



**COMMERCIAL DEVELOPMENT
GUIDELINES FOR TENANT FINISH
ONLY**



HIGHLANDS RANCH METROPOLITAN DISTRICT CENTENNIAL WATER & SANITATION DISTRICT

ARE YOU BUILDING IN HIGHLANDS RANCH? (COMMERCIAL STAND ALONE OR TENANT FINISH BUILDINGS)

For your convenience, we now offer **Online**:

- Commercial Development Guideline books (Stand Alone Building and Tenant Finish)
- Standard Details book (Water and Sewer Specifications).

You can find it at our website: www.highlandsranch.org

To get to the Commercial section, click on:

- **Public Works**
- **Utilities Design – Commercial Development** (this section is separated into 5 sub-sections):
 1. New Construction of Stand Alone Buildings
 2. New Construction Submittal Forms
 3. Tenant Finish of Existing Buildings
 4. Tenant Finish Submittal Forms
 5. Standard Details (Water & Sewer Specification books)

The “**New Construction of Stand Alone Buildings**” book refers to a separate commercial building that is going to be built.

The “**Tenant Finish of Existing Buildings**” book refers to all commercial tenant finishes, with the existing building already there and the customer wants to fill a space within the building.

The “**Standard Details**” book refers to any plumbing and water concerns, and offers diagrams to help you.

Please use this as a quick and convenient way to review our rules and regulations for **Commercial Review**, and to **print out the “Submittal Forms”**, that are required for all Commercial “Tenant Finish” and “Stand Alone” reviews.

Metro Districts
Highlands Ranch
Commercial Development Guidelines

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Highlands Ranch Co 80129
Phone: 303-791-0430
Fax: 303-791-0437
[E-mail: Jcrump@highlandsranch.org](mailto:Jcrump@highlandsranch.org)

Marcy Gulch Wastewater Treatment Plant
8700 S. Santa Fe
Highlands Ranch, Co 80126
Phone: 303-791 7182
Fax: 303-791-8395 or 303-791-6549
[E-mail: Abaker@cwsdhrmd.org](mailto:Abaker@cwsdhrmd.org)
For Industrial Waste Questionnaire information

Metro Parks Service Center
3280 Redstone Park Circle
Highlands Ranch, CO 80129
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COMMERCIAL DEVELOPMENT GUIDELINES FOR TENANT FINISH ONLY

THIS ABRIDGED VERSION OF THE COMMERCIAL DEVELOPMENT GUIDELINES IS INTENDED FOR MINOR PROJECTS SUCH AS “TENANT FINISH”. THE **HIGHLIGHTED** CHAPTERS ARE INCLUDED IN THIS VERSION.

A COMPLETE VERSION OF THE GUIDELINES IS AVAILABLE UPON REQUEST.

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I. INTRODUCTION

Tenant Finish Projects

All construction in Highlands Ranch must comply with the “Standard Utility Specifications” and “Rules and Regulations” of the Highlands Ranch Metropolitan Districts. Design, plan submittal, and construction requirements are outlined in the above documents and in the “Commercial Development Guidelines”, distributed by the District.

Tenant Finish projects typically do not involve significant modifications to external utilities or the building shell. In these circumstances, some of design and submittal requirements for larger commercial projects **do not apply**. These “Commercial Development Guidelines for Tenant Finish Only” are intended as guidelines for Owners and Contractors of simple Tenant Finish projects. All improvements shall comply with applicable state and local regulations; such as those of the Douglas County Building Department, Littleton Fire Department, Tri County Health Department, and Centennial Water and Sanitation District.

Our Commercial Guidelines Books are now available on our website at: Highlandsranch.org – Public Works – Utilities Design – Commercial Development – Stand Alone book and forms – Tenant Finish book and forms – Standard Details book.

If there are any questions regarding submittal requirements, please contact Metro Districts Engineering at 303-791-0430 or jcrump@highlandsranch.org.

DESIGN REQUIREMENTS FOR COMMERCIAL DEVELOPMENT

The following information is required on plans that are submitted for District approval.

