

COLORADO MILLS BULLETIN

Permitting Tips

(6/10/14)

This bulletin is to make you aware of issues that have been identified by the City or other retailers and suggest Tenant's architect and engineer pursue further as it relates to Tenant's contract documents.

Building Permit Tips:

- Lakewood Civic Center North
480 South Allison Parkway
Lakewood, CO 80226
303.987.7500
- City of Lakewood information, forms, fees and requirements are available at:
<http://www.lakewood.org/index.cfm?&include=/PW/permits/licensespermits.cfm>
- Site Plan – Key Plan:
 - Scale at 1"=20' minimum. Provide a Site or Key plan of the space where work is to be performed. This plan should locate the space being permitted and indicate the layout of any pertinent exiting from the building
- Floor Plan:
 - Scale at 1/4"=1'-0" minimum. Identify rooms, dimensions, windows (type/material), doors (size/rating/hardware), wall construction, and other details as necessary to clarify the scope of the project.
- Sections:
 - Scale at 1/4"=1'-0" minimum. Provide as necessary to clarify specific situations. Not necessary if adequately covered in the General Notes or Floor Plan.
- Reflected Ceiling Plan:
 - Scale at 1/8"=1'-0" minimum. Show location of lights, HVAC supply and returns, exit signs, emergency lighting, etc. If no alterations are to be done other than minor relocation work (no new HVAC equipment and runs), a reflected ceiling plan is not necessary as long as all pertinent information is included on the Floor Plan.
- HVAC & Plumbing Plans:
 - Scale at 1/8"=1'-0" minimum. Provide a separate plan when new equipment is to be installed. Provide appropriate schedules of fixtures and equipment. Plumbing isometrics are not required except where the work performed involves alterations or additions to plumbing stacks. Provide appropriate General Notes where the extent of any sub-contractor work consists of relocation or alteration work only.

- Electrical Plans:
 - Scale at 1/8"=1'-0" minimum. Indicate the extent and approximate location of new electrical fixtures, outlets, communication ports, switches, etc. If the extent of the work involves adding circuits to existing panels, provide revised panel schedules together with the corresponding load calculations. If the work requires a change in service, provide a one-line diagram, fault/current calculations, and revised panel schedules together with the corresponding load calculations.

- Fire Alarm & Protection, Smoke Detection:
 - All commercial plans involving the forming of a room or space require the pre-review by the West Metro Fire Protection Authority. Alarm, Detection, and Protection work **do** require the issuance of Lakewood permits in addition to any permits required by the Fire Authority.

- Architect or Engineer Requirements:
 - The extent of work to be undertaken by the Structural, Mechanical, Plumbing, and Electrical areas will determine the necessity for Architect or Engineer designs (stamps and signatures on the plans and calculations). This requirement will be the discretion of the Building Official.

- Restaurants and Bars:
 - The same plans that are reviewed and approved by the Fire District must also be reviewed and approved by the Jefferson County Health Department **before** being submitted for a Building Permit. In addition, tenants serving alcohol must also be approved by the Liquor Authority through the City Clerk's Office. The installation of Grease Interceptors also require the approval of the Sanitation District.

- Building Code Summary:
 - A Building Information summary of the building is to be provided on the plans and should include the following:
 - Type of Construction
 - Fire Sprinkled
 - Stories
 - Occupancy
 - Tenant/Use
 - Occupant Load
 - Tenant Area
 - Zoning

- Plan Review Time:
 - Minor Tenant Finish or Remodel projects other than food service can typically be reviewed and approved "**over the counter**". However, more involved projects will require the submittal of plans for a thorough plan review. Review time is subject to work load when submitted. Ask for an estimate at that time. A plan review fee must accompany the plans at the same time they are submitted. The Plan Check Fee is 65% of the Permit Fee calculated on the total project valuation.

- Plan Review Fees:

- A plan review fee must accompany the plans at the same time they are submitted. The Plan Check Fee is 65% of the Permit Fee calculated on the total project valuation.
- Exterior Work:
 - **All** exterior modifications must be reviewed and approved by Denver West Architectural Control Committee (DWAC) prior to the start of work. This includes anything within 24" of storefront, i.e. display areas, signage, lighting fixtures.

Related Offices:

- Jefferson County Health Department
(Environmental Health)
1801 19th Street
Golden, CO 80401
303.271.5755
Leslie Frank – Plan Review
- West Metro Fire Rescue
(Plan Review & Permits)
433 South Allison Parkway
Lakewood, CO 80226
303.989.4307
Capt. Keith Dix – Plan Review (x555)
Lt. Chuck Parrish – Plan Review (x529)
Lt. Scott Prose – Hazmat (x539)
Chief Bruce Kral (x513)
- Denver West Architectural Control Committee (DWACC)
14143 Denver West Parkway, Suite 100
Golden, Colorado 80401
303.271.1391 – Main Phone
303.279.6541 – Fax
Michelle Swafford – Committee Coordinator
720.515.8475 – Phone
303.586.6237 – Fax
michelle@dwace.org

Colorado Mills
Lakewood, CO