

# 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
- **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.
- Completed, original **Proof of Submission for Permitting/Plan Review Form** from each of the 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, easements, 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
  - **Grading and Drainage Plan** – must show existing and proposed contours, drainage swales with percent grade, spot elevations, roof drain locations, stormwater flow arrows, building footprints, and property lines
  - **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

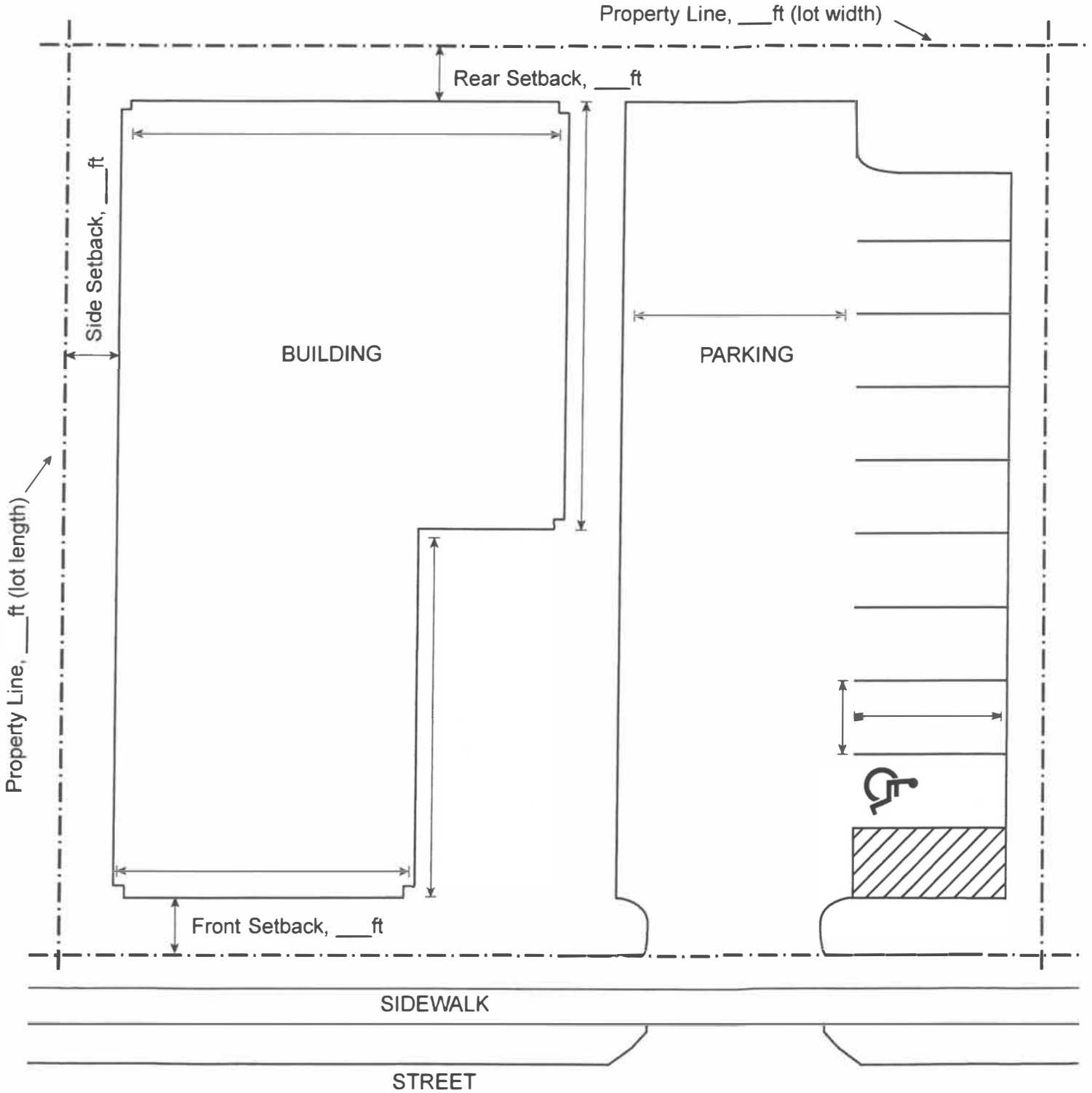
BOA, depending on the magnitude of the development within the floodplain, a Stormwater Management Plan (SWMP) may need to be submitted for review and approval prior to issuance of the Building Permit.

