

Residential Basement Finish Permit Submittal Checklist

Submittal Requirements: Wheat Ridge requires all documents be submitted in electronic form (i.e., pdf).

- Applications for **Residential Basement Finish** are reviewed by the Building 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 general contractor currently licensed with the City of Wheat Ridge, possessing a minimum Class 3 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) unless this is a homeowner project. A separate form is required.
 - Detailed description of work to be performed
 - Contract value of all work to be performed (labor and materials)
 - Printed name and signature of individual submitting application
 - For homeowner applications, 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.
- **Electronic plans or documents PDF format (preferred) containing:**
 - **Asbestos test report required.** An asbestos test performed by a Colorado- certified asbestos building inspector is required per Colorado Department of Public Health and Environment when renovating, remodeling, or demolishing, if you are impacting greater than the trigger levels of suspect asbestos-containing materials: 50 linear feet on pipes, 32 square feet on other surfaces (walls, ceiling, or floors, etc.), or the volume equivalent of a 55-gallon drum.
 - Please provide a completed **City of Wheat Ridge Basement Finish handout** the application must include a set of minimum **11” x 17”** scaled construction floor plans containing: 1) Before conditions and 2) After (proposed) conditions, please label all rooms usage, room dimensions, finished ceiling height, location of all walls, location and size of windows and doors, location of water heater and furnace, plumbing fixtures, and other appliances. Identify the emergency escape and rescue opening(s) and show Smoke and Carbon monoxide alarm locations.
 - **Structural modifications** – require stamped structural engineer letter and or drawings.
 - **Other detailed drawings may be required** - depending on the scope of work, such as existing and proposed systems and components (i.e., plumbing, mechanical, electrical, etc.) as necessary to facilitate review.

INCOMPLETE APPLICATIONS OR MISSING SUBMITTAL DOCUMENTS WILL DELAY THE PERMIT PROCESS