

Residential Addition Permit Submittal Checklist

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

- Applications for construction of a **Residential Addition** are reviewed by the Building Division, Planning Division and Engineering Department 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 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 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
- Completed, original **Proof of Submission for Permitting/Plan Review Form** from each of the water and sanitation districts which govern property location

- **Electronic plans and 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.

- **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, the location and types of all erosion control measures to be employed, the location and dimensions including grade for any proposed swale(s), berm(s), or other features necessary to control the site drainage, 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. If construction is stepped or terraced, include the elevations of the major building corners for use in calculation of average building height.

- **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.
- **Architectural Plan(s)** – provide complete dimensioned floor plans drawn to scale depicting 1) Before conditions and 2) After conditions, label room usage, room dimensions, show location of all walls, location and size of windows and doors, means of egress, appliance, and fixture locations, show exterior elevations, wall sections, air barrier details, water resistive barrier details/flashing details, roof ventilation, smoke & carbon monoxide alarm’s locations.
- **Structural plan(s)** - bearing the seal of State of Colorado licensed Structural Engineer on each sheet for foundation system, framing, and any miscellaneous structural components.
- **Truss plan(s)** layouts and details stamped by the engineer of record.
- **Mechanical plan(s)** - demonstrating how the (addition) will be heated and or cooled. Show connections to existing systems and or new systems accompanied by heat/cool load calculations, (Manual J,S,D) and demonstration of compliance with adopted energy code.
- **Detail drawings** - Depending on the scope of work other detailed drawings may be required of existing and proposed systems and components (i.e., plumbing, mechanical, electrical, etc.) as necessary to facilitate review.
- **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.

****INCOMPLETE APPLICATIONS OR MISSING SUBMITTAL DOCUMENTS WILL DELAY THE PERMITTING PROCESS****