



Lakewood

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.

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

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 to apply for permits. Complete the Homeowner Permit Agreement form available in the Supplemental Forms section at www.Lakewood.org/eTRAKiInfo. If you are hiring sub-contractors to perform any of the work, the sub-contractor must complete the request to add contractor to existing permit form at <https://www.lakewood.org/Government/Departments/Public-Works/Building-and-Construction-Permits>. As the homeowner if you wish to perform the mechanical, electrical, and plumbing work yourself, you must add yourself as the contractor for each building system into eTRAKiT using the link above for adding contractors into existing permits for all projects except new homes.
- 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.
- Plans for new residential homes and additions must be submitted through eTRAKiT for plan review.
- An Asbestos survey or report is required for most renovation projects where more than 32 square feet of interior finish is disturbed as outlined by the State of Colorado.

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.
- Mechanical, electrical, and plumbing work must be included in the over-all permit. See the first bullet point under "homeowner as general contractor" above.



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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.
- A 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 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. You are responsible for hiring all required third-party inspectors.

Certificate of Occupancy:

- The City will issue a Certificate of Occupancy for new home projects once all required inspections are completed.
- For all other projects, a final building inspection is required once all other required inspections are completed. A certificate of completion may be requested after close out of a home addition or accessory structure project.

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.