

Commercial Structure Permit Submittal Checklist

Applications for construction of **Commercial** structures are reviewed by the Building and Inspection Services Division, Planning Division, Public Works Department and Fire Protection District for compliance with applicable ordinances and design criteria and are required to be approved by these and other 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 general contractor currently licensed with the City of Wheat Ridge, possessing a minimum Class 2 license, is required at the time of permit issuance. 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
- A **Site Plan** as defined below **and** either an **Improvement Location Certificate** or an **Improvement Survey Plat** as set forth in Community Development Department Policy Admin 27
- Completed, original **Proof of Submission for Permitting/Plan Review Form** from each of the fire, water and sanitation districts which govern property location
- Two (2) sets of minimum **24" x 36" construction plans** containing:
 - **Site plan** – must be “to scale” and be an accurate depiction of the site based on ILC or ISP including scale, north arrow, property line locations, identification of streets and alleys, access points, all existing and proposed improvements including structures, fences, existing decks and paved areas, proposed setbacks for construction to foundation walls, and location of 100-year floodplain, if applicable. Also include site data table showing existing and proposed lot coverage for building landscaped and hard-surfaced areas in square footage and percentage of total site area.
 - **Utility Plan** – showing elevation of building sewer.
 - **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. Provide a transparency analysis for all elevations. If construction is stepped or terraced, include the elevations of the major building corners for use in calculation of average building height.
 - **Landscaping plan(s)** – must be “to scale” drawing showing locations of all existing and proposed landscaping areas and materials, both on private property and within the right-of-way. Must include a landscape schedule that designates species, quantities and size. Must include a note that states that all live landscape shall be

- served by a zoned, automatic irrigation system. Provide a landscape data breakdown that includes the total landscaping coverage, live plantings and non-living materials in both square footages and percentages of the total landscaped area.
- **Photometric plan** – must include locations of all lighting fixtures and a numerical grid of lighting levels in footcandles or as isoilluminance curves. Must also provide lamp types and wattages, mounting heights of all fixtures, cut sheets showing design and finishes of all fixtures and designation as cutoff fixtures.
 - **Parking plan** – must be “to scale” and include location of all spaces with dimensions, including accessible spaces and required signage. Analysis that includes breakdown of use areas of structure may also be required.
 - **Floor plan(s)** drawn to scale including room dimensions, door and window schedules, appliance and fixture locations
 - **Structural plan(s)** bearing the seal of State Of Colorado licensed Structural Engineer for foundation system, framing, and any miscellaneous structural components, including **structural calculations**
 - **Soils Report** bearing the seal of State of Colorado licensed Structural Engineer for site conditions, soil composition and ground water levels
 - **Mechanical plan(s)** bearing the seal of State Of Colorado licensed Mechanical Engineer depicting all new work and any connections to existing systems and accompanied by heat/cool load calculations and demonstration of compliance with adopted energy code
 - **Electrical plan(s)** bearing the seal of State Of Colorado licensed Electrical Engineer depicting all new work and providing load calculations, service entrance and location, connection to existing system(s), outlet, switch and fixture locations
 - **Plumbing plan(s)** bearing the seal of State Of Colorado licensed Plumbing Engineer containing isometric drawing(s) depicting all new work and any connection to existing systems and fixture schedule
 - **Detail drawings** of other systems and components as necessary to facilitate review
 - **Energy Code Compliance Reports** for Building envelope, mechanical and electrical (COMcheck is accepted)
 - **Code Summary** listing occupancy, type of construction, building area, number of stories, height, occupant load, sanitation fixtures and exiting details.

Commercial Structure Permit Submittal Requirements for Public Works Department

(For questions related to the requirements contained within this section, please contact Public Works at 303-235-2861)

Please be advised of the following engineering requirements:

- Any reference to “Engineer” herein denotes a State of Colorado licensed professional engineer with civil engineering qualifications.
- All new construction shall comply with the City of Wheat Ridge *Site Drainage Requirements*. (Please visit the Public Works, Development Review page on the City’s website to obtain the latest copy of the *Site Drainage Requirements*).