- 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.\*\***

# 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



## Community Development Department Administrative Policy

**SUBJECT:** Surveying Requirement for Building Permits  
**EFFECTIVE DATE:** February 6, 2012  
**APPROVED BY:** Kenneth Johnstone, Community Development Director  
**POLICY/PROCEDURE NO.:** Admin 27

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### STATEMENT OF ISSUES:

- Sections 26-105.C and Sections 5-43 and 5-76 establish the City's authority to require survey information in conjunction with building permits and other land use applications.
- The City of Wheat Ridge has not established formal policies on what level of survey work is required in conjunction with building permits and construction.
- Both the building code and zoning code establish specific minimum setbacks from perimeter property lines for different types of structures and different types of construction.
- Sections 26-801 through 26-810 establish the City's authority to require survey information in conjunction with building permits for projects that fall within the regulated floodplain.
- The City wishes to establish reasonable standards that allow property owners to demonstrate compliance with applicable floodplain regulations, minimum setbacks, maximum building heights, etc.
- It is the intent that the level of surveying being required (and the cost to the property owner or contractor) bears a relationship to two factors: 1) the extent of the work being proposed (relative cost of the project); and 2) the extent to which the proposal is at or near the minimum or maximum standard.

### ADMINISTRATIVE POLICY:

Following are the City of Wheat Ridge's (City) land surveying requirements for all construction projects.

#### **Accessory Structures (Residential and Commercial)**

##### 1. Site Plan/Survey submittal at time of building permit application.

Option 1: An existing Improvement Location Certificate\* (ILC) or a recognized survey of the subject property is provided and used as the basis for the site plan.

Option 2: If no existing ILC is available, one could be obtained from a Professional Land Surveyor licensed in the state of Colorado. While an ILC is not as reliable as a land survey or an Improvement

Survey Plat\* (ISP), it may be used to approximate the location(s) of the home and other structures/fences relative to the property boundaries.

Option 3: If an ILC is unavailable and the applicant does not wish to obtain one, the City will accept a site plan that is drawn to a measurable scale and accurately depicts the property boundary lines and the setbacks from all existing and proposed structures to those boundary lines. Please be advised the City of Wheat Ridge is not responsible for any property boundary disputes between adjoining owners. Should any discrepancies or encroachments arise as a result of the applicant's construction, a Professional Land Surveyor licensed in the state of Colorado and/or legal counsel should be consulted.

Note: Issuance of a building permit should not be construed as certifying that property boundaries, structures, fence locations, or easements are correctly shown.

2. Survey requirements prior to project completion. For the types of building permits described above additional follow-up surveys will not be required after construction is completed, provided that based upon field verification and inspection the structure has been built in substantial compliance with the approved building permit plans. All structures larger than 120 ft<sup>2</sup> constructed within the regulated floodplain must have certification that they are elevated at 1.0' above the 100-year base flood elevation.

### **Additions (Residential and Commercial)**

1. Site Plan/Survey submittal at time of building permit application.

1.1. The City requires an Improvement Location Certificate\* (ILC) which shows evidence of the use of physically identified monument pins, fence lines, etc. on the ILC. The City reserves the right to reject any ILC that does not provide adequate field measurements to verify improvement locations and their relationship to the property boundary; and

1.2. A scaled site plan depicting the location of all existing and proposed structures will be required as part of your plan submittal for a building permit application. The site plan must have property boundary dimensions consistent with the ILC.

2. Survey requirements at time of foundation inspection. If the proposed addition contains occupiable space and will lie within two (2) feet of the minimum distance required for any zoning or building code fire separation setback, or any portion of the proposed addition lies within a regulated floodplain, the City requires, as part of the foundation inspection and prior to the first framing inspection, a completed, signed and sealed, *Foundation Setback and Elevation Certification* from a Professional Land Surveyor licensed in the state of Colorado, stating that the foundation was constructed in compliance with all applicable minimum setback and elevation requirements of the City.

3. Survey requirements prior to project completion or granting of a Certificate of Occupancy or Certificate of Completion. For the types of building permits described above additional follow-up surveys will not be required after construction is completed, provided that based upon field verification and inspection the structure has been built in substantial compliance with the approved



building permit plans. All new additions constructed within the regulated floodplain must have certification that the first floor elevation is 1.0' or more above the 100-year base flood elevation.

### **New Residential Construction**

#### **1. Site Plan/Survey submittal at time of building permit application.**

1.1. The City requires an Improvement Location Certificate\* (ILC) which shows evidence of the use of physically identified monument pins, fence lines, etc. on the ILC. The City reserves the right to reject any ILC that does not provide adequate field measurements to verify improvement locations with respect to the property boundary. An ILC will not be required as part of the building permit application for new construction on a platted lot of record with clearly established property lines, dimensions, and all bearings on the *Current City Datum*; and

1.2. A scaled site plan depicting the location of all existing and proposed structures will be required as part of your plan submittal for a building permit application. That site plan should have property boundary dimensions and bearings consistent with the ILC or subdivision plat.

