



City of Black Hawk

New Construction, Alterations, Tenant Finish, Change of Use Guide

cpdinquiry@cityofblackhawk.org

Welcome to the City of Black Hawk. For new construction to receive a Certificate of Occupancy or for alterations, tenant finish and change of use work to receive a Certificate of Completion, the applicant must apply for a building permit, submit plans for review, and request all subsequent building inspections.

To apply for a Building Permit, the applicant registers as a Contractor or Community Member through the online portal, [CommunityCore](#). The applicant then completes an application and uploads construction plans drawn and stamped by a licensed Colorado Registered Design Professional.

Frequently Asked Questions: Email - cpdinquiry@cityofblackhawk.org

Define Registered Design Professional: an individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed.

Why must plans be drawn and stamped by a licensed Colorado Registered Design Professional?

1. Per the State of Colorado's Colorado Revised Statute (Colorado law), any Commercial business with an occupancy over 10 (occupancy per Building Codes) must be drawn and stamped by a licensed Colorado Registered Design Professional.
2. Colorado Revised Statute 12-120-401 for Architects and 12-120-201 for Engineers.

Who qualifies as a licensed Colorado Registered Design Professional?

1. Architect <https://aiacolorado.org/find-an-architect/> - find a licensed architect in Colorado
2. Engineer <https://acec-co.org/find-a-consulting-engineer/> - find a licensed engineer in Colorado
3. Or other qualifying Colorado Registered Design Professional with the Department of Regulatory Agencies. <https://dpo.colorado.gov/AES/Laws>

What is a Change of Use or Change of Occupancy? Per the 2021 International Building Code Definition:

Change of Occupancy

1. A Change of Use or Occupancy of a building or a portion of a building that results in one of the following.
 - a. A Change of Occupancy classification.
 - b. A change from one group to another group within an Occupancy classification.
 - c. Any Change in Use within a group for a specific Occupancy classification.

What is an example of a Change of Occupancy?

1. A Change of Occupancy can be a space going from one ice cream shop to another ice cream shop.

2. A Change of Occupancy can be as simple as new ownership of an existing business.
3. A Change of Occupancy can be a new retailer going into a space where a previous retailer was.

What is an example of a Change of Use?

1. A Change of Use can be a space going from a restaurant to a mercantile.
2. A Change of Use can be a retail space going to an automotive repair shop.
3. A Change of Use can be an office space going to a restaurant.

What to include in a Code Analysis?

A Code Analysis is a project summary of life safety codes and the architectural design of the proposed space and would include the items listed below. The Code Analysis is prepared and stamped by a Colorado Licensed and Registered Design Professional and is typically located on the 1st or 2nd page of the plan set.

1. Project identification
2. Project address and a location map
3. Code Edition based on plans
4. Occupancy Group
5. Type of Construction classification
6. Location of Property
7. Square footage/Allowable Floor Area
8. Fire sprinkler systems - If deferred submittal, must state on code analysis what type of system(s) will be installed for compliance.
9. Height and number of stories
10. Occupant load
11. Land use zone
12. Design Criteria (see below)
13. All licensed architects and engineers identified.
 - The licensed architect or engineer responsible for plan submission, is the professional responsible for project coordination and shall be identified. All communication is directed through this individual.

Design Criteria list: [Currently Adopted Codes and Design Criteria](#)

- | | |
|------------------|-----------------------------|
| 1. Seismic Risk | 5. Dead & Live Loads |
| 2. Risk Category | 6. Climate Zone |
| 3. Wind Load | 7. All Structural Integrity |
| 4. Snow Load | |

What is a floor plan?

Floor plans are scaled drawings viewed from above that show the relationships between rooms, spaces, traffic patterns (egress), and other physical features at each level of the structure. A Colorado Licensed and Registered Design Professional draws up and stamps a floor plan.

