



CITY OF LAKEWOOD PERMIT PROCESS ASSISTANCE HANDOUT

Public Works - Permits – Civic Center North – 470 S Allison Pkwy – 303.987.7500

COMMERCIAL NEW BUILDINGS

The purpose of this handout is to provide a checklist of submittal requirements for new Commercial Buildings.

Submittals shall include:

- Completed permit application and plan check fee
- Completed Water & Sewer Availability Form(s) from the applicable provider
- 1 Stamped set of the Engineering Calculations
- 1 Copy of the Design Manual or Specifications
- 1 Stamped Copy of the Soil Report
- 2 Stamped Sets of the Construction Plans that have been approved by West Metro Fire District. If submitting plans concurrently with WMFD, we will need 2 set of stamped plans for review. The 2 approved sets from WMFD are required prior to Lakewood's final approval and permit issuance. Properly formatted electronic submittals are accepted with pre-approval by the Building Official.
- Also include:
 - Site, Grading and Landscape Plans
 - Architectural Plans
 - Foundation and Structural Plans
 - Mechanical, Plumbing, Fuel Gas, and Electrical Plans
 - Kitchen Equipment Plans (where applicable)
 - International Energy Conservation Code compliance method
 - Site & Building Accessibility Plans (Refer to Site Accessibility handout)
 - Construction and/or Demolition Waste Management Plans (Refer to Demolition and Construction Waste handout)
 - Electric vehicle parking station location(s) must be indicated on the plans, when required.
 - Solar Ready Zone (roof): Required on buildings oriented between 110° and 270° of true north or having a low-sloped roof

Other specific requirements:

- RESTAURANTS AND OCCUPANCIES INVOLVING FOOD PREPARATION
 - Approval of grease trap from the appropriate sanitation provider
 - Approval from the Jefferson County Health Department
- SERVICE STATIONS, CAR WASHES & SIMILAR USES
 - Approval of sand & oil trap from the appropriate sanitation provider

Building Code Analysis provided by a Colorado Licensed Design Professional to be included on the plans (including but not limited to):

- Building Type of Construction
- Fire Resistive Construction
- Fire Protection/Fire Alarm
- Allowable Area: Actual Area (include any allowable increases for sprinkler and/or frontage)
- Allowable Height/Stories : Actual Height/Stories (include any allowable increase for sprinkler)
- Occupancy Classifications & required separations (state if applying non-separated use)
- Code Editions: Refer to Codes Design and Loads handout
- Design Criteria: Refer to Codes Design and Loads handout