**2. Survey requirements at time of foundation inspection.** If the proposed new residential structure is to lie within two (2) feet of the minimum distance required for any zoning or building code fire separation setback, or any portion of the proposed addition lies within a regulated floodplain, the City of Wheat Ridge requires as part of the foundation inspection and prior to first framing inspection a completed, signed and sealed, *Foundation Setback and Elevation Certification* from a Professional Land Surveyor licensed in the state of Colorado, stating that the foundation was constructed in compliance with all applicable minimum setback and elevation requirements of the City.

**3. Survey requirements prior to project completion or granting of a Certificate of Occupancy.** If the new structure will lie within two (2) feet of any required minimum zoning or building code fire separation setback an As-Built Survey or Improvement Survey Plat shall be required prior to issuance of any Certificates of Occupancy (CO). All new residential structures constructed within the regulated floodplain must have certification showing the first floor elevation to be 1.0' or more above the 100-year base flood elevation. In all other situations, provided that the work has been performed in substantial compliance with the approved building permit plans, no additional survey documentation will be required.

### **New Commercial Construction**

**1. Site Plan/Survey submittal at time of building permit application.** A scaled site plan depicting the location of all existing and proposed structures will be required as part of your plan submittal for a commercial new construction building permit application. That site plan should have accurate property boundary dimensions and bearings based on field survey work and/or a subdivision plat.

**2. Survey requirements at time of foundation inspection.** As part of the foundation inspection and prior to first framing inspection a completed, signed and sealed, *Foundation Setback and Elevation Certification* from a Professional Land Surveyor licensed in the state of Colorado is required, stating

that the foundation was constructed in compliance with all applicable minimum setback and elevation requirements of the City.

3. Survey requirements prior to project completion or granting of a Certificate of Occupancy. An As-Built Survey, Improvement Survey Plat or ALTA/ACSM Land Title Survey shall be required prior to issuance of any Certificates of Occupancy (CO) to verify compliance with approved plans. All new commercial structures constructed within the regulated floodplain must have certification upon completion showing the first floor elevation to be 1.0' or more above the 100-year base flood elevation.

### **Definitions/Notes**

*Accessory Structure:* Accessory structures are defined in Chapter 26 of the Wheat Ridge Code of Laws. However, for the purposes of the above regulations, please note that an accessory structure that is 120 SF or smaller, and not greater than one story, does not require a building permit and therefore is not generally subject to these requirements. However, minimum building and zoning setback requirements still apply and must be met. The City reserves the right to require land survey information to verify setback compliance for all accessory structures.

*As-Built Survey:* A site survey showing all improvements associated with the building permit within the bounds of the subject property. The As-Built Survey shall include distances from the perimeter boundary of the subject property to a minimum of four (4) opposing sides (front, rear, side, side) of the new structure(s) to confirm all setback requirements have been met. Please note As-Built Plans are less than an Improvement Survey Plat which requires additional information (please see below).

*Foundation Setback and Elevation Certification:* A form provided by the City for use by Professional Land Surveyors (P.L.S.) to certify the elevations and horizontal positioning of a building foundation. The measurements taken for the Certification ensure the foundation has been properly constructed prior to commencement of framing operations.

*Improvement Location Certificate (ILC):* A representation of the boundaries of a parcel of land and the improvements thereon, prepared pursuant to Sec. 38-51-108 C.R.S. An ILC is a basic, graphical depiction of a property, should not be construed as being a land survey plat, and is acceptable for use only in limited situations. Generally an ILC will be included with the original property closing paperwork, or there may be one on file with the Building Safety Division from a previous building permit for the property.

*Improvement Survey Plat (ISP):* As defined in Sec. 38-51-102, C.R.S.: Improvement survey plat means a land survey plat as defined in subsection (12) of this section resulting from a monumented land survey showing the location of all structures, visible utilities, fences, hedges, or walls situated on the described parcel and within five feet of all boundaries of such parcel, any conflicting boundary evidence or visible encroachments, and all easements, underground utilities, and tunnels for which properly recorded evidence is available from the county clerk and recorder, a title insurance company, or other sources as specified on the improvement survey plat.

*Professional Land Surveyor (Surveyor):* A person registered or licensed pursuant to part 2 of article 25 of title 12, CRS.



