

# CITY OF LA JUNTA BUILDING DEPARTMENT

## ***COMMERCIAL REMODEL AND/OR ADDITION***



The following information and plans are required to be submitted when applying for a building permit for any commercial remodeling within the City of La Junta.

- I. Completed Application
- II. Copy of Sewer & Water Availability Letter from the Director of Water/Wastewater (if applicable)
- III. Two sets of Original Plans, Wet Stamped and signed (each page) including:
  - A. Site Plan, scaled at 1"=50' minimum (1"=30' preferred)
    1. Proposed and existing buildings and dimensions
    2. Parking spaces
    3. Drive cut dimensions
    4. Free standing sign locations
    5. Proposed and existing Utilities
  - B. Building Plans, Wet Stamped Original drawings, scaled at 1/8"=1' minimum (1/4"=1' preferred)  
Wet Stamped original drawings
    1. Floor plans of each floor including basements showing:
      - a. Door Swings
      - b. Windows
      - c. Stairs
      - d. Proposed use of each room
      - e. Attic access
      - f. Crawl Space access
      - g. Room Sizes and overall dimensions
      - h. Floor and Roof Framing
      - i. Beams & Headers
    2. At least three (3) elevations describing exterior finish materials and indicating floor to floor heights and depths of footings
    3. A typical wall section showing the following:
      - a. Footing Size
      - b. Foundation wall, backfill, damp proofing and footing drains
      - c. Wall construction and finish materials
      - d. Floor framing and sheathing
      - e. Roof framing, pitch, sheathing and covering
      - f. Insulation
      - g. Attic ventilation

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4. Stair detail (if applicable) showing:
    - a. Tread and riser dimensions
    - b. Handrail details
    - c. Guardrail details if stairs are open to below
    - d. Head room
  5. Sign detail (if applicable) showing:
    - a. size and dimensions
    - b. mounting and foundation details
    - c. construction details
  6. Fireplace Detail ( Include Manufacture's Installation Manual if manufactured fireplace)
  7. Certified truss drawings (from truss supplier) if applicable
  8. Any additional sections as may be required for clarification
- C. Electrical Plan, scaled at 1/8"=1' minimum (1/4"=1' preferred) showing:
1. Locations of lighting, outlets, and electrical equipment
  2. One line diagram showing electrical service to building
  3. Panel Schedule
  4. Smoke Detectors
- D. Plumbing Plan, scaled at 1/8"=1' minimum (1/4"=1' preferred) showing:
1. Size & Location of all Water Lines
  2. Size & Location of all Wastewater Lines
- E. Mechanical Plan, scaled at 1/8"=1' minimum (1/4"=1' preferred) showing:
1. Locations of all appliances
  2. Size & Location of Vents
  3. Size & Location of Duct Work
- F. If a Food Service Establishment please see attached requirements from Otero County Health Department. Any questions should be directed to Christy Bowman, 383-3040.