Architectural Plans

- A complete set of architectural drawings.
- Show the location of any **isolation** backflow prevention devices on drawings, **to scale on the architectural, plumbing, mechanical and electrical drawings.** , including the brand name and model number and the size of the device on all plumbing drawings. (see next sheet for requirements)
- Complete plumbing plan showing all fixtures and water and sewer lines.
- Isometric drawing of the water and sanitary sewer line, including the backflow preventer.
- Plan view showing location backflow preventer(s) (*To Scale*)
- Elevation view of area where backflow preventer(s) is to be installed. (*See standard details*)

All drawings need to be on a minimum of 24" X 36" sheets. (*Addenda's are not acceptable.*)

All drawings are to be wet stamped and signed by a licensed engineer or architect at time of final submittal. (*See checklist for submittal requirements*)

***Tenant finish drawing review time is fourteen (14) calendar days.
Additional submittals may take up to fourteen (14) calendar days.***

Highlands Ranch Waste Questionnaire

- Fill out completely and sign the forms from Chapter VI (*for all type of use*)

Highlands Ranch Silver Mercury Discharge Questionnaire

- Fill out completely and sign the forms from Chapter VI. (*Use only if plans are for medical/dental office x-ray equipment or photo labs*)

Water Service Line Sizing Calculations

- All calculations must be in accordance with the American Water Works Association Manual 22, as modified. (Forms are included in pull outs, use only the forms provided)
- Do not include the water service sizing calculations on the drawings.
- Provide "cut sheets" for proposed equipment that may be connected to the domestic water system such as x-ray equipment, photo processors, car wash equipment, etc.

The above list is the minimum information required on the drawings. However, depending on the type of facility, additional information will be required.

- Backflow Prevention Devices

The District requires the installation of an approved reduce pressure principle device backflow preventer on the incoming domestic waterline for the purpose of containment from the Districts water system. We however will require additional isolation devices depending on the type of use.

The following is a list of the potential other uses that will require additional isolation devices:

Soda dispensers (approved R.P.P.D. is required)
Dental facilities
Food preparation
Medical facilities
Veterinary facilities
Beauty shops/barber shop
Photo processing facilities
Nail Salons

ALL BACKFLOW PREVENTION DEVICES SHALL MEET THE MINIMUM STANDARDS OF AN APPROVED REDUCED PRESSURE PRINCIPLE DEVICE.

NOTE: ALL OF THE ITEMS LISTED NEED TO BE SUBMITTED WITH THE SUBMITTAL FORM IN A COMPLETE PACKAGE. FAILURE TO DO SO WILL DELAY THE REVIEW AND APPROVAL OF THESE PLANS.

PLAN SUBMITTAL REQUIREMENTS FOR COMMERCIAL DEVELOPMENT

Project Name: _____ Filing Number _____

Project Address: _____ Submitted By: _____

The following information is required on plans that are submitted for District approval.

TENANT FINISH BUILDINGS

If you are constructing a tenant finish within an existing structure the following information is required:

Are you adding, deleting or changing the location of any water fixtures or equipment that will be connected to the water system or sanitary sewer system within the existing shell finish?

NO ___ If you are **not** adding, deleting, or changing water fixtures or equipment that will connect to the existing water and sanitary sewer system you will be required to submit the following:

- Floor plan (24x36) showing the existing water fixtures and tenant lay out. (*Arch plan does not need to be signed and sealed for first submittal*)
- Commercial Review Submittal Form
- Plan Checklist
- Plan Submittal Requirements
- Highlands Ranch Waste Questionnaire (*Filled out and signed forms for all types of use.*)
- Fill out Water Service Line Calculation Sheet, indicating all **existing** water fixtures in tenant space.

YES ___ If you **are** adding, deleting, or changing the location of any water fixtures or equipment that will connect to the existing water and sanitary sewer system you will be required to submit the following:

- A complete set of Tenant Finish Architectural, Electrical, Plumbing, and Mechanical drawings.

Show location of required isolation backflow prevention devices.

Complete plumbing plan showing all fixtures and water and sewer lines.

Isometric drawing of the water and sanitary sewer line, including the backflow preventer.

Plan view showing location of backflow preventer. (*See Standard Details book*)

Elevation view of area where backflow preventer is to be installed.

Backflow Prevention Devices

The District requires the installation of an approved reduce pressure principal device backflow preventer on the incoming domestic waterline for the purpose of containment from the Districts water system. We however will require additional isolation devices depending on the type of use.

The following is a list of the potential other uses that will require an additional isolation devices:

Soda dispensers (approved R.P.P.D. is required)

Dental facilities

Food preparation

Medical facilities

Veterinary facilities

Beauty shops/Barber shops/Nail Salons

Photo processing facilities

- Commercial Review Submittal Form
- Plan Checklist
- Plan Submittal Requirements
- Highlands Ranch Waste Questionnaire (*Filled out and signed forms for all type of use.*)
- Highlands Ranch Silver Mercury Discharge Questionnaire (*For dental and medical office's x-ray equipment and photo labs.*)
- Fill out Water Service Line Sizing Calculation Sheet, indicating all existing and new water fixtures in tenant space.

***All final submittals will be signed and sealed drawings.**