

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 Division for compliance with applicable ordinances and design criteria which requires approval 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 located on website** containing the following -<https://www.ci.wheatridge.co.us/FormCenter/CD-Building-Inspections-10/Commercial-Interior-RemodelTenant-Finish-86>:
 - 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
 - Name of individual submitting application
- **Copy of the electronic submittal confirmation from the Fire District for Permitting/Plan Review** . A copy of the confirmation email from the portal will be accepted.
- **Copy of the asbestos report, if the amount of material being removed exceeds any one of the following trigger levels:** 260 linear feet on pipes; 160 square feet on other surfaces; or the volume equivalent of a 55-gallon drum.
- **Set of construction plans on at least 24" x 30" sheets** 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
- 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

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