

Commercial Accessory Structure Permit Submittal Checklist

The following submittal requirements are applicable to **Commercial Accessory Structures** such as **sheds, outbuildings** and **similar type structures**. Garages are classified separately from accessory structures and have differing submittal requirements. Applications for construction of commercial accessory structures 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 2 license, is required at the time of submission and all subcontractors must be disclosed and currently licensed in the appropriate licensing class prior to issuance of a building permit*)
 - 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)** which provide information related to foundation/anchoring system, framing, and any miscellaneous structural components. Plans stamped by a Structural Engineer licensed by the State of Colorado may be required.
 - **Detail drawings** of other systems and components (i.e. plumbing, electrical, etc.) as necessary to facilitate review

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



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
- RESIDENTIAL ADDITION
- 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 REPLACEMENT
- ELECTRICAL SYSTEM/APPLIANCE REPAIR or REPLACEMENT
- OTHER (Describe) _____
- ELECTRICAL SERVICE UPGRADE
- COMMERCIAL ROOFING
- RESIDENTIAL ROOFING
- WINDOW REPLACEMENT

(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 COMMENTS:
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: \$ _____



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.**



CITY OF WHEAT RIDGE BUILDING AND INSPECTION SERVICES DIVISION

7500 W 29th Ave Wheat Ridge, CO 80033-8001 p. 303.235.2855.f. 303.237.8929

Proof of Submission for Permitting/Plan Review

A copy of this form must be completed by each agency indicated on the Permit Submittal Checklist for the project type and be attached to the Building Permit Application at the time of submission. Applications presented for submission without a completed Proof of Submission form from a required agency will not be accepted or processed.

Date: _____

Project Address: _____

Name of Firm/Individual submitting documents: _____

Project Type/Description: _____

Signature of Firm Representative or Individual: _____

DO NOT WRITE BELOW THIS POINT - FOR AGENCY USE ONLY

I, _____, am a duly authorized representative of the agency indicated below and do, by my signature below, hereby acknowledge receipt of documents necessary for review and approval of the project indicated above.

Agency represented: (Please check one)

- Wheat Ridge Fire Protection
- Arvada Fire Protection
- Wheat Ridge Water District
- Consolidated Mutual Water District
- Valley Water District
- Denver Water
- Wheat Ridge Sanitation District
- Clear Creek Sanitation District
- Fruitdale Sanitation District
- Westridge Sanitation District
- Other _____

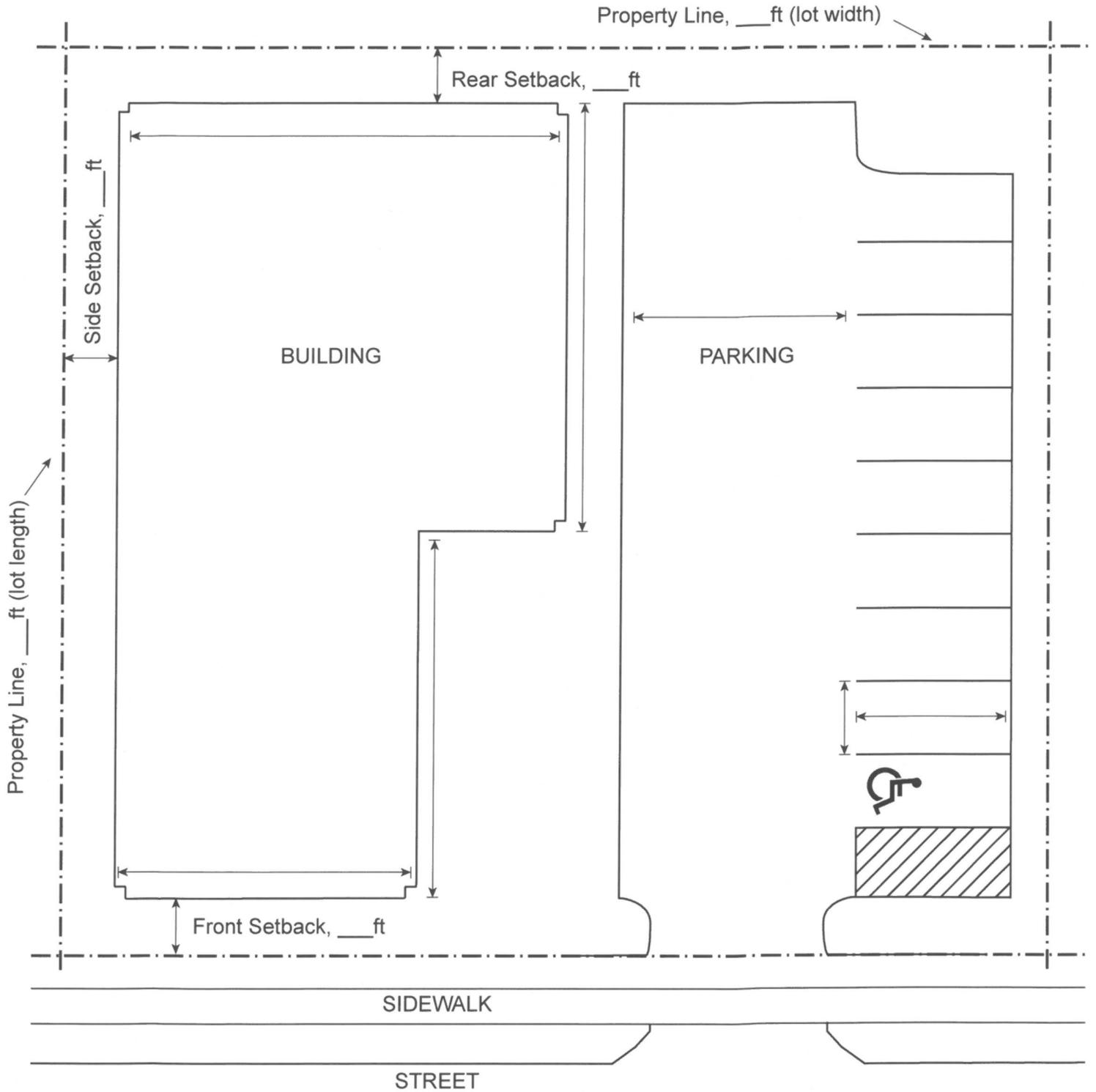
Agency Notes: _____

Signature: _____ Date: _____

(Agency Representative)

Sample Site Plan

Please note that additional information is often required for a commercial site plan. To speak with a planner about a specific project and site plan requirements, contact the Community Development Department at 303-235-2846.



Sample Project Information
 Lot Area: ___ sq ft
 Landscape Area: ___ sq ft
 Existing Building: ___ sq ft

Proposed Building: ___ sq ft
 Parking Spaces: ___ spaces



Scale:
 1" = ___ ft