- The following documents are **required prior to issuance of the Building Permit:**
One (1) hardcopy and one (1) PDF file of the following civil engineering documents shall be submitted for review and approval with the Building Permit Application:
 - ***Final Drainage Report/Plan:*** A Final Drainage Report and Plan detailing how the site drainage will function, and how the stormwater flood attenuation detention incorporating water quality for the entire site will be achieved as required per the *Site Drainage Requirements*.
 - ***Civil Construction Plans:*** Civil Construction Plans shall be required for all improvements to be constructed, including, but not limited to, all drainage-related items such as detention ponds, outlet structures, drainageways or pans, curb & gutter, and all erosion control and other water quality Best Management Practices (BMPs) to be employed both during and post-construction. Street plan and profiles for any proposed roadway improvements to be constructed along property frontages, and all applicable City of Wheat Ridge standard details for proposed constructed items must be included on the Civil Construction Plans. (Note: Both PDF and AutoCAD DWG files of the City's standard details are available free-of-charge on the Public Works, Engineering page on the City's website).
 - ***Stormwater Management Plan (SWMP):*** If the area of disturbance is one acre or more in size, a Stormwater Management Plan (SWMP), and a Colorado Discharge Permit System (CDPS) permit issued by the State of Colorado are required.
 - ***Traffic Engineering Documents:*** Depending on the type and magnitude of the project, a Trip Generation Study or a full Traffic Impact Study may be required. Typically this information is required during a Land Use Application such as a re-zoning of the property. If this information is required with the Building Permit because there was no Land Use Application associated with the project, the Public Works Department may be contacted at 303.235.2861 and the scope of the project may be discussed with a City traffic engineer to determine the correct document to be included either prior to or with the initial Building Permit Application submittal.
 - ***Floodplain Requirements:*** If the subject property is located within the regulated floodplain, a Floodplain Special Exception Permit ("Floodplain Permit") must be applied for and processed through the Community Development Department (303.235.2846). Depending on the magnitude of the development within the floodplain, the Floodplain Permit may be approved administratively by the City's floodplain administrator or it may have to be presented to and approved by the Board of Adjustment (BOA) for their ruling as required by the Municipal Code of Laws. With the Floodplain Exception Permit a Flood Study from an Engineer is typically submitted for review and approval by the City of Wheat Ridge floodplain administrator. Upon approval of the Flood Study by the floodplain administrator, the Floodplain Exception Permit can be presented to the Board of Adjustment as necessary. Upon approval of the Floodplain Permit, either administratively or by the BOA, depending on the magnitude of the development within the floodplain, a Stormwater Management Plan (SWMP) may need to be submitted for review and approval prior to issuance of the Building Permit.

- Upon approval of all civil engineering documents, **one electronic PDF copy and four (4) signed & sealed hardcopies of all approved documents** shall be submitted to the City prior to issuance of the Building Permit.

- The following items are required **prior to issuance of the Certificate of Occupancy:** One (1) hardcopy and one (1) PDF file of the following documents shall be submitted for review and approval by Public Works:
 - ***Drainage Certification with As-Built Plans:*** A Drainage Certification Letter from the Engineer stating the site was graded and the drainage will function in conformance with the original approved Final Drainage Report/Plan, accompanied by As-Built Plans in support of statements made in the Letter shall be required.
 - ***Stormwater Maintenance Agreement and O & M Plan:*** All post-construction Best Management Practices (BMP's) for water quality must be maintained and inspected by the property owner(s) per Section 20-34 of the City of Wheat Ridge Municipal Code of Laws. For above-ground detention facilities with outlet structures, underground detention facilities, porous landscape detention areas, porous pavement, centrifuge type devices such as a Rinker Stormceptor®, and other water quality BMPs, a fully executed Stormwater Maintenance Agreement accompanied by an Operations and Maintenance (O & M) Plan shall be required prior to issuance of the Certificate of Occupancy. Contact Bill LaRow, Stormwater Program Manager at 303.235.2871 for additional information.
 - ***Regulated Floodplain Requirements:*** If the subject property is located within the regulated floodplain, a Drainage Certification from the Engineer stating the site grading was completed and the drainage will function per the approved Flood Study. The Drainage Certification Letter shall be accompanied by As-Built Plans signed & sealed from the Engineer in support of the statements made in the Letter, and the Plans must provide sufficient elevation information to show the structure was completed at least one (1) foot above the Base Flood Elevation (BFE) as detailed in the approved Flood Study.
 - ***Final Plat:*** If a Final Plat is required for the project, the plat must be submitted to the City for review by staff and approval by City Council, and subsequently recorded at the County, prior to issuance of the Certificate of Occupancy.
 - ***Right-of-Way/Easement Dedications:*** If any easements must be created or Right-of-Way (ROW) dedicated to complete the project, the deed(s) creating the easements and/or dedicating the ROW shall be submitted and be approved by City Council prior to issuance of the Certificate of Occupancy.
 - ***Final Acceptance Inspection:*** A Final Acceptance Inspection by the Public Works Department is required for all projects prior to issuance of the Certificate of Occupancy.

