



ASPEN BUILDING PERMIT APPLICATION GUIDE

TENANT FINISH CHEATSHEET

The following are typical items that must be reviewed by the Building Department for tenant finishes. Depending on the proposed scope of work for the project, there may be additional requirements. Refer to the IBC Building [Checklist](#) and [Submittal Guide](#) for a full list of submittal requirements and descriptions on each item. Other review agencies have additional requirements. Visit aspenpitkin.com or speak to a permit coordinator at (970)920-5090 for more information on permitting requirements.

Demonstrate compliance with the following typical tenant finish items as applicable to your scope using plans, sections, details, specs, and other means as necessary:

- Architect's Stamp** – Commercial work requires drawings be stamped by a licensed architect per the Colorado Revised Statutes. Work that is minor in nature may be considered exempt from this requirement. If a space has not previously been occupied (new whitebox), a stamp is required.
- Contractor** – Work can only be performed by a contractor who is licensed as either a light commercial or unlimited contractor with the City of Aspen.
- Asbestos** – Regardless of the age of the building, or how recently the unit has been remodeled, if you are removing the volume equivalent of a 55-gallon drum of any material besides concrete, wood, bricks or steel, an asbestos test must be submitted to the building department. If Asbestos is found and you will be disturbing it, you must submit a final air clearance asbestos abatement report prior to permit issuance.
- Change in Use** - If the previous tenant was a different use group than your proposed use, then you are changing the use. Below is a list of use groups:
 - Mercantile (retail, shops, etc)
 - Business (office)
 - Assembly (restaurant, night club, bar, etc)
 - Residential
 - Storage, parking

If you are changing the use, you must comply with the following in addition to everything else on this list. If no change in use, you may skip the following.

- Lighting plan and COMcheck required even if you are making no changes to the lighting.
- If your space does not have the required number of toilet facilities, you must add them.
- You may be required to provide an additional exit if your use will have a greater occupant load.
- Occupant load and means of egress** –
 - Calculate the total number of occupants for your intended use by using the table from 2009 IBC 1004. For restaurants, the occupant load will be determined by seating count. You must have 36" clear egress paths delineated on the plans and may not use these areas for occupant load.

- Show exit access travel distance and common path of travel from most remote points to each exit. The path should begin 2' from a wall and run rectilinearly (right angles, not diagonally). Provide the distances.
- **Accessibility** – All new or altered construction must be accessible. Detail and dimension any of the following items that you may have in your scope. Reference the accessibility items at the end of this document.
 - Point of sale counters
 - Dressing rooms
 - Toilet rooms
 - Ramps
 - Drinking fountains
 - Work surfaces
 - Dining/drinking surfaces (seating at tables and bars)
 - Kitchenette
 - Storage

The following is required if you are making *any* alterations within the space of primary function (i.e. the sales area of a retail store):

- Accessible entrance (provide a ramp or lift as needed).
- Accessible route (provide ramps or lifts for all changes in level, doors must have 32" clear opening width and have maneuvering clearances, spaces between built ins must be 36" clear, etc)
- Accessible toilet facilities (every toilet room that serves your unit must be accessible). If there are existing toilet facilities onsite, provide a site plan with the travel path distance (max 500' and 1 story up or down).
- Accessible drinking fountain (kitchenette or water cooler acceptable if occupant load is less than 50, but none required if occupant load is 15 or less).

However, you are not required to spend more than 20% of your total project budget (labor + materials) on the accessible entrance, route, and toilets. For example, if you are spending \$10,000 on your tenant finish, you do not need to spend more than an additional \$2,000 on accessibility upgrades. You may choose where to spend this money between the entrance, route, and toilets. Provide construction estimates for your total scope of work and for the additional accessibility scope.

If your scope is limited to electrical or mechanical work, upgrading accessibility is not required.

- **Fire and Sound resistance**–
 - Floors, ceilings, and walls that separate the unit from other units or occupancies may be required to be fire rated. **Plans must indicate what is on the opposite side of each of your bounding walls, as well as above and below your unit.** Contact a plans examiner for help in figuring out which components must be fire rated and how.

- Floors, ceilings, roofs, bearing walls, and exterior walls may need to be rated depending on the type of construction; typically this is Type VA, which requires those components to be 1 hour fire rated. **Contact a permit coordinator for help looking up the type of construction of your building.**
- Exterior walls that are less than 30 feet from a property line that abut another property (street facing exempt) or less than 60 feet from another building on the same lot may need to be fire rated. Windows and doors in these walls may also need a fire rating. **If altering an outside wall or windows/doors, provide a site plan and elevation with dimensions to demonstrate compliance.**

Additionally, floors, ceilings, and walls that separate the unit from residential units must have **sound resistance:**

- If there is residential above the unit, the ceiling must have an STC rating of 50 or greater.
- If there is residential below the unit, the floor must have an IIC rating of 50 or greater.
- If there is residential beside the unit, the wall must have an STC rating of 50 or greater.

