Attached Residential Garage Permit Submittal Checklist

Applications for construction of **Attached Garages** are reviewed by the Building and Inspection Services Division and Planning Division for compliance with applicable ordinances and design criteria and are required to be approved by these entities prior to issuance of a building permit. The following list of documents or information is required at the time of submission of application for permit:

- Completed City of Wheat Ridge **Permit Application** form containing the following:
  - Property owner name, address and contact information
  - Contractor and subcontractor information (***A contractor currently licensed with the City of Wheat Ridge, possessing a minimum Class 3 license, is required at the time of submission unless all work is performed by the property owner and that owner resides at the property currently and for a minimum of year from the date of completion of the project. Homeowners are required to obtain a Homeowners Contractor's License in accordance with licensing procedures)***
  - Detailed description of work to be performed
  - Contract value of all work to be performed
  - Printed name and signature of individual submitting application

- A copy of the **Property Deed** or other document(s) verifying residency/ownership *may* be required prior to acceptance of an application or issuance of a permit
- An **Improvement Location Certificate (ILC)** or an **Improvement Survey Plat (ISP)** or a **Site Plan** as described below
- Two (2) sets of minimum **11" x 17" construction plans*** containing:

  - ***Site Plan*** – must be "to scale" and be an accurate depiction of the site based on available survey information including scale, north arrow, property line locations, identification of streets and alleys, an all existing and proposed improvements including structures, fences, etc. Site plan should also depict means of access to structure and materials used to construct that access
  - ***Architectural Elevations*** - must be "to scale" and accurately depict all proposed elevations including materials to be used and measurements to top of ridge and midpoint of roof
  - ***Structural plan(s)*** bearing the seal of a State of Colorado licensed Structural Engineer for foundation system, framing, and any miscellaneous structural components
  - ***Detail drawings*** of other systems and components (i.e. plumbing, electrical, etc.) as necessary to facilitate review

****Attached garages are required to be constructed on an approved foundation system bearing the seal of a State of Colorado licensed Structural Engineer and inspections of such foundation systems are required to be performed by the engineer-of-record and verified to the Building Division through provision of an original stamped letter of compliance at the time of first framing-related inspection.****

****APPLICATIONS THAT ARE INCOMPLETE OR LACKING SUBMITTAL DOCUMENTS WILL NOT BE ACCEPTED BY THE BUILDING DIVISION.****

City of Wheat Ridge
COMMUNITY DEVELOPMENT

Building & Inspection Services Division
7500 W. 29th Ave., Wheat Ridge, CO 80033
Office: 303-235-2855 * Fax: 303-237-8929
Inspection Line: 303-234-5933
Email: permits@ci.wheatridge.co.us

FOR OFFICE USE ONLY

Date:

Plan/Permit #

Plan Review Fee:

Building Permit Application

***** Please complete all highlighted areas on both sides of this form. Incomplete applications may not be processed. *****

Property Address: _____

Property Owner *(please print)*: _____ **Phone**: _____

Property Owner Email: _____

Mailing Address: *(if different than property address)*

Address: _____

City, State, Zip: _____

Architect/Engineer: _____

Architect/Engineer E-mail: _____ **Phone:** _____

Contractor: _____

Contractors City License #: _____ **Phone:** _____

Contractor E-mail Address: _____

Sub Contractors:

Electrical:
W.R. City License #

Plumbing:
W.R. City License #

Mechanical:
W.R. City License #

Other City Licensed Sub:
City License #

Other City Licensed Sub:
City License #

Complete all information on BOTH sides of this form

☐ COMMERCIAL ☐ RESIDENTIAL

Description of work: (Check all that apply)