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|-------------------------------|------------------------------------|
| 1. Life Safety | 4. Structural integrity |
| 2. Means of egress | 5. Building code compliance |
| 3. Barrier-free accessibility | 6. Definition of the scope of work |

What is a Certificate of Appropriateness (COA)

Certificate of Appropriateness (COA) means the official document issued by the Historic Preservation Commission and ratified by the City Council approving an application or permit for the erection, moving, demolition, alteration or addition to, or the external construction or external restoration of a locally designated historic landmark. A COA, once issued, will expire under the same conditions as its associated building permit.

When is a Certificate of Appropriateness (COA) required:

A COA is required prior to exterior work for all properties designated as a local landmark. Reference Black Hawk Municipal Code, Chapter 16, Sec. 16-429 – Criteria for approval.

What is a Certificate of Architectural Compatibility (COAC):

Certificate of Architectural Compatibility (COAC) means the certificate issued pursuant to this Section affecting property in the City that has not been locally designated as a historic landmark.

When is a Certificate of Architectural Compatibility (COAC) required:

A COAC is required prior to exterior work for all properties in the City that have **not** been designated as a local historic landmark. Refer to BH_COAC Guidelines

1. **Routine maintenance:** Proposed work for the repair or replacement of an existing approved structure where there is no proposed alteration in the design, materials, or general appearance of elements of the structure or grounds. A COAC is **not** required.
2. **Minor work:** Proposed work that is neither routine maintenance nor major work and includes, without limitation, changes in exterior paint color and roof repairs. An **administratively reviewed and approved COAC** is required.
3. **Major work:** Proposed work involving a change in the appearance and attributes of a structure or site; alterations, additions, or removals that are substantial; a change in the appearance and attributes of a structure or site; rehabilitation, preservation, new construction, expansion of or significant improvement to a building footprint or significant changes in landscape features; or demolition of a structure. A **City Council-reviewed and approved COAC** is required.

Where can I find Commercial Plan submittal requirements for new construction, alterations, tenant finish work or change of use?

1. Reference the attached Commercial Plan Submittal Checklist.
2. City of Black Hawk's webpage: <https://www.cityofblackhawk.org/community-planning-development/building-division>

How must plans be organized?

1. All drawings are collated (not individual files of each discipline, Bluebeam ready, unlocked with hyperlinks ready for review.
2. Submit supporting documentation, e.g. calculations, soils reports, energy compliance reports, each as an individual file.
3. All permit submittals must go through the City's online portal, CommunityCore.
4. See Pull A Building Permit page for information.

The average plan review after acceptance of a complete application through [CommunityCore](#) is as follows:

1. **Residential** work: **5 business days** (excluding Holidays)
2. **Minor** work (Projects with a total valuation under \$2M): **10 business days** (excluding Holidays)
3. **Major** work (Projects with a total valuation over \$2M and/or projects including public improvements): **20 business days** (excluding Holidays)
4. **Resubmittal** review time: Same as original review time (excluding Holidays)
5. **The Fire Department reviews all commercial Building plans.**
 - a. Fire plan review starts after the Building plan review has been completed.
 - b. Reference the Fire Department's webpage for its full plan review and approval sequence.

Do contractors and subcontractors have to be licensed with the City of Black Hawk?

1. No; **HOWEVER**,
2. Electrical and Plumbing Contractors must have a Colorado State License
3. Before a permit may be issued, all general contractors and subcontractors must be registered with [CommunityCore](#).
 - a. A **Contractor** is defined as a person or company that undertakes a contract to provide materials or labor to perform a service or do a job.
 - On the [CommunityCore](#) login page, choose Contractor or Community Member as defined above.
 - An account is created directly from the [CommunityCore](#) login page and does not require the City to set up the account.
 - After the Contractor or Community Member completes their registration, they can apply and pay for permits, and access all approved documents.
 - A Contractor can be linked to a Community Member's permit and a Community Member can be linked to a contractor's permit. Contractor and Community Member must both be registered to add to their permit.

