

# CITY OF LAKEWOOD PERMIT PROCESS ASSISTANCE HANDOUT

Public Works - Permits – Civic Center North – 470 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 questions about whether your project requires a permit.

All permits must be submitted through [www.Lakewood.org/eTRAKiT](http://www.Lakewood.org/eTRAKiT).

For more information on eTRAKiT at Lakewood visit [www.Lakewood.org/eTRAKiTInfo](http://www.Lakewood.org/eTRAKiTInfo).

### Contractors:

- All contractors and sub-contractors must be registered with the City of Lakewood. Contractor registration must be completed through eTRAKiT.

### Residential Building Permits:

- Provide a completed building permit application through eTRAKiT.
- The valuation amount provided on the permit application must include labor and materials for all construction, including the systems (electrical, mechanical, plumbing).
- Upload plans and all associated documents through eTRAKiT. Handouts outlining plan requirements are available for most projects. Plans may be required to be stamped by a Colorado licensed design professional if the first submittal does not demonstrate sufficient knowledge of codes and/or constructability for residential projects and must be stamped by a licensed design professional for commercial projects.
- Basement finish, decks, detached garages and sheds should be submitted through eTRAKiT, or in some cases may be reviewed while you wait.
- New residential homes and most additions must be submitted for plan review through eTRAKiT.
- If the project valuation includes sub-contractor work, all sub-contractor information must be provided prior to the permit being issued.

### Commercial Building Permits:

- Provide a completed building permit application through eTRAKiT.
- 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).
- Upload plans and all associated documents through eTRAKiT. Handouts outlining plan requirements are available for new commercial and tenant finish projects. Plans must be stamped and signed by a Colorado licensed design professional.
  - 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.
- Plans for *minor* tenant finish projects that do not involve a change in occupancy or food service should be submitted through eTRAKiT, or in some cases may be reviewed while you wait.
- Plans for new commercial buildings, major remodeling, or change in use must be submitted for review through eTRAKiT.
- Prior to the permit being issued, all sub-contractor information must be provided, including electrical, plumbing, and mechanical contractor information.



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### Stand-alone permits for Systems:

- Permits for furnace replacement, water heaters, plumbing repairs, or electrical upgrades that do not have an associated building permit may be obtained separately through eTRAKiT.
- Provide a completed permit application specific to each system through eTRAKiT for projects that do not have a structural or building component.
- Permits for stand-alone systems will be issued to contractors registered for the appropriate trade.
- Fire detection and fire protection systems shop drawings must be approved by the West Metro Fire Protection District before the City permit is issued.
- Fees will be collected with permit issuance for stand-alone permits.
- If the systems work was included in the original project valuation, do not apply for a stand-alone permit; the registered sub-contractor may request the system work be added to the original building permit.

### Fees and Taxes:

- Fees are based on total valuation of the project. The Building Official has established minimum values per square foot that will be used as a baseline to determine value for new construction based on ICC valuation tables.
- Fees are applied to your permit or plan review record and can be paid through eTRAKiT.
- 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 prior to plan review commencing. 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:

- Inspections may be scheduled and results viewed through eTRAKiT.
- 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. The applicant is 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.
- The City cannot issue a Certificate of Occupancy for existing buildings that do not have an active building permit.

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.