

Commercial Interior Remodel Permit Submittal Checklist

Applications for **Commercial Interior Remodel** such as tenant improvements/finishes, space configuration changes, changes in use and similar projects are reviewed by the Building and Inspection Services Division for compliance with applicable ordinances and design criteria and are required to be approved prior to issuance of a building permit. Conversion of existing space to a new use will require additional review and approval by the Planning Division and Fire District. 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
- Two (2) sets of minimum **11" x 17" construction plans** containing:
 - Separate floor plans, one depicting existing conditions and one depicting proposed new conditions, including location of all walls, exits, signage, equipment, appliances, fixtures, and similar items for each level of the structure
 - ***Detailed drawings*** of existing and proposed mechanical and plumbing systems, walls, etc. and other project components 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

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

Description of work: (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> NEW COMMERCIAL STRUCTURE | <input type="checkbox"/> ELECTRICAL SERVICE UPGRADE |
| <input type="checkbox"/> NEW RESIDENTIAL STRUCTURE | <input type="checkbox"/> COMMERCIAL ROOFING |
| <input type="checkbox"/> COMMERCIAL ADDITION | <input type="checkbox"/> RESIDENTIAL ROOFING |
| <input type="checkbox"/> RESIDENTIAL ADDITION | <input type="checkbox"/> WINDOW REPLACEMENT |
| <input type="checkbox"/> COMMERCIAL ACCESSORY STRUCTURE (Garage, shed, deck, etc.) | |
| <input type="checkbox"/> RESIDENTIAL ACCESSORY STRUCTURE (Garage, shed, deck, etc.) | |
| <input type="checkbox"/> MECHANICAL SYSTEM/APPLIANCE REPAIR or REPLACEMENT | |
| <input type="checkbox"/> PLUMBING SYSTEM/APPLIANCE REPAIR or REPLACEMENT | |
| <input type="checkbox"/> ELECTRICAL SYSTEM/APPLIANCE REPAIR or REPLACEMENT | |
| <input type="checkbox"/> 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 COMMENTS:
 Reviewer: _____

OCCUPANCY CLASSIFICATION: _____

BUILDING DEPARTMENT COMMENTS:
 Reviewer: _____

PUBLIC WORKS COMMENTS:
 Reviewer: _____

PROOF OF SUBMISSION FORMS

- | | | |
|---------------------|-----------------------------------|---------------------------------------|
| Fire Department | <input type="checkbox"/> Received | <input type="checkbox"/> Not Required |
| Water District | <input type="checkbox"/> Received | <input type="checkbox"/> Not Required |
| Sanitation District | <input type="checkbox"/> Received | <input type="checkbox"/> Not Required |

Building Division Valuation: \$ _____



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)



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.**