Required Final Inspections and Scheduling Inspections Instructions:

1. All departments and outside agencies that have reviewed a project application must sign off on the building permit before issuing a Certificate of Occupancy or Certificate of Completion.
 - a. Public Works Finals <https://www.cityofblackhawk.org/public-works>
 - b. Water Department Finals <https://www.cityofblackhawk.org/water-department>
 - c. Black Hawk/Central City Sanitation Department Finals <http://www.bhccsd.com/>
 - d. Gilpin County Public Health Finals. Includes inspections for any kitchen, convenience store, or other facility requiring a Health Department inspection and approval. Contact Alisa Witt at awitt@gilpincounty.org or 303-582-5803
 - e. A Final Fire inspection cannot be scheduled on the building permit until all Fire Department permits (Fire alarm, Fire suppression, etc) related to that building permit are complete. <https://www.cityofblackhawk.org/fire-department>
 - f. A Final Building inspection cannot be scheduled until all Final Fire Department inspections are scheduled and passed.
 - g. A Final Land Use inspection for a Certificate of Architectural Compatibility (COAC) must be scheduled and passed after the Final Building inspection is passed.
2. When scheduling an inspection, reference and follow the Scheduling Inspection Instructions at

https://www.cityofblackhawk.org/sites/g/files/vyhlif6596/f/uploads/inspection_scheduling_instructions_1.3.2023.pdf

3. **A full set of As-Builts must be submitted and approved by the City.**
4. Once all departments and outside agencies have signed off, CP&D will coordinate with the Chief Building Official to complete, sign and issue the Certificate of Occupancy or Certificate of Completion.

****A Certificate of Occupancy or Certificate of Completion is ONLY ISSUED ONCE ALL City Departments and Outside Agencies complete and pass their final inspections****

NEW CONSTRUCTION COMMERCIAL APPLICATION SUBMITTAL PROCEDURE

****Construction Plans must be designed to the currently adopted code and amendments for the City of Black Hawk. See City of Black Hawk, Municipal Code, Chapter 18 at:**

https://library.municode.com/co/black_hawk/codes/municipal_code?nodeId=CO_CH18BURE_ARTIINBUCO

<https://www.cityofblackhawk.org/community-planning-development/building-division/pages/adopted-codes-and-design-criteria>

1. All drawings are collated (not individual files of each discipline, Bluebeam ready, unlocked with hyperlinks ready for review. Submit supporting documentation, e.g. calculations, soils reports, energy compliance reports, each as an individual file. All permit submittals must go through the City's online portal, CommunityCore.
2. To submit an application, the applicant must register as a Contractor or Community Member in [CommunityCore](#).
3. Submit all applications through the online portal, [CommunityCore](#); with all required fields.
 - Total valuation includes all labor and material for the project.
4. Upload the construction plans drawn and stamped by a licensed Colorado Registered Design Professional to include the following:
 - a. Cover Sheet - Code Analysis Summary with the Code editions, Occupancy type, Construction type, Allowable building area, Existing building area, Occupant load, Risk category, Wind speed design, Snow load, Frost depth, etc.
 - b. Site Plan – Scaled site plan including all exterior improvements, grading, sidewalks, parking, mechanical equipment, etc.
 - c. Architectural Plans* – Plans to include: Floor plan, wall section details, building section, fire resistive details, and means of egress, including the path to the exit discharge. Detailed drawings for fire-rated floor/ceiling and wall assemblies
 - d. Structural Plans* - Plans to include: All structural components and details, removal of bearing walls, openings in bearing walls, roof systems and floor systems, etc.
 - e. Electrical Plans* – Plans to include: load calculations, one-line diagrams, and fault current analysis.
 - f. Mechanical Plans* - Plans to include: Installation of the heating, ventilation, or air conditioning system of mechanical ductwork or refrigeration piping.
 - g. Plumbing Plans* - Plans to include: Installation of the plumbing within a building and include sewers, drains, vents, water piping, roof drains, and gas piping.
 - h. Fire Protection Plans* - (if the system is part of the design). If deferred submittal, must state on code analysis what type of system(s) will be installed for compliance.
 - i. Energy Compliance - Documentation indicating which process from the adopted IECC code Section C401.2 will be used to demonstrate compliance; Prescriptive, Total Building Performance, or ASHRAE 90.1.
 - j. Project Specifications*
5. Upload supplemental documentation:
 - a. Soils Report*
 - b. List of Special Inspections required by Building the Code
 - c. Structural calculations*
 - d. Approved COAC and/or SDP plans required by the Black Hawk Municipal Code

