

# CITY OF LAKEWOOD PERMIT PROCESS ASSISTANCE HANDOUT

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

## PERMITS FOR HOMEOWNERS

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)

### Homeowner as General Contractor:

- As the owner and occupant of a single-family detached home, you may obtain the building permit if you are performing the work. Establish a public user account at [www.Lakewood.org/eTRAKiT](http://www.Lakewood.org/eTRAKiT) to apply for permits. Complete the Homeowner Permit Agreement form available in the Supplemental Forms section at [www.Lakewood.org/eTRAKiTinfo](http://www.Lakewood.org/eTRAKiTinfo). If you are hiring sub-contractors to perform any of the work, the sub-contractor information must be provided and verified by the City before inspections can be scheduled.
- As the owner and occupant of a townhome or duplex, you may obtain the building permit in some circumstances.
- If you hire someone to do the work, ensure they are registered with the City of Lakewood and have them obtain the permit.

### 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). The valuation amount must be based on the cost of hiring a contractor and buying new materials regardless of the actual source of labor and materials.
- Upload complete plans showing existing conditions plans and new or proposed plans. Handouts outlining plan requirements are available for most projects. Plans may be required to be stamped and signed by a Colorado licensed Architect if first submittals do not demonstrate adequate knowledge of codes and/or constructability.
- In some cases, plans for a basement finish, deck, detached garage or shed may be reviewed while you wait at the permit counter.
- Plans for new residential homes and additions must be submitted through eTRAKiT for plan review.

### Permits for Stand-alone Systems Projects:

- As the owner and occupant of a single-family detached home, you may obtain these permits through eTRAKiT if you are performing the systems work.
- Owners of townhomes and condominiums must hire registered sub-contractors to perform the systems work.
- Provide a completed permit application specific to each system, water heater replacement, furnace replacement, electrical service upgrade, etc. through eTRAKiT.
- Do not apply for system permits for work associated with a building permit and if the system work was included in the original project valuation. In this case, request the system inspections be added to the original permit. If you are hiring a contractor to perform this work, the contractor can request the inspections be added to the building permit.



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### **Fees and Taxes:**

- All 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.
- 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:**

- Required inspections will be viewable through eTRAKiT.
- All inspections must be requested through eTRAKiT.
- Inspections requested through eTRAKiT 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 required third-party inspectors.

### **Certificate of Occupancy:**

- For a new home, addition or detached garage, the City will issue a Certificate of Occupancy once all required inspections are completed.
- For all other projects, 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.