☐ NEW COMMERCIAL STRUCTURE
☐ NEW RESIDENTIAL STRUCTURE
☐ COMMERCIAL ADDITION
☐ RESDENTIAL ADDITION
☐ ELECTRICAL SERVICE UPGRADE
☐ COMMERCIAL ROOFING
☐ RESIDENTIAL ROOFING
☐ WINDOW REPLACEMENT
☐ COMMERCIAL ACCESSORY STRUCTURE (Garage, shed, deck, etc.)
☐ RESIDENTIAL ACCESSORY STRUCTURE (Garage, shed, deck, etc.)
☐ MECHANICAL SYSTEM/APPLIANCE REPAIR or REPLACEMENT
☐ PLUMBING SYSTEM/APPLIANCE REPAIR or REPLACMENT
☐ ELECTRICAL SYSTEM/APPLIANCE REPAIR or REPLACEMENT
☐ OTHER (Describe)_____

(For **ALL** projects, please provide a **detailed** description of work to be performed, including current use of areas, proposed uses, square footage, existing condition and proposed new condition, appliance size and efficiency, type and amount of materials to be used, etc.)

Sq. Ft./LF _____ **Btu's** _____ **Gallons** _____

Amps _____ **Squares** _____ **Other** _____

Project Value: (Contract value or the cost of **all** materials and labor included in the **entire** project)

$_____

OWNER/CONTRACTOR SIGNATURE OF UNDERSTANDING AND AGREEMENT

I hereby certify that the setback distances proposed by this permit application are accurate and do not violate applicable ordinances, rules or regulations of the City of Wheat Ridge or covenants, easements or restrictions of record; that all measurements shown and allegations made are accurate; that I have read and agree to abide by all conditions printed on this application and that I assume full responsibility for compliance with applicable City of Wheat Ridge codes and ordinances for work under any permit issued based on this application; that I am the legal owner or have been authorized by the legal owner of the property to perform the described work and am also authorized by the legal owner of any entity included on this application to list that entity on this application.

CIRCLE ONE: *(OWNER) (CONTRACTOR) or (AUTHORIZED REPRESENTATIVE) of (OWNER) (CONTRACTOR)*

PRINT NAME: _____ **SIGNATURE:** _____ **DATE:** _____

DEPARTMENT USE ONLY

ZONING COMMMENTS:
Reviewer:

OCCUPANCY CLASSIFICATION: _____

TYPE OF CONSTRUCTION: _____

SPRINKLERED: _____

BUILDING DEPARTMENT COMMENTS:
Reviewer:

OCCUPANT LOAD: _____

PUBLIC WORKS COMMENTS:
Reviewer:

PROOF OF SUBMISSION FORMS

Fire Department	☐ Received	☐ Not Required
Water District	☐ Received	☐ Not Required
Sanitation District	☐ Received	☐ Not Required

Building Division Valuation: $_____

City of Wheat Ridge
COMMUNITY DEVELOPMENT

SUB-CONTRACTOR AUTHORIZATION FORM

Project Address:_____ Permit #:_____
General Contractor:_____

Electrical Contractor

Company Name:_____ Phone #:_____
State License #:_____ Master #:_____

_____ _____
Signature of Authorized Agent Date

Plumbing Contractor

Company Name:_____ Phone #:_____
State License #:_____ Master #:_____
Wheat Ridge License #:_____