*** Colorado Revised Statute (C.R.S.) requires all sheets to bear the original seal of an architect or engineer licensed by the State of Colorado unless the preparation of plans and specifications is exempted by section 12-120-401 C.R.S. Such plans and specifications prepared by architectural or engineering sub-disciplines shall be so designated and shall**

bear the seal and signature of the architect or engineer for that sub-discipline. Electronic stamps are acceptable.

The Development Services Coordinator contacts the applicant if additional information is required to complete the building permit application or plan review. Once the plan review has been complete, an invoice will be sent to the applicant. After payment is received, the Development Services Coordinator issues the permit with a “reviewed for code compliance” plan set through the online portal, [CommunityCore](#). **The applicant must print one (1) full-sized color APPROVED plan set that remains on the job site throughout the construction process, including final inspections.** These plans will be required at all inspections.

Note: To better understand the project scope of work, the applicant may need to attend a Design Review Committee (DRC) meeting with multiple City departments and outside agencies before submitting their building permit application. This meeting aims to accelerate the plan review process by previewing any submittal documentation allowing constructive feedback for a complete submittal. The applicant shall submit to the DRC Coordinator **one (1) week before** the meeting a concept or schematic design, a building code analysis, and any questions for the project.

COMMERCIAL TENANT FINISH/REMODEL/CHANGE OF USE APPLICATION SUBMITTAL PROCEDURE

****Construction Plans must be designed to the currently adopted code and amendments for the City of Black Hawk. See City of Black Hawk, Municipal Code, Chapter 18 at:**

https://library.municode.com/co/black_hawk/codes/municipal_code?nodeId=CO_CH18BURE_ARTIINBUCO

<https://www.cityofblackhawk.org/community-planning-development/building-division/pages/adopted-codes-and-design-criteria>

1. All drawings are collated (not individual files of each discipline, Bluebeam ready, unlocked with hyperlinks ready for review. Submit supporting documentation, e.g. calculations, soils reports, energy compliance reports, each as an individual file. All permit submittals must go through the City's online portal, CommunityCore.
2. To submit an application, the applicant must register as a Contractor or Community Member in [CommunityCore](#).
3. Submit all applications through the online portal, [CommunityCore](#); with all required fields.
 - Total valuation includes all labor and material for the project.
4. Upload the construction plans drawn and stamped by a licensed Colorado Registered Design Professional to include the following:
 - a. Cover Sheet - Code Analysis Summary with the Code editions, Occupancy type, Construction type, Allowable building area, Existing building area, Occupant load, Risk category, Wind speed design, Snow load, Frost depth, etc.
 - b. Site Plan – Scaled site plan including all exterior improvements, grading, sidewalks, parking, mechanical equipment, etc.
 - c. Architectural Plans* – Plans to include: Floor plan, wall section details, building section, fire resistive details, and means of egress, including the path to the exit discharge. Detailed drawings for fire-rated floor/ceiling and wall assemblies
 - d. Structural Plans* - Plans to include: All structural components and details, removal of bearing walls, openings in bearing walls, roof systems and floor systems, etc.
 - e. Electrical Plans* – Plans to include: load calculations, one-line diagrams, and fault current Analysis.
 - f. Mechanical Plans* - Plans to include: Installation of the heating, ventilation, or air conditioning system of mechanical ductwork or refrigeration piping.
 - g. Plumbing Plans* - Plans to include: Installation of the plumbing within a building and include sewers, drains, vents, water piping, roof drains, and gas piping.
 - h. Fire Protection Plans* - (if the system is part of the design). If deferred submittal, must state on code analysis what type of system(s) will be installed for compliance.
 - i. Documentation indicating which process from the adopted IECC code Section C401.2 will be used to demonstrate compliance; Prescriptive, Total Building Performance, or ASHRAE 90.1.
 - j. Project Specifications*
5. Supplemental Documentation
 - a. List of Special Inspections required by Building the Code
 - b. Structural calculations*

