



## REQUIRED DOCUMENTS AND FORMS FOR CONSTRUCTION

The fire district has contracted with 3E Fire Marshal Services to perform all services and duties as the district Fire Marshal.

Before the fire district will review site or building plans, the fire district **MUST** receive a completed Application for Plan Review, Impact Fee Form, and documentation of impact fee payment.

Prior to the Town of Keenesburg, Adams County or Weld County issuing a building permit, a copy of the completed Impact Fee Form, documentation of impact fee payment, and proof of fire district final review (comment letter/permit card or permit release letter) **MUST** be provided to them.

Plan review packets must include all documents and drawings necessary to verify compliance with the adopted fire code and referenced standards. For site plan reviews, the packet must include Civil Drawings (utility/fire protection water supply plan, required fire flow calculation, fire access and site plan). Review packet for new buildings must include architectural, mechanical, electrical, and plumbing plans. When fire protection systems are required, deferred submittals will be required.

Per IFC 104.7.2, the district may request technical assistance to determine the acceptability of technologies, processes, products, facilities, materials and uses attending the design, operation or use of a building or premises subject to inspection by the fire code official. The fire code official is authorized to require the owner or owner's authorized agent to provide, without charge to the jurisdiction, a technical opinion and report. The opinion and report shall be prepared by a qualified engineer, specialist, laboratory or fire safety specialty organization acceptable to the fire code official. and shall analyze the fire safety properties of the design, operation or use of the building or premises and the facilities and appurtenances situated thereon, to recommend necessary changes. The fire code official is authorized to require design submittals to be prepared by, and bear the stamp of, a registered design professional.

All submitted drawings must meet all requirements of the 2018 International Fire Code and referenced standards as adopted by Adams County, Weld County, and the Town of Keenesburg. The current edition of the referenced NFPA standards may be accepted if they do not lessen health, life and fire safety requirements.

One (1) PDF set of signed and stamped drawings and required supplementary documentation will need to be provided at the time of submittal.

Southeast Weld Fire Protection District  
95 W. Broadway Avenue – Keenesburg, Colorado 80643 – 720-250-7254  
[weven@3efms.com](mailto:weven@3efms.com) [www.seweldfire.org](http://www.seweldfire.org)



### Submittal and Review Process Steps:

1. Download the Impact Fee Form and Application for Plan Review from our website at [www.seweldfire.org](http://www.seweldfire.org).
2. Submit the completed Impact Fee Form electronically to [planreview@seweldfire.org](mailto:planreview@seweldfire.org). Payment must be made in the form of a check to: Southeast Weld Fire District, 95 W. Broadway Avenue, Keenesburg, CO 80643.
3. Submit the Application for Plan Review and required documents electronically by sending them to [weven@3efms.com](mailto:weven@3efms.com).
4. Upon receipt of the Application for Plan Review and completion of the review, 3E Fire Marshall Services will invoice for payment.
5. Once all fees have been paid, the reviewed and stamped documents will be released to the applicant.