



CITY OF LAKEWOOD PERMIT PROCESS ASSISTANCE HANDOUT

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

NEW SINGLE FAMILY HOME SUBMITTAL REQUIREMENTS

This handout identifies the permit submittal requirements for New Single-Family detached homes.

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

For more information on eTRAKiT at Lakewood visit www.Lakewood.org/eTRAKiInfo

Contractors and Homeowners as General Contractors:

- Homeowners may obtain the building permit for construction of a single-family home intended as the owner's personal residence and performing the work themselves.
- 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 by a homeowner or contractor that do not show sufficient knowledge of the building codes or building systems may be required to be stamped and signed by a Colorado licensed design professional or architect.

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.
- 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 single family/duplex permit 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: Prescriptive thermal envelope requirements, UA trade-off method (provide the **REScheck** analysis) or the performance path. Indicate the proposed method on the construction plans and provide all necessary supporting documents.
 4. Upload a completed Manual J analysis or engineered drawings for the proposed building to properly size the HVAC equipment and coordinate with the selected energy code provisions.
 5. For all new single-family homes that have more than 2500 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 1/4" = 1'0" scale as follows:
 - Indicate applicable codes and loads used in design on the cover sheet of the set. (See separate Codes & Loads handout)



- Basement, each floor and roof plans. Show interior partitions and dimensions of each room or space. 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 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. Multiple wall details may be required if multiple materials are being used on the residence. Also provide stair details with guard and handrails where applicable, as well as applicable deck 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 homes 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.
 - On the roof plan indicate the location, type and area of all the attic roof vents. Provide attic ventilation calculations if applicable.
 - Where a crawl space is provided, indicate how the space is to be accessed and ventilated (natural ventilation or conditioned crawl space.) Provide crawlspace ventilation Calculations when using the Natural Ventilation method. Provide the location of any sump pit or ejector pit, an electrical outlet must be shown adjacent to sump pits for electrical for sump pumps.
 - 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.
 - Provide a radon control plan that shows the location of the vent pipe from the lowest level to the termination above the roof including an electrical circuit for a future fan. (See separate Radon Control Methods handout)
 - 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.



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- Provide general notes and specific construction details as necessary. Include the design loads used in the structural design.
8. Upload electrical plans drawn to $\frac{1}{4}'' = 1'0''$ scale as follows:
- Show the approximate location of the electrical service entrance/meter along with the location of the required UFER ground on the 1st floor plan.
 - 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 ceiling fans must have fan rated junction boxes, and 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.
 - New single-family homes with a dedicated attached or detached garage shall facilitate future installation and use of electric vehicle chargers.
 - The service panel or subpanel circuit directory shall provide capacity to install a 40-ampere minimum dedicated branch circuit and space(s) reserved to permit installation of a branch circuit over current device for future installation of electrical vehicle charger.
 - Service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future electrical vehicle charging as “EV CAPABLE”
 - Solar ready homes shall reserve a location for a dual pole circuit breaker for future solar electric installation and shall be labeled as “FOR FUTURE SOLAR ELECTRIC”.
 - The location of any power panel must be shown on the drawing, if more than one electrical panel will be installed in a residence, a one-line electrical diagram must be provided.

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.