



CITY OF LAKEWOOD PERMIT PROCESS ASSISTANCE HANDOUT

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

RESIDENTIAL BASEMENT FINISH

Permits are required for basement finish work and must be obtained prior to starting work. Contact us if you have any question about whether your project requires a permit.

Printable copies of permit applications and contractor registration applications are available at www.lakewood.org or you may pick up copies at the address above.

Contractors and Homeowners as General Contractors:

- Homeowners may obtain the building permit, plumbing permit, mechanical permit and electrical permit, and perform the work on their own one- and two-family dwelling or townhouse.
- Registered contractors must obtain all the permits and perform the work for a condominium or similar attached residential dwelling.
- Any person hired to perform work must have the required registration to do work within the City of Lakewood.
- Contractors performing electrical or plumbing work must be licensed with the State of Colorado and registered with the City of Lakewood.

Submittal Requirements:

- Provide a completed permit application.
- Provide two complete sets of the following plans. Refer to the following pages for examples and checklists.
 1. Floor Plan
 2. Floor to Ceiling Section
 3. Detail indicating the finished ceiling height in all rooms including under beams and ducts protruding below the ceiling.

General Information:

- All walls built on a concrete slab must be floated. Allow a minimum of 1½" of float and hold the drywall at least 1" off the slab or use a spacer of the same thickness as the wall material to attach baseboard molding. See Sample Floor to Ceiling Section on page 4.
- All habitable and finished areas must have a minimum finished ceiling height of 7'-0" except as allowed in bathrooms.
- Smoke detectors must be added throughout the house if they do not currently exist. These must be hardwired and interconnected unless removal of drywall would be required. In that case a battery powered unit is allowed. A smoke detector must be provided in each bedroom and in each common area (hallway) outside of bedrooms. At least one smoke detector is required on each floor that does not have any bedrooms.
- In homes with either an attached garage, or fuel fired appliances, carbon monoxide alarms are required to be installed within 15' of all sleeping rooms on all levels of the home. Devices may be hardwired or plug-in and must be installed per the manufacturer's specifications. A combination smoke and carbon monoxide alarm is allowed provided that the device has different tones for smoke and carbon monoxide alarms.
- Egress windows are required in each bedroom. Basements without bedrooms must have at least one egress window or door located in the basement and leading directly to the exterior. An engineer's design is required if alterations to the foundation are needed to install egress windows or doors. Refer to the Egress Window handout.
- Enclosed storage spaces provided under stairs must be enclosed with ½" drywall.
- Natural light and ventilation must be provided in all habitable rooms. Window or approved openings area must equal or exceed 8% of finished floor area in each room. Half of the window area must be operable for ventilation unless other specific provisions are made. Please contact the building permit office for information when you are



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proposing mechanical ventilation and artificial light instead of the required natural light and ventilation.