*** Colorado Revised Statute (C.R.S.) requires all sheets to bear the original seal of an architect or engineer licensed by the State of Colorado unless the preparation of plans and specifications is exempted by section 12-120-401 C.R.S. Such plans and specifications prepared by architectural or engineering sub-disciplines shall be so designated and shall bear the seal and signature of the architect or engineer for that sub-discipline. Electronic stamps are acceptable.**

The Development Services Coordinator contacts the applicant if additional information is required to complete the building permit submittal or plan review. Once the plan review has been complete, an invoice will be sent to the applicant. After paying the permit fees, the Development Services Coordinator issues the permit with a “reviewed for code compliance” plan set through the online portal, [CommunityCore](#). **The applicant must print one (1) full-sized color APPROVED plan set that remains on the job site throughout the construction process, including final inspections.** These plans will be required at all inspections.

Note: To better understand the project scope of work, the applicant may need to attend a Design Review Committee (DRC) meeting with multiple City departments and outside agencies before submitting their building permit application. This meeting aims to accelerate the plan review process by previewing any submittal documentation allowing constructive feedback for a complete submittal. The applicant shall submit to the DRC Coordinator **one (1) week before** the meeting a concept or schematic design, a building code analysis, and any questions for the project.

RESTAURANT & COMMERCIAL KITCHENS

****Construction Plans must be designed to the currently adopted code and amendments for the City of Black Hawk. See City of Black Hawk, Municipal Code, Chapter 18 at:**

https://library.municode.com/co/black_hawk/codes/municipal_code?nodeId=CO_CH18BURE_ARTIINBUCO

<https://www.cityofblackhawk.org/community-planning-development/building-division/pages/adopted-codes-and-design-criteria>

Restaurants and commercial kitchens contain equipment and processes that require special design to achieve a safe environment for diners and workers (see all related currently adopted codes). Cooking equipment in commercial kitchens produces grease and grease vapors that cause grease buildup within the ductwork, drains, walls and surfaces adjacent to equipment. Listed below are fundamental kitchen issues **(not an all-encompassing list)** that need addressing in a New Construction, Alterations, Tenant Finish, or Remodel Commercial Plan Submittal to ensure permit approval and issuance:

1. A grease interceptor is required for operations that produce grease in amounts determined to be damaging to the sewer treatment plant. Sizing of grease interceptors shall be in accordance with the adopted Plumbing Code or shall be designed by an engineer and approved by the jurisdiction.
2. Restaurants over 2,500 square feet must be equipped with an approved fire sprinkler system.
3. Restaurants serving liquor shall be responsible for obtaining all necessary liquor licenses, inspections, and other approvals from the jurisdiction.
4. Type I hoods shall be installed where cooking appliances produce grease or smoke, such as occurs with griddles, fryers, broilers, ovens, ranges, and wok ranges.
Type II hoods shall be installed where cooking or dishwashing appliances produce heat or steam and do not produce grease or smoke.
5. Two exits are required for restaurants with an occupant load of 50 or more. Exits may not pass through a kitchen, storage, or similar space. Doors must be equipped with panic hardware when serving an Occupancy with an Occupant Load of 50 or more.
6. Gilpin County Public Health approval will be required as a condition of the Certificate of Occupancy. A letter or email from Gilpin County Public Health, giving approval for the project, is required on the job site before the final inspection will be approved. Please contact Gilpin County Public Health regarding their approval and permitting process.
7. A seating plan is required for dining areas inside or outside the building. Outside patio areas are required to comply with all existing regulations of the building code. Fenced-in areas must be provided with gates conforming to the applicable requirements for doors.
8. All approvals from the Black Hawk/Central City Sanitation District and Gilpin County Public Health must be completed before the Final sign-off.