_____ _____
Signature of Authorized Agent Date

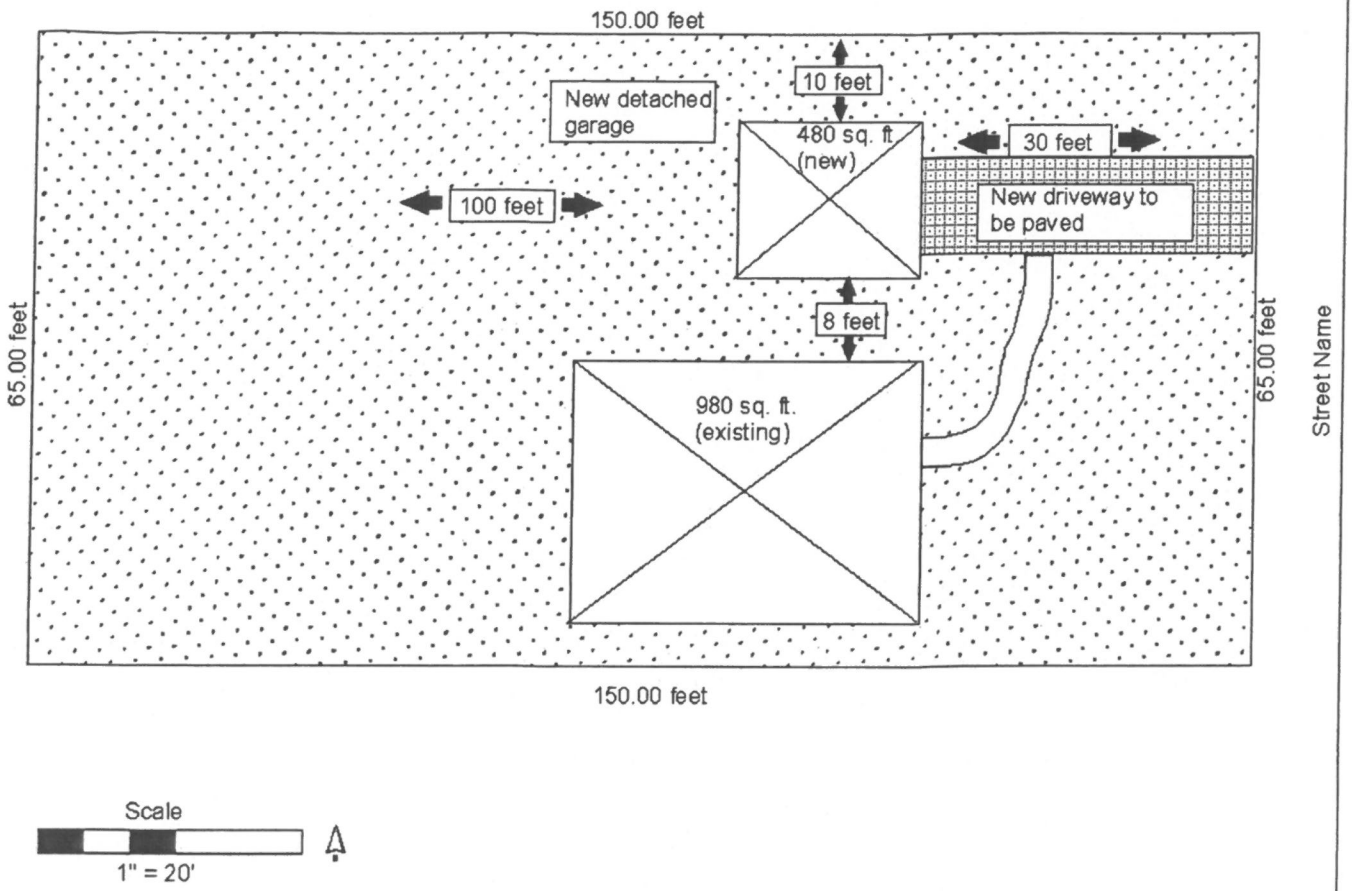
Mechanical Contractor

Company Name:_____ Phone:_____
Wheat Ridge License #:_____

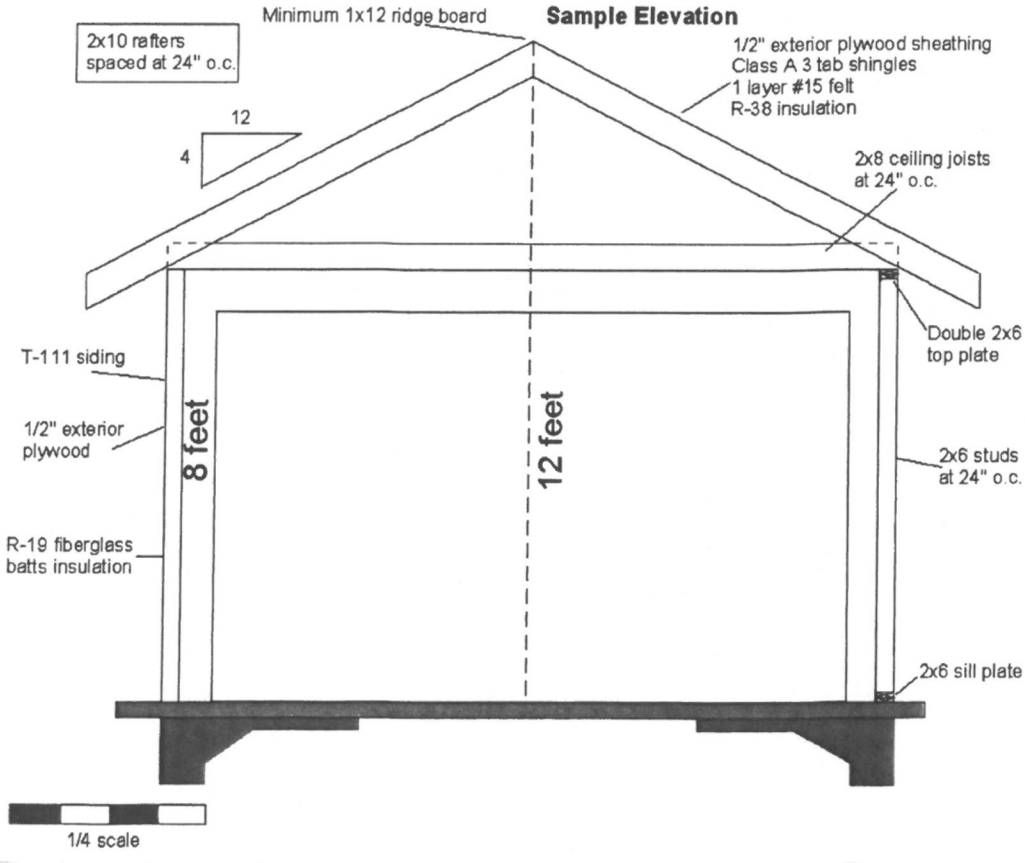
_____ _____
Signature of Authorized Agent Date

***This application must be signed by each sub-contractor confirming the same.**

Example Site Plan



Sample Elevation



City of Wheat Ridge
Community Development

City of Wheat Ridge Municipal Building 7500 W. 29th Ave. Wheat Ridge, CO 80033-8001 P: 303.235.2846 F: 303.235.2857

FOUNDATION SETBACK AND ELEVATION CERTIFICATION

This form, including the Exhibit on the reverse side, must be fully completed by a Professional Land Surveyor licensed in the State of Colorado. This Certification must be submitted for review and approval prior to the placement of concrete and before proceeding with any further construction.

DATE: _____

PERMIT# _____

ADDRESS: _____

LOT _____, **BLOCK** _____, _____ **SUBDIVISION**

I hereby certify that the elevation and location of the structural foundation for the above property described above has been measured by me or directly under my supervision. The foundation setbacks and elevations for **all building corners** as stated herein have been found by me to be in compliance with all municipal setback and elevation requirements, and all civil engineering and Building Permit construction plans as approved by the City of Wheat Ridge.

The **MINIMUM SETBACK DISTANCES** from the property lines have been determined to be:

FRONT: _____ REAR: _____ SIDE: _____ SIDE: _____

The **MINIMUM ELEVATION** has been determined to be: _____ **(NAVD88)**.

The above measurements have been determined on the following location:

Check only one): _____ Top of foundation **prior** to placement of concrete

_____ Top of proposed foundation **subsequent** to placement of concrete

The setback and elevation measurement locations are identified on the attached exhibit.

Signed _____

Print _____ Date _____
Professional Surveyor

FOR OFFICE USE ONLY

Approved by:

_____ _____
Inspector Date

(Surveyor's Seal)

EXHIBIT

NOTICE TO SURVEYOR:

1. Elevations shall be shown for ALL foundation corners.
2. Foundation corners with minimum elevation and setback distance shall be identified.
3. Drawing must be properly oriented (North = top of page).
4. Show the roadway in front of the property.
5. If drawing is to-scale, provide the scale. If not to-scale show as N.T.S.