



Lakewood

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.

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 must be submitted through eTRAKiT.
- New residential homes and 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, new commercial buildings, major remodeling, or change in use must be submitted for review through eTRAKiT.

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.



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- 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 must complete the add contractor to existing permit form at <https://www.lakewood.org/Government/Departments/Public-Works/Building-and-Construction-Permits>.

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 that are applied to your permit must be paid through eTRAKiT.
- For an estimate of fees based on an estimated valuation, call 303.987.7500.

Inspections:

- Inspections must be scheduled, and results viewed through eTRAKiT.
- Inspections scheduled through eTRAKiT by 7 a.m. are typically performed the same day, excluding weekends and holidays. Inspections may be scheduled up to six (6) days in advance.
- Special inspections requiring a third-party inspection will be identified during the plan review process. The applicant is responsible for hiring all third-party inspectors. A special inspection letter must be signed and returned to the plan reviewer prior to approval of any permit that includes welding, high strength bolts, concrete foundations etc.

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.
- A certificate of occupancy will not be issued for tenant finish work not involving a change of occupancy or fire sprinkler or alarm work.
- The City cannot issue a Certificate of Occupancy for existing buildings that do not have an active building permit.
- A certificate of occupancy will be required for all projects with modifications to fire safety equipment such as fire sprinklers or fire alarm systems.

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.