If more than 32 square feet worth of drywall is disturbed in an assembly that is required to be fire rated, you must bring it up to current code. Label all fire and sound rated assemblies on the plans to reference a detail and a listed and tested assembly. Print out the full installation instructions of each listed and tested assembly on the plans. For IIC ratings, you may submit a cut sheet of a floor underlayment product that will achieve the necessary IIC of 50 or more with your floor construction type. Listed and tested assemblies can be from one of the following:

- o [UL Listings](#)
- o [2009 IBC section 720](#)
- o [Gypsum Manual \(GA-600 Fire Resistance Design Manual\)](#)
- o [2009 IBC section 721](#)
- o From a manufacturer if the assembly was tested to UL 263 or ASTM 119.
- o [ESR reports \(ICC Evaluation Service\)](#)
- o [California Office of Noise Control](#)
- o Other as approved by City of Aspen

**See the [Sample Fire and Sound Assemblies Guide](#) for a list of typical assemblies.

□ **Penetrations in fire resistive assemblies**

Any fixtures, pipes, vents, conduit, framing, or other items that penetrate through a fire rated assembly must be protected per 2009 IBC 713. Some common examples below:

- Bathroom exhaust fan: if installed in a fire resistant rated ceiling or roof, requires a ceiling radiation damper. If installed in a dropped ceiling which is not part of a fire resistant assembly, no protection is required, unless the duct penetrates an assembly. In this case one option would be to use 26 ga. rigid duct and fire caulk the annular space.
- Dryer duct: one option would be to use 26 ga. rigid duct and fire caulk the annular space.
- Recessed light can: if installed in a fire resistant rated ceiling or roof, requires either a drywall box enclosure or a rated 'hat'. If installed in a dropped ceiling which is not part of a fire resistant assembly, no protection is required, but it must be IC rated if in contact with insulation. All cans must be sealed and gasketed if they are in a roof (thermal envelope).

- Ductwork extending completely through a rated roof (through penetration, not membrane): one option would be to use 26 ga. rigid duct and fire caulk the annular space.
 - Ductwork penetrating other rated assemblies (through or membrane): fire damper required.
- **Dropped Ceilings, Soffits, and Furred Walls** - This applies to the attachment of finishes or furring to any assemblies that are required to be either fire-rated or non-combustible and is separate from the fire-rated assembly requirement.

If furred 1 ¾ inches or less, do one of the following:

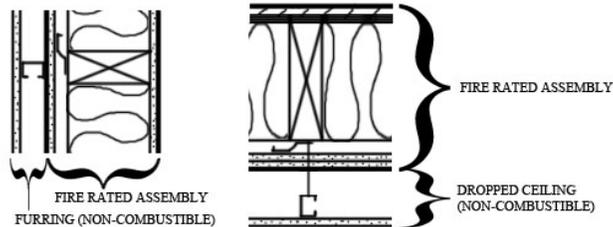
1. Fill spaces with Class A material.
2. Fill spaces with inorganic, non-combustible material.
3. Fireblock 8 feet in all directions.

If set out (furred) greater than 1 ¾ inches:

Framing members, hangers, and other assembly members must be non-combustible. You may not use wood. In Type III and V construction only, you may use fire retardant treated wood or non-combustible framing.

AND do one of the following:

1. Use a Class A finish material (such as drywall).
2. Fill spaces with inorganic, non-combustible material.
3. Fireblock 8 feet in all directions.
4. Protect both sides with fire sprinklers



- **Fireplace** – Any new or altered fireplaces require a [fireplace registration form](#). For new direct vent fireplaces, provide the installation instructions. For new or altered wood burning or gas log fireplaces, provide a fireplace detail with the following:
- Type (ie: gas log, direct-vent, wood burning)
 - Site built or factory made
 - Dimensions, including firebox opening
 - Firebox and chimney/flue clearances to combustibles
 - Firebox and hearth extension dimensions and construction
 - Firebox and hearth extension support. Gas log fireplaces must be supported by non-combustible underpinnings to grade, with no wood in the load path.
 - Exterior air supply
 - Gas log fireplaces must have gasketed doors or an interlocked electronic damper and outdoor combustion air (2009 IECC 402.4.3, IBC 21)
- **Commercial kitchen** – Provide a floor plan of all equipment, sinks, and drains. Provide the design for the following as applicable:
- Type I and/or Type II hood, including clearances and termination