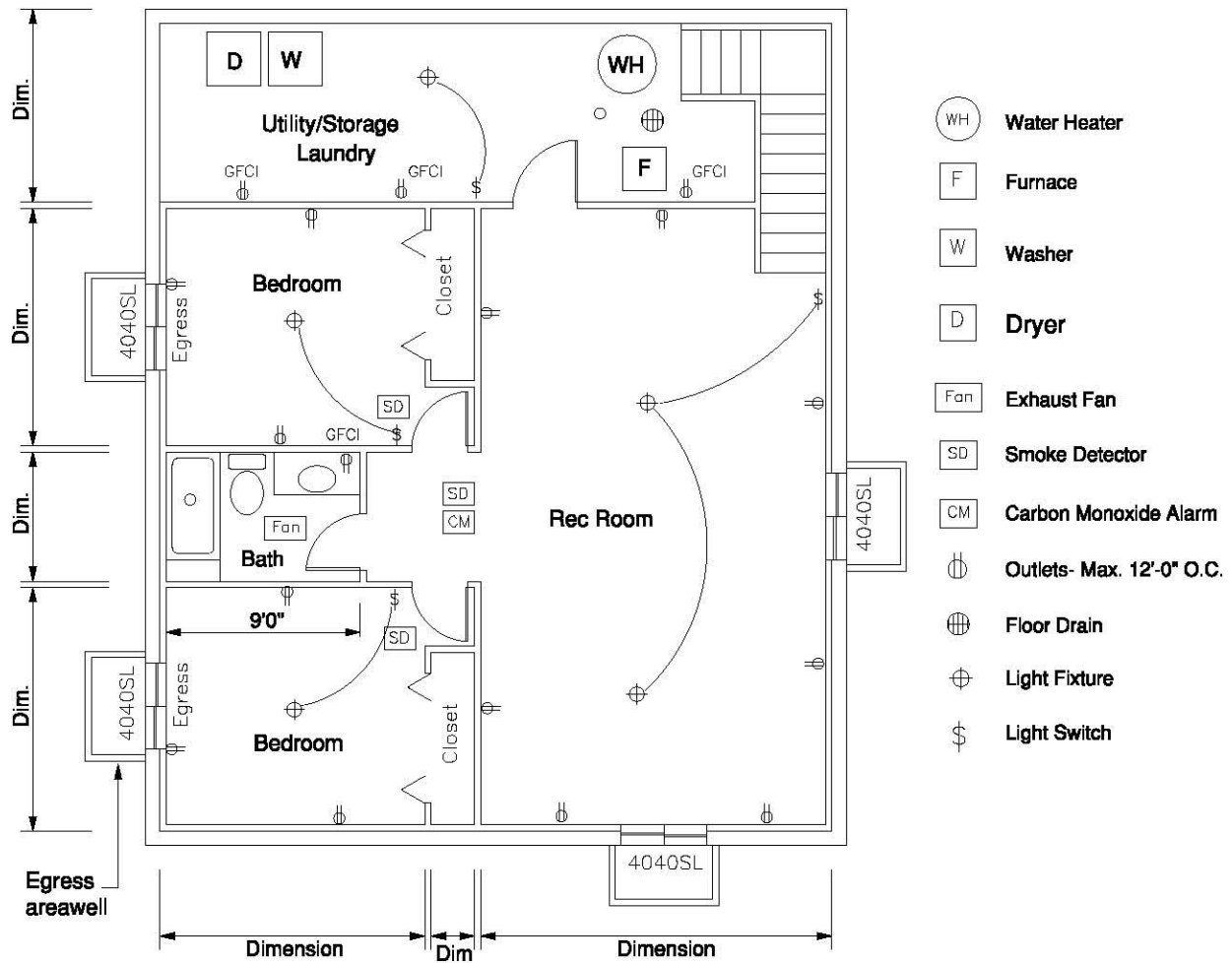
- Furnaces and water heaters cannot be located in a room directly accessed through a bedroom or bathroom.
- Dryer installations require a minimum 4" vent to exterior with back draft damper.

Bathrooms must meet the following criteria:

- A clear area of at least 21" must be provided in front of the toilet.
- The toilet must be positioned with at least 15" from the center of the toilet to obstructions on either side.
- The bathroom ceiling height must be a minimum of 7' with exception of a minimum ceiling height of 6'-8" is allowed over a toilet or lav sink. A shower or tub equipped with a shower head must have a ceiling height of 6'-8" or more over the tub or shower.
- A bathroom exhaust fan or an operable window is required. The exhaust fan must vent to the exterior of the home and the vent termination must be located at least 3' from any intake to the home. Instead of an exhaust fan, operable bathroom windows may be used and must provide at least 3 square feet of glazed area of which at least half is operable.
- Receptacles for a bathroom must be GFCI protected and on a 20 amp dedicated circuit.
- Showers shall be finished with a non-absorbent surface to a height of at least 6' above the shower floor.
- Tile backing in tub and shower areas must be cement board, fiber-cement or glass mat gypsum.
- All glass installed in a shower surround or shower door must be tempered or safety glazing. All glass products must be installed for the building inspector to verify the tempered or safety glazing at or before final inspection.

See page 3 for a sample floor plan and page 4 for sample floor to ceiling sections.

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.