****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
<i>Date:</i> _____
<i>Plan/Permit #</i> _____
<i>Plan Review Fee:</i> _____

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: _____

BUILDING DEPARTMENT COMMENTS:
Reviewer: _____

PUBLIC WORKS COMMENTS:
Reviewer: _____

OCCUPANCY CLASSIFICATION: _____

TYPE OF CONSTRUCTION: _____

SPRINKLERED: _____

OCCUPANT LOAD: _____

PROOF OF SUBMISSION FORMS

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

Building Division Valuation: \$ _____



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

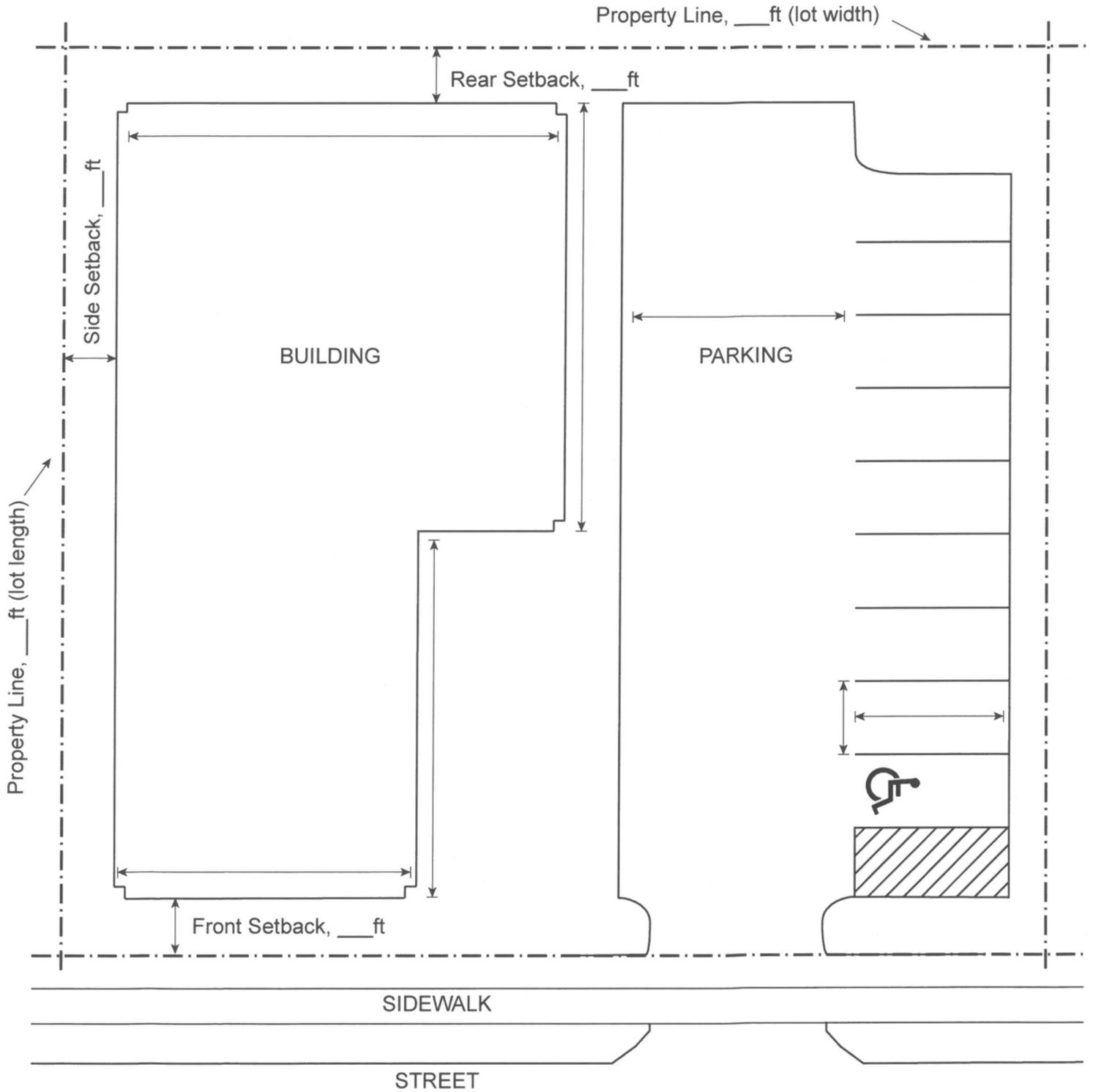


NOTICE TO SURVEYOR:

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.

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