

# **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
- **Printed copy of the electronic submittal confirmation from the Fire District for Permitting/Plan Review** . This will be the email you receive or the confirmation from the online portal.
- **Printed 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.
- **Two (2) sets of construction plans on at least 11"x17" paper** 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.\*\***



**Building & Inspection Services**  
 7500 W. 29<sup>th</sup> Ave., Wheat Ridge, CO 80033  
 Office: 303-235-2855 \* Fax: 303-237-8929  
 Inspection Line: 303-234-5933  
 Email: [permits@ci.wheatridge.co.us](mailto:permits@ci.wheatridge.co.us)

**FOR OFFICE USE ONLY**

Date: \_\_\_\_\_

Plan/Permit # \_\_\_\_\_

Plan Review Fee: \_\_\_\_\_

**Building Permit Application**

**\*\*\* Complete all applicable highlighted areas on both sides of this form. Incomplete applications may not be processed. \*\*\***

**Property Address:** \_\_\_\_\_

**Property Owner** (please print): \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Property Owner Email:** \_\_\_\_\_

**Tenant Name (Commercial Projects Only)** \_\_\_\_\_

**Property Owner Mailing Address:** (if different than property address)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Architect/Engineer:** \_\_\_\_\_

**Architect/Engineer E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**City of Wheat Ridge License #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contractor E-mail Address:** \_\_\_\_\_

**For Plan Review Questions & Comments (please print):**

**CONTACT NAME** (please print): \_\_\_\_\_ **Phone:** \_\_\_\_\_

**CONTACT EMAIL** (please print): \_\_\_\_\_

**Sub Contractors (Must provide Wheat Ridge License No & Signed Subcontractor Authorization form):**

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 highlighted fields, if applicable.

COMMERCIAL

RESIDENTIAL

**Provide description of work:** For ALL projects, 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 \_\_\_\_\_ BTUs \_\_\_\_\_ Gallons \_\_\_\_\_

Amps \_\_\_\_\_ Squares \_\_\_\_\_ For Solar: \_\_\_\_\_ kW \_\_\_\_\_ # of Panels \_\_\_\_\_ Requires Structural \_\_\_\_\_

**For Commercial Projects Only:** Occupancy Type: \_\_\_\_\_ Construction Type: \_\_\_\_\_  
Occupancy Load: \_\_\_\_\_ Square Footage: \_\_\_\_\_

**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. I, the applicant for this building permit application, warrant the truthfulness of the information provided on the application.

**CIRCLE ONE:** (OWNER) (CONTRACTOR) or (AUTHORIZED REPRESENTATIVE) of (OWNER) (CONTRACTOR)

**Signature** (first and last name): \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**DEPARTMENT USE ONLY**

ZONING COMMENTS:

OCCUPANCY CLASSIFICATION: \_\_\_\_\_

Reviewer: \_\_\_\_\_

CONSTRUCTION TYPE: \_\_\_\_\_

BUILDING DEPARTMENT COMMENTS:

Reviewer: \_\_\_\_\_

PUBLIC WORKS COMMENTS:

Reviewer: \_\_\_\_\_

**Building Division Valuation:** \_\_\_\_\_



## SUB-CONTRACTOR AUTHORIZATION FORM

This form must be signed by each sub-contractor.

This form will not be accepted with missing information.

Subcontractor's City of Wheat Ridge License number must be provided in the applicable space.

Subcontractor's insurance and license must be up to date prior to permit issuance.

Project Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

General Contractor: \_\_\_\_\_

### Electrical Sub-Contractor

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

State License #: \_\_\_\_\_ Master #: \_\_\_\_\_

Wheat Ridge License #: \_\_\_\_\_ (required field)

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

### Plumbing Sub-Contractor

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

State License #: \_\_\_\_\_ Master #: \_\_\_\_\_

Wheat Ridge License #: \_\_\_\_\_ (required field)

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

### Mechanical Contractor

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Wheat Ridge License #: \_\_\_\_\_ (required field)

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date