

This handout identifies the permit submittal requirements for Commercial additions to existing structures.

All permits must be submitted through www.lakewood.org/eTRAKiT.

For more information on eTRAKiT at Lakewood, visit www.lakewood.org/eTRAKiTinfo

Contractors, tenants and building owners:

- Any person hired to perform work must have the required City of Lakewood contractor registration to do work within the city limits.
- Please note that drawings uploaded into eTRAKiT for a commercial addition must be stamped and signed by a licensed design professional in the state of Colorado.

Submittal Requirements:

- Your project must comply with the required structure setbacks for zoning on your lot. Please check with the Planner-of-the-Day at 303-987-7571 or e-mail at POD@lakewood.org to verify your proposed structure meets all setback, location and other zoning requirements.
- Provide a fully completed permit application through eTRAKiT.
- Upload water and sewer availability forms that have been signed and completed by the water and sewer providers for the specific building site.
 - Plans must be stamped by the West Metro Fire Protection District before submittal to the City. Contact West Metro at 303.989.4307, extension 510.
 - If day care or food service is included, plans must be stamped by the Jefferson County Health Department before submittal to the City. Contact JeffCo Health at 303.271.5755.
 - Professional seals may be imbedded in the drawings and are not required to be digitally verified or encrypted.
- Plan review fee based on the valuation of your project will be collected via a link on your eTRAKiT dashboard after the intake completeness review is approved.
- Upload a complete set of the following documents into eTRAKiT:
 1. Plot Plan drawn to 1" = 30' or larger standard engineering scale. See Planning Department handouts for Commercial Additions to existing structures site plan requirements and sample plot plan.
 2. Upload a stamped copy of an engineered soils report for the specific building site.
 3. Specify method used to meet the energy code requirements for the new addition: Prescriptive thermal envelope requirements, UA trade-off method (provide the **COMcheck** analysis) or the performance path. Indicate the proposed method on the construction plans and provide all necessary supporting documents. If extensive changes are being made to the existing facility or if the use of the building is being changed (from retail to a restaurant, or an office to a retail space), all modified or renovated portions of the building must be brought up to current energy code standards.
 4. Upload a completed mechanical or HVAC system design for the proposed building to properly size the HVAC equipment and coordinate with the selected energy code provisions.

5. For all new commercial additions or alterations that have more than 2500 square feet of interior space or for multiple buildings that have a combined area of 5,000 square feet of interior space upload a Construction Waste Management Plan. (See Separate Construction Waste Management Plan hand out)
6. Upload architectural plans drawn to $\frac{1}{4}'' = 1'0''$ scale as follows:
 - Provide both demolition plans and new plans clearly showing any walls and features to be removed during construction and proposed plans showing all new calls, casework, fixtures and equipment being installed.
 - Provide accessibility information demonstrating that the new addition and existing modified areas of the building are compliant with current Lakewood accessibility standards as outlined in the codes and loads handout.
 - Indicate applicable codes and loads used in design on the cover sheet of the set. (See separate Codes & Loads handout). Provide occupant load calculations, path of egress plan showing door egress capacities and all emergency equipment such as fire extinguishers, smoke detectors, alarms, pull stations, emergency lights and exit signage. Show all fire rated wall assemblies.
 - Basement, each floor and roof plans. Show interior partitions and dimensions of each room or space. Provide typical wall type details showing the construction of all partitions within the project. Identify all rooms, windows (size, type, safety), doors (size). Identify and locate all fixed appliances (furnace, water heater, washer, dryer, toilets, lavatories, tub/showers, sinks, etc.) and fixed or built-in counters.
 - Provide building elevations (front, rear, left and right sides). Provide the locations of tempered glass windows and egress windows on all elevations provide the locations of lights, signage, canopies and all exterior features of the building.
 - Provide details of construction including but not limited to typical exterior wall sections from foundation to roof that includes interior finishes, framing, insulation (note the R value), exterior sheathing and finish materials, roof sheathing, insulation, roof covering and roof R values. Multiple wall details may be required if multiple materials are being used on the project. Also provide stair details with guard and handrails where applicable, as well as applicable outdoor patio and patio cover attachment details. Where volume ceilings or ornate ceiling treatments occur, show framing details for tray, coffers, vaults and coves in ceilings.
 - For projects with a roof area greater than 600 square feet and oriented between 110 degree and 270 degrees of true north indicate the solar ready zone area electrical pathways and provide roof load documentation. See City local amendments, chapter 14 for exclusions and qualifications to this requirement.
 - On the roof plan indicate the location, type and area of all the plumbing vents. Roof access hatches, roof top equipment including packaged roof top units. Indicate roof slopes tapers, crickets, saddles and curbs.
 - Provide a gas piping diagram from the point of delivery to the farthest

- outlet, including all branches. Indicate the pipe size and length of each section, demand at each outlet, piping material, delivery pressure at the meter. Indicate the location of the pressure regulator if applicable.
- Clarify the use of conventional or direct vent gas-fired furnaces and water heaters.
 - Show plumbing riser diagrams for supply and waste plumbing and vent piping with necessary shut off valves, V.T.R.'s and floor drains.
7. Upload structural plans drawn to $\frac{1}{4}'' = 1'0''$ scale as follows:
- Provide an engineered foundation plan that references the Lakewood design criteria and the site specific engineered soil report. Include sections and other details as applicable. Plans must be stamped and signed by a registered Colorado Professional Engineer.
 - Provide floor and roof framing plans. Show how wall bracing requirements are being met. Note on the plans if engineered roof trusses are being used and include the stamped engineered drawings either with the submittal or to be provided before installation.
 - Provide general notes and specific construction details as necessary. Include the design loads used in the structural design.
 - Provide structural calculations stamped and signed by a licensed structural engineer in the State of Colorado for all new or modified structural elements within the project.
8. Upload electrical plans drawn to $\frac{1}{4}'' = 1'0''$ scale as follows:
- Show the location of the electrical service entrance/meter along with the location of the required UFER ground on the 1st floor plan. Should multiple electrical panels be incorporated into the project, show each panel and major equipment such as roof top units in a single line diagram.
 - For each floor level, including the basement, indicate the general location of electrical receptacles and include GFCI and WP protection where applicable. Also show fixed lighting fixtures and fans with their switches. Indicate the location of all required interconnected, hard-wired smoke alarms and carbon monoxide alarms. Please note that all receptacles within 6 feet of a water source or servicing a counter must be GFCI rated.
 - Provide general notes and fixture schedules as necessary.
 - The location of any power panel must be shown on the drawing, if more than one electrical panel will be installed in the project, all electrical panels locations must be shown. Electrical panels must have a clear area in front of the panel of at least 36 inches.

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.

 **CITY OF LAKEWOOD**

PERMIT PROCESS ASSISTANCE HANDOUT

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

**NEW COMMERCIAL
ADDITION
SUBMITTAL
REQUIREMENTS**