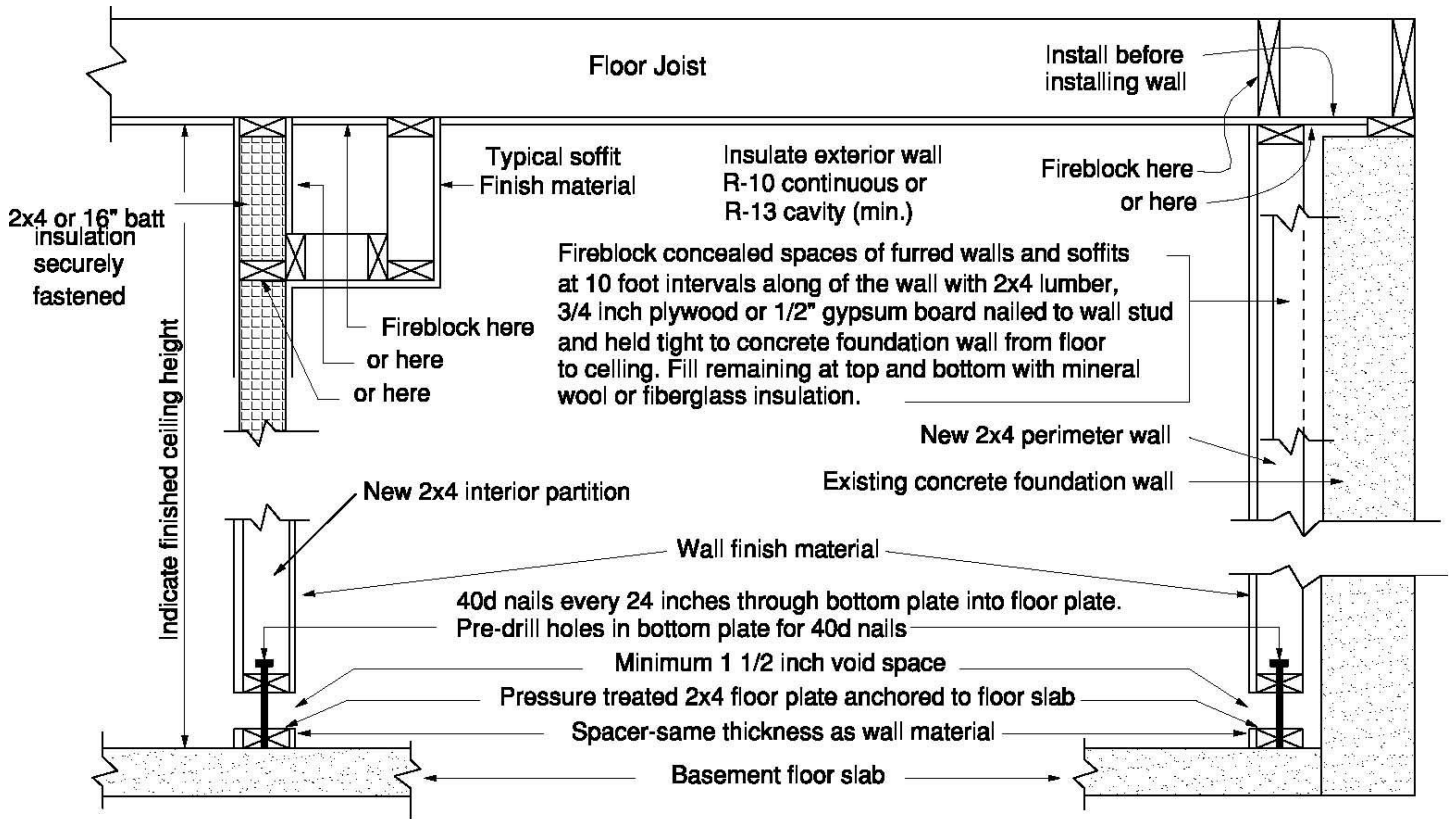


SAMPLE FLOOR PLAN

Draw to Scale: Min. 1/4"=1'0"

Floor Plan drawn to 1/4" = 1'0" or larger standard scale

- Label all rooms (bedroom, bathroom, closet, etc.) and dimension all walls
- Indicate all window locations and include size and type (e.g. 48" x 48" slider)
- Indicate the proposed layout of bathroom fixtures (tub, toilet, sink, shower)
- Indicate approximate location of all new or existing electrical receptacles, switches, lights, bathroom exhaust fans, and smoke detectors. Label all GFCI protected receptacles.
- Indicate location of any new or existing sump pump
- Indicate location of all new or existing furnaces and water heaters. Include location and size of all new or existing combustion air pipes



SAMPLE FLOOR TO CEILING SECTION

NOT TO SCALE

Floor to Ceiling Section

- Indicate finished ceiling height including finished height under beams and ducts
- Indicate wall and floor coverings in all rooms (drywall, paneling, tile, carpet, vinyl, etc.)
- Indicate basement floor type (e.g. concrete slab, structural wood floor)
- Indicate insulation in perimeter framed basement walls, minimum R-10 continuous or R-13 cavity