The Development Services Coordinator contacts the applicant if additional information is required to complete the building permit submittal or plan review. Once the plan review has been complete, an invoice will be sent to the applicant. After paying the permit fees, the Development Services Coordinator issues the permit with a "reviewed for code compliance" plan set through the online portal, [CommunityCore](#). **The applicant must print one (1) full-sized color APPROVED plan set that remains on the job site throughout the construction process, including final inspections.** These plans will be required at all inspections.

Note: To better understand the project scope of work, the applicant may need to attend a Design Review Committee (DRC) meeting with multiple City departments and outside agencies before submitting their building permit application. This meeting aims to accelerate the plan review process by previewing any submittal documentation allowing constructive feedback for a complete submittal. The applicant shall submit to the DRC Coordinator one (1) week before the meeting a concept or schematic design, a building code analysis, and any questions for the project.

SCHEDULING INSPECTION INSTRUCTIONS

BUILDING-MECHANICAL-ELECTRICAL-PLUMBING INSPECTIONS:

Schedule inspections through the online portal, [CommunityCore](#)

If you do not have access, please contact, cpdinquiry@cityofblackhawk.org

Building inspections are performed Monday through Friday, 9 am - 4 pm, when scheduled **24 business hours in advance** through [CommunityCore](#). Inspection requests must be received by 3 pm. Requests received after 3 pm will be logged the next business day.

LAND USE INSPECTIONS:

Schedule inspections through the online portal, [CommunityCore](#)

If you do not have access, please contact, cpdinquiry@cityofblackhawk.org

Certificate of Architectural Compatibility (COAC) inspections are performed Monday through Friday, 9 am - 3 pm, and must be scheduled at least **48 business hours** in advance through the CommunityCore portal.

CONVEYANCE INSPECTIONS:

Annual Testing and Inspections, conveyance@cityofblackhawk.org

Permit Inspections Schedule through the online portal, [CommunityCore](#)

If you do not have access, please contact, cpdinquiry@cityofblackhawk.org

Conveyance inspections are performed Monday through Thursday, 7 am - 4 pm, and must be scheduled **48 business hours** in advance.

CONVEYANCE ACCIDENT REPORTING EMAIL: ConveyanceIncidents@cityofblackhawk.org

FIRE DEPARTMENT INSPECTIONS:

Schedule inspections through the online portal, [CommunityCore](#)

If you do not have access, please contact 303-582-2248 or email

fireinspection@cityofblackhawk.org

Inspections are scheduled Monday through Thursday based on availability and must be scheduled at **least 5 business days in advance.**

PUBLIC IMPROVEMENT INSPECTIONS: - Email publicimprovements@cityofblackhawk.org

Provide the following information in the email (no exceptions).

Permit number

Property address and location of work area

Specific type of inspection required

Contact name, telephone number, email address

Requested inspection date

Public Improvement inspections are performed Monday through Thursday, 9 am - 4 pm, and must be scheduled at least **48 business hours** in advance.

BLACK HAWK/CENTRAL CITY SANITATION DISTRICT: - Lynn Hillary, Lynn@BHCCSD.com
CALL 303-582-3422

GILPIN COUNTY PUBLIC HEALTH: - Alisa Witt, awitt@gilpincounty.org CALL 303-582-5803

NO INSPECTIONS ARE PERFORMED ON CITY OR CONSULTANT HOLIDAYS. PLEASE REFERENCE THE CP&D WEBSITE FOR A COMPLETE LIST.

****A Certificate of Occupancy or Certificate of Completion is ONLY ISSUED ONCE ALL City Departments and Outside Agencies complete and pass their final inspections****