CITY OF LAKEWOOD
PERMIT PROCESS ASSISTANCE HANDOUT

Planning and Public Works - Permits – Civic Center North – 480 S Allison Pkwy – 303.987.7500

PERMITS FOR CONTRACTORS

Other than very minor cosmetic work, all construction requires a building permit. Contact us if you have any question about whether your project requires a permit.

Permit Applications
Contractor Registration Information
Printed copies of all applications are available at the permit counter.

Contractors:

- All contractors and sub-contractors must be registered with the City of Lakewood.

Residential Building Permits:

- Provide a completed building permit application.
- The valuation amount provided on the permit application must include labor and materials for all construction, including the systems (electrical, mechanical, plumbing.)
- Provide 2 sets of plans. Handouts outlining plan requirements are available for most projects.
- Basement finish, decks, detached garages and sheds are reviewed while you wait in most cases.
- New residential homes and additions must be submitted for plan review.
- Separate permits are required for each of the systems.

Commercial Building Permits:

- Provide a completed building permit application.
- The valuation amount provided on the permit application must include labor and materials for all construction, including systems (electrical, mechanical, plumbing, fire detection, fire protection and low voltage wiring.)
- Provide 2 sets of plans. Handouts outlining plan requirements are available for new commercial and tenant finish projects.
    - Both sets of plans must be stamped by the West Metro Fire Protection District before submittal to the City. Contact them at 303-989-4307, extension 510.
    - If day care or food service is included, both sets of plans must be stamped by the Jefferson County Health Department before submittal to the City. Contact them at 303-271-5755.
- Plans for minor tenant finish that do not involve a change in occupancy or food service are reviewed while you wait in most cases.
- Plans for new commercial buildings, major remodeling, or change in use must be submitted for review.
- A separate permit is required for each of the systems.

Permits for Systems:

- Provide a completed permit application specific to each system.
- A separate permit is required for each system and will be issued to registered sub-contractors.
- Fire detection and fire protection systems shop drawings must be approved by the West Metro Fire Protection District before the City permit is issued.
- The systems permit fee is collected with the original building permit fee in most cases. No additional fee will be collected with the systems permits if it was collected with the building permit.

Fees and Taxes:

- Fees are based on total valuation of the project. The Building Code Administrator has established minimum values per square foot that will be used as a baseline to determine value for new construction.
- For while-you-wait reviews, the plan check fee, building permit fee and estimated use tax are collected when the permit is issued.
- For projects that must be submitted for review, the plan check fee is collected with the submittal. The building permit fee and estimated use tax are collected when the permit is issued.
- For an estimate of fees based on an estimated valuation, call 303-987-7500.

Inspections:

- An inspection card outlining required inspections is provided to you when the permit is issued.
- All sub-contractors must be listed in the appropriate section of the inspection card.
- All inspections must be requested via the automated inspection phone line at 303-987-7768.
- Inspections requested by 7 a.m. are typically performed the same day, excluding weekends and holidays.
- Special inspections requiring a third-party inspection will be identified during the plan review. You are responsible for hiring all third-party inspectors.

Certificate of Occupancy:

- For new buildings and remodels with changes in occupancy, the City will issue a Certificate of Occupancy once all required inspections are completed.
- For tenant finish work not involving a change in occupancy, a final building inspection is required once all other required inspections are completed.

We are happy you are building in Lakewood and we want to provide whatever information you require. Please call 303-987-7500 with any questions.