Residential Interior Remodel Permit Submittal Checklist

Applications for **Residential Interior Remodel** projects such as interior remodeling of kitchens and baths, basement finishes, conversion of space to a different 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 may require additional review and approval by the Planning Division. 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 permit issuance 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)***
  - 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 issuance of a permit

- Two (2) sets of minimum **11" x 17" construction plans** containing:

  - Completed applicable **City of Wheat Ridge Building Guide** and/or floor plans depicting existing conditions and proposed new conditions, including location of all walls, appliances, windows, fixtures and electrical outlets
  - ***Detailed drawings*** of existing and proposed systems and components (i.e. plumbing, electrical, etc.) as necessary to facilitate review
  - ***Engineer's Letter*** for structural modifications may be required.

****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: $_____