CITY OF WHEAT RIDGE BUILDING AND INSPECTION SERVICES DIVISION

7500 W 29th Ave Wheat Ridge, CO 80033-8001 p. 303.235.2855. f. 303.237.8929

# Proof of Submission for Permitting/Plan Review

A copy of this form must be completed by each agency indicated on the Permit Submittal Checklist for the project type and be attached to the Building Permit Application at the time of submission. Applications presented for submission without a completed Proof of Submission form from a required agency will not be accepted or processed.

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

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

Name of Firm/Individual submitting documents: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Firm Representative or Individual: \_\_\_\_\_

**DO NOT WRITE BELOW THIS POINT - FOR AGENCY USE ONLY**

I, \_\_\_\_\_, am a duly authorized representative of the agency indicated below and do, by my signature below, hereby acknowledge receipt of documents necessary for review and approval of the project indicated above.

**Agency represented:** (Please check one)

- West Metro Fire Protection
- Arvada Fire Protection
- Wheat Ridge Water District
- Consolidated Mutual Water District
- Valley Water District
- Denver Water
- Wheat Ridge Sanitation District
- Clear Creek Sanitation District
- Fruitdale Sanitation District
- Westridge Sanitation District
- Other \_\_\_\_\_

Agency Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Agency Representative)



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- Wheat Ridge Sanitation District
- Clear Creek Sanitation District
- Fruitdale Sanitation District
- Westridge Sanitation District
- Other \_\_\_\_\_

Agency Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Agency Representative)



CITY OF WHEAT RIDGE BUILDING AND INSPECTION SERVICES DIVISION

7500 W 29th Ave Wheat Ridge, CO 80033-8001 p. 303.235.2855. f. 303.237.8929

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\_\_\_\_\_

\_\_\_\_\_

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- Valley Water District
- Denver Water
- Wheat Ridge Sanitation District
- Clear Creek Sanitation District
- Fruitdale Sanitation District
- Westridge Sanitation District
- Other \_\_\_\_\_

Agency Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Agency Representative)



<b>FOR OFFICE USE ONLY</b>	
Approved by: _____	
_____ Inspector	_____ Date

City of Wheat Ridge Municipal Building 7500 W. 29<sup>th</sup> Ave. Wheat Ridge, CO 80033-8001 P: 303.235.2846 F: 303.235.2857

**THIS FORM FOR COMMERCIAL/MULTI-FAMILY PROJECTS ONLY**  
**FOUNDATION SETBACK AND ELEVATION CERTIFICATION**

This form, including the information found on the reverse side, must be fully completed by a Professional Land Surveyor licensed in the State of Colorado. This Certification shall be signed and sealed by both a CO Professional Engineer and a CO licensed Architect and submitted for review and approval prior to proceeding with any further construction.

**DATE:** \_\_\_\_\_

**PERMIT#** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**LOT** \_\_\_\_\_, **BLOCK** \_\_\_\_\_, \_\_\_\_\_ **SUBDIVISION**

**SURVEYOR:**

I hereby certify that the elevations and distances shown on the attached sheets and as stated below for the recently formed or constructed structural foundation for the above property have been measured by me or directly under my supervision.

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).

All measurements have been determined on the following location:

Check only one): \_\_\_\_\_ Top of proposed foundation **prior** to placement of concrete  
 \_\_\_\_\_ Top of foundation **subsequent** to placement of concrete

The setback and elevation measurement locations are identified on the attached sheets.

Signed \_\_\_\_\_  
 Professional Surveyor

(Surveyor's Seal)

Print \_\_\_\_\_ Date \_\_\_\_\_

**ENGINEER:**

Based upon the information from the above survey, I hereby certify that the foundation setbacks for the building corners have been found by me to be in compliance with City of Wheat Ridge required limits.

Signed \_\_\_\_\_  
Professional Engineer

(Seal)

Print \_\_\_\_\_ Date \_\_\_\_\_

**ARCHITECT:**

Based upon the information from the above survey, I hereby certify that the foundation elevations for the building corners have been found by me to be in compliance with the Building Permit construction plans as approved by the City of Wheat Ridge.

Signed \_\_\_\_\_  
Licensed Architect

(Seal)

Print \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE TO SURVEYOR:**

Attach the applicable sheets from the approved Civil Construction Plans to this form and include the following information:

1. Bubble or clearly highlight the area where the measurements were collected.
2. Setback distances shall be required to a minimum of three (3) sides of the structure.
3. Elevations shall be required to a minimum of three (3) sides on top of foundation forms prior to pour, or top of foundation concrete subsequent to pour.

Return this Certification form and associated Plan Sheets to the City of Wheat Ridge Building Division (303.235.2876) for review and approval prior to performing further work.



**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:	Plumbing:	Mechanical:
W.R. City License #	W.R. City License #	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