

Over-The-Counter Permits

Over-The-Counter permits are issued by the Building and Inspection Services Division while you wait, provided that all requirements are met. To obtain an over-the-counter permit, a completed City of Wheat Ridge approved Building Permit Application form, containing the following information, is required.

- Date
- Property Address
- Property Owner's name and Phone Number
- Property Owner's mailing address (if different from the property address)
- Contractor Name
- Contractor's City of Wheat Ridge License Number (*A contractor currently licensed with the City of Wheat Ridge, possessing a license of the appropriate class for the project, 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*)
- Contractor Name and License Number for any subcontractors working on project
- A detailed description of the work to be performed
- Contract value for all work to be performed
- Printed name and signature of individual submitting permit application
- A copy of tax exemption certificate if exempt from City of Wheat Ridge use taxes

Incomplete applications cannot be processed. Complete Over-The-Counter permit applications are typically processed and permits are issued within 15 minutes of submission. Projects eligible for over-the-counter processing are:

- Residential Asphalt Shingle roof coverings
 - Shingles information including manufacturer, year rating, wind rating required
 - Number of squares of roofing to be performed
- Residential Water Heater replacements
 - Fuel type, gallons, btu's, combustion air information required
 - Location of appliance within the structure
- Residential Furnace and Boiler replacements
 - Fuel type, btu's, combustion air and venting information required
 - Location of appliance within the structure
- Residential Electrical Service (200 amp or less)
- Residential Sewer/Water service repair (No work in right-of-way)
- Residential Window replacements
 - Floor plan depicting window and door locations and proposed sill height above finished floor is required
 - Window schedule providing U-factor and SHGC for all new windows is required

****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: \$ _____



Date: _____

Permit #: _____

7500 W. 29th Ave., Wheat Ridge, CO 80033
Office: 303-235-2855 * Fax: 303-237-8929
Inspection Line: 303-234-5933

Facsimile Building Permit Application

Property Address: _____

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

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

City, State, Zip: _____

Contractor: _____

Contractor License #: _____ **Phone:** _____

Sub Contractors:
Company Name: _____ **License #:** _____ **Expiration Date:** _____ **Trade/Profession:** _____ **Approval:** _____

Use of space (description): _____
Description of work: _____

Construction Value: \$ _____
Plan Review (due at time of submittal): \$ _____

Sq. Ft./L.Ft added: _____ Squares _____ BTU's _____ Gallons _____ Amps _____

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 the Wheat Ridge Building Code (I.B.C) and all other applicable Wheat Ridge Ordinances, for work under this permit. **Plans subject to field inspection.**

CIRCLE ONE: (OWNER) (CONTRACTOR) or PERSONAL REPRESENTATIVE of (OWNER) (CONTRACTOR)

PRINT NAME: _____ **SIGNATURE:** _____ **Date:** _____

DEPARTMENT USE ONLY

ZONING COMMENTS:
Zoning: _____
Reviewer: _____

PUBLIC WORKS COMMENTS:
Reviewer: _____

BUILDING DEPARTMENT COMMENTS: _____ **OCCUPANCY:** _____
Reviewer: _____

FIRE DEPARTMENT: approved w/ comments disapproved no review required

Bldg Valuation: \$ _____

Credit Card Payment: Use credit card listed on file. Date: _____
Print name: _____ Signature: _____



City of Wheat Ridge Municipal Building 7500 W. 29th Ave. Wheat Ridge, CO 80033-8001 P: 303.235.2855 F: 303.237.8929

CREDIT CARD AUTHORIZATION FORM (FOR USE IN FAXED BUILDING PERMIT PROGRAM)

DATE: _____

COMPANY NAME: _____

NAME OF CARDHOLDER: _____
(AS IT APPEARS ON CARD)

BILLING ADDRESS: _____
(AS IT APPEARS ON CARD)

CONTACT PHONE: _____

NUMBER TO WHICH WE SHOULD FAX PERMITS: _____

CARD INFORMATION:

CARD NUMBER: _____

CARD TYPE: (Circle One) **VISA** **MASTERCARD**

CARD EXPIRATION DATE: _____

CVV NUMBER: _____
(3 DIGIT NUMBER ON BACK OF CARD)

By my signature, I hereby attest that the information provided above is honest and accurate to the best of my knowledge and that I am the legal holder of the card indicated above. I further attest that I am legally entitled to authorize the City of Wheat Ridge to process any and all building permit related charges authorized by me or my authorized agent to this card and, through the execution of a Faxed Building Permit Application form provided to the City, and by my signature below, do authorize such charges.

CARDHOLDER SIGNATURE: _____ DATE: _____