



# CITY OF LAKEWOOD PERMIT PROCESS ASSISTANCE HANDOUT

Public Works - Permits – Civic Center North – 470 S Allison Pkwy – 303.987.7500

## PERMITS FOR HOMEOWNERS

Other than very minor cosmetic work, all construction requires a building permit. Contact us if you have any questions about whether your project requires a permit.

[Permit Applications](#)

[Contractor Registration Information](#)

Printed copies of all applications are available at the permit counter.

### **Homeowner as General Contractor:**

- As the owner and occupant of a single-family detached home, you may obtain the building permit if you are performing the work.
- As the owner and occupant of a townhome, or duplex, you may obtain the building permit in some circumstances.
- If you hire someone to do the work, ensure they are registered with the City of Lakewood and have them obtain the permit.

### **Building Permits:**

- Provide a completed building permit application.
- The valuation amount provided on the permit application must include labor and materials for all construction, including the systems (electrical, mechanical, plumbing). The valuation amount must be based on the cost of hiring a contractor and buying new materials regardless of the actual source of labor and materials.
- Provide 2 sets of plans. Handouts outlining plan requirements are available for most projects.
- Plans for a basement finish, deck, detached garage or shed will be reviewed while you wait in most cases.
- Plans for new residential homes and additions must be submitted for plan review.
- A separate permit is required for each system.

### **Permits for Systems:**

- Provide a completed permit application specific to each system.
- A separate permit is required for each system.
- As the owner and occupant of a single-family detached home, you may obtain these permits if you are performing the systems work.
- Owners of townhomes and condominiums must hire registered sub-contractors to perform the systems work.
- The systems permit fee is collected with the original building permit fee in most cases. No additional fee will be collected with the systems permits if it was collected with the building permit.



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### **Fees and Taxes:**

- All fees are based on total valuation of the project. The Building Official has established minimum values per square foot that will be used as a baseline to determine value for new construction.
- For while-you-wait reviews, the plan check fee, building permit fee and estimated use tax are collected when the permit is issued.
- For projects that must be submitted for review, the plan check fee is collected with the submittal. The building permit fee and estimated use tax are collected when the permit is issued.
- For an estimate of fees based on an estimated valuation, call 303.987.7500.

### **Inspections:**

- An inspection card outlining all required inspections is provided to you when the permit is issued.
- All sub-contractors must be listed in the appropriate section of the inspection card.
- All inspections must be requested via the automated inspection phone line at 303.987.7768.
- Inspections requested by 7 a.m. are typically performed the same day, excluding weekends and holidays.
- Special inspections requiring a third-party inspection will be identified during the plan review. You are responsible for hiring all required third-party inspectors.

### **Certificate of Occupancy:**

- For a new home, addition or detached garage, the City will issue a Certificate of Occupancy once all required inspections are completed.
- For all other projects, a final building inspection is required once all other required inspections are completed.

We are happy you are building in Lakewood and we want to provide whatever information you require. Please call 303.987.7500 with any questions.