- Ventilation
- Grease trap
- **Electric panel** – any alteration surrounding an electric panel must maintain a 30” wide by 36” deep working space that extends to the underside of the ceiling framing but not less than 6’6”. Panel may not be located in a closet. All units served by an electric panel must have access to that panel.
- **Hot water heater/ boiler-**
 - Pan and drain required
 - New vent or piping? See fire resistive penetration section.
- **A/C, fan coil, mini split, etc –**
 - Show location and provide access and working space
 - Condensate drainage required
 - Rooftop locations: provide height, distance from roof edge, roof slope, and access. If equipment or access is less than 10’ from roof edge, guardrails required. Greater than 16’ in height: permanent ladder required.
 - New piping or ductwork? See fire resistive penetration section.
- **Lighting** – Provide the following:
 - **Lighting Plans –**
 - Show existing and proposed permanent light fixtures with each type labeled (i.e. A1, A2, B1, etc).
 - Show how light fixtures are controlled (switches).
 - Daylighting: All permanent light fixtures within 15 feet of a window, skylight, or glazed door must be controlled separately from other lights within the space.
 - Controls: Unless there is only a single light fixture in a space, you must either provide occupancy sensors, dimmers, or control the lights such that the overall lighting can be reduced by 50% in an even fashion, such as by controlling alternating fixtures.
 - Controls must be within 15” to 48” above the floor for handicap accessibility.
 - If you take any retail highlighting allowances, label and provide the square footages of the areas of the store that are used for display of merchandise. For example, you may use the surface area of each shelf and wall (in vertical plane) used for display of merchandise.
 - If you can demonstrate on the existing and proposed plans that you will not alter more than 50% of the existing lights and that you will not increase the total existing wattage, then you do not need to submit a COMcheck.
 - **Lighting Cutsheets** – Each new fixture must have a cutsheet that gives the maximum wattage. Cutsheets should be labeled to match the plans (i.e. A1, A2, B1, etc).
 - **Interior Lighting COMcheck** – Use this software program from energycodes.gov to calculate the total energy use of your lights. Tutorial available online.
 - Label each fixture type to match the plans (i.e. A1, A2, B1, etc).
 - **Exterior Lighting COMcheck** – Required for any alterations to exterior lighting.

- **Thermal envelope** –
 - Any exposed stud or joist cavities in an exterior wall or roof must be filled with insulation.
 - If the roof is unvented, you must submit a dew point calculation for the new insulation. If you disturb more than 32 sq ft of unvented roof in a room, that entire area must be filled with insulation that passes a dew point calculation.
- **Windows and Doors** – For all new windows and doors document the following:
 - Window/Door assembly U factor (requirement varies based on the window or door location and type). Do not use argon U factor.
 - Safety glazing (tempered glass) where required
 - Sill height above finish floor and exterior grade if operable
 - Site plan with the following:
 - Distance of the new window/door from the property line or adjacent building.
 - If opening onto a shared egress balcony, show the full means of egress and all units that use it.
 - Distance from vents.

If increasing the size or installing in a location where there was no window or door before:

- Header design stamped by engineer.

If the window will be the emergency escape and rescue opening for a bedroom or basement:

- Area of opening when window is open and height above finish floor.
- Window well and ladder design.

- **Skylights** – For new skylights document the following:
 - Skylight assembly U factor (maximum is 0.60). Do not use argon U factor.
 - Laminated glass with 30mil polyvinyl butyral interlayer required (or provide a screen), provide a cutsheet.
 - If existing roof is vented, demonstrate how you will ventilate the headered off rafter cavities.
 - If within 30 feet of another building on the same lot, provide a site plan and section.
- **Vestibule** – Spaces greater than 1500 sqft require either a vestibule or air curtain at the entrance. Vestibules must be handicap accessible.
- **Fire sprinklers** – Required. Possible exceptions depending on scope. Contact the Fire Marshall.
 - Altering the layout of walls will require a separate fire sprinkler permit to adjust sprinkler head locations.
 - Partitions 5’9” or less in height do not affect sprinkler head layout.
- **Fire alarm** – Required if four or more residential units in the building. Contact the Fire Marshall for specifics.
- **Structural Plans** - Required if any walls or other potentially structural elements are being altered. Must be stamped. Alternately provide an original framing plan or a stamped letter from a structural engineer verifying structural integrity.
 - **Special Inspection and testing agreement** – If the structural plans call for high strength bolting, epoxy anchors, structural steel welding, or other items listed in section 1704 of the 2009 IBC, provide a signed special inspection agreement signed by all of the entities. The engineer must include a special inspection program on the stamped plans.