stamped by Colorado Code Consulting
- ☐ Plan Review Fee at \$150.00 per hour to be billed to the applicant. All fees must be paid in full to the City of Trinidad, Building Department 135 N. Animas, Trinidad, CO 81082
- ☐ Inspections Fee at \$150.00 per hour fee to be billed to the applicant. All fees must be paid in full to the City of Trinidad, Building Department 135 N. Animas, Trinidad, CO 81082
- ☐ Final Approvals are required (plans and permit application) from Development Services, Utilities, Public Works, Fire and Police
- ☐ Each contractor listed on the permit, and any subcontractor used, must be licensed with the City of Trinidad and have a current general liability, workman's compensation insurance certificate issued to the City of Trinidad and \$5,000 Bond on file before permit can be released. Expired registrations and insurance can delay the inspection process. Contact victor.gutierrez@trinidad.co.gov for information.
- ☐ Use Tax Reporting

STAFF USE ONLY

Planning Comments

- ☐ Historic Preservation Materials List (if applicable)
- ☐ Zoning Compliance
- ☐ School Distance (Marijuana / Liquor)
- ☐ Setbacks
- ☐ Conditional Use Permit (CUP)

Public Works Comments

- ☐ ADA
- ☐ Flood Plain
- ☐ Impervious Alternatives
- ☐ Access
- ☐ Drainage Plan/Storm Water

Fire Comments

- ☐ Fire Load Calculations
- ☐ Alarm System Plans
- ☐ Sprinkler Plans (if applicable)
- ☐ Use
- ☐ Special Hazards

Utilities Comments

- ☐ Permit – all utilities
- ☐ Utility Loads
- ☐ Backflow
- ☐ Utility Main(s) and Sizes in Vicinity
- ☐ Fire Flows

Additional Comments
