



PLAN SUBMITTAL & APPROVAL SEQUENCE

Construction Permits and Plan Reviews are arranged through the online platform, Community Core. Through the CommunityCore portal, you can: Obtain all permits; Request inspections; View inspection results; and Track all historical permits. To create a Community Core account or with any questions, please contact Black Hawk Fire Department Headquarters at 303-582-2248.

The sequence below illustrates the order in which plans need to be submitted to and approved by the Black Hawk Fire Department for new construction or tenant finish. Not all plan types and reviews are shown, and not all plan types shown are required for all projects.



PLANNING & SITE DEVELOPMENT PROCESS

Development Review Committee (DRC)

- Development review will be scheduled by CP&D and shall precede submittal of a Fire Master Plan.
- A Fire Department representative will be present for DRC meeting and provide comments to CP&D.

Fire Master Plan (New buildings only)

- Submit after development review and before architectural plan.
- Must be approved prior to approval of architectural plan.



BUILDING DESIGN & USE

Architectural Plan

- Submit after approval of Fire Master Plan, where required.
- Please note: The Fire Department's architectural plan review begins after CP&D approval.

Hazardous Materials and Processes Plan

- Submit after approval of architectural plan, where required.
- Includes Chemicals, High-Piled Storage, Tanks, Refrigeration, Ovens, Battery Systems, etc.



FIRE & LIFE SAFETY SYSTEMS DEFERRED SUBMITTALS

Sprinkler Plan

- Submit after approval of the architectural plan.
- Fire pumps and standpipes must be reviewed concurrently with the sprinkler plan.

Hood & Duct Extinguishing System or Clean Agent System Plan

- Submit after approval of architectural plan, where required.

Alarm or Monitoring Plan

- Submit after approval of architectural plan and/or sprinkler plan.



Minor projects have a 10 business day review time. Major projects have a 20 business day review time. Resubmittals will have a 5 business day review time. Please note, the Fire Department's architectural plan review begins after CP&D approval. Permits will expire 180 days after issuance. Applicants can request a permit extension in writing, demonstrating a justifiable cause for the request.

Fees will be assessed based on the City's Fee Schedule. Plan review fees will be included in the permit fee. and due upon completion of review. Permit will be issued once payment is received.

Please contact firemarshal@cityofblackhawk.org with questions related to your planned project.