



# West Metro Fire Protection District

## Change of Use or Occupancy

This document is intended to provide general information regarding West Metro Fire Protection District (WMFPD) requirements when changing the use or occupancy classification of an existing building, or portion thereof, in accordance with the International Fire Code (IFC) Sec. 102.3 and the International Existing Building Code Chapter 10. Since each situation is unique, the guidance provided here is general in nature and may not address project-specific code requirements. Due to the complexities of the 'change of use or occupancy' process, and the potential for other building modifications and fire and life safety systems requirements as a result of this process, engaging a licensed design professional (architect, fire protection engineer, etc.) will aid in identifying the requirements specific to your particular objectives. Furthermore, a design professional is able to assist the owner by facilitating and coordinating the plan review, approval, and permitting processes required by the WMFPD and the appropriate city or county building department.

### **IMPORTANT INFORMATION:**

1. All projects, regardless of size or complexity, shall comply with the International Fire Code (IFC) as adopted by each county or municipality, including all adopted amendments. A list of adopted codes and a link to applicable amendments is available on our website at:  
<https://www.westmetrofire.org/adopted-fire-codes-for-west-metro-fire-rescue>
2. Submit an application to the WMFPD for a change of use or occupancy. This application shall include the following:
  - Information on the existing use or occupancy classification and the proposed use or occupancy classification for the property address, drawings necessary to fully describe all work taking place (details below), and a WMFPD permit application. Please check with the building department having jurisdiction for their specific submittal requirements.
  - A drawing set (construction documents) shall include:
    - A complete building and fire code analysis.
    - Any and all physical changes to the space or building including all applicable construction documents (mechanical, electrical, plumbing, and structural) necessary to describe the scope of the project.
    - All change of use or occupancy plans are required to be stamp and signed by the design professional of record (architect, professional engineer, fire protection engineer, etc.).
3. Understand that changing the use or occupancy classification of a building or space requires that all code requirements of the currently adopted IFC and the International Existing Building Code (IEBC) are required to be met. 'Grandfathering' of any life safety features or systems is not permitted within the change of use or occupancy process.
4. Understand that changing the use or occupancy of a space or building may necessitate costly upgrades, including the installation of an automatic fire sprinkler system in accordance with IFC Sec. 903 and a fire alarm system in accordance with IFC Sec. 907.
5. For assisted living and residential care occupancies designated as Group R-4, apply for an Operational Permit with WMFPD.
6. Understand that, depending on the use/occupancy classification, other agencies, departments, and regulatory entities may require review and approval. This include: Local planning and building departments, county health department, Colorado Department of Public Health and Environment, Colorado Division of Fire Prevention and Control, etc.
7. WMFPD utilizes a computer based remote Contractor Portal for project submittals, permitting, and inspection scheduling. Follow the link below to access the WMFPD Contractor Portal, as well as how-to documents for creating a portal and submitting a project application: WMFR Fire Marshal's Office – Construction and Building Services:

<https://www.westmetrofire.org/plan-review-submittal-process>