



Lakewood

Commercial Tenant Finish or Buildout

This handout identifies the permit submittal requirements for commercial tenant finishes or buildouts within existing structures.

Contractors, tenants and building owners:

- Any person hired to perform work must have the required City of Lakewood contractor registration to do work within the city limits.
- Please note that drawings uploaded into eTRAKiT for a commercial tenant finish or buildout must be stamped and signed by a licensed design professional in the state of Colorado.

Submittal Requirements:

- Please check with the Planner-of-the-Day at 303-987-7571 or e-mail at POD@lakewood.org to verify your proposed use is allowable within the zoning district.
- Provide a fully completed permit application through eTRAKiT.
 - Plans must be stamped by the West Metro Fire Protection District before submittal to the City. Contact West Metro at 303.989.4307, extension 510.
 - If day care or food service is included, plans must be stamped by the Jefferson County Health Department before submittal to the city. Contact Jeffco Health at 303.271.5755.
 - Professional seals may be imbedded in the drawings and are not required to be digitally verified or encrypted.
- Plan review fee based on the valuation of your project will be collected via a link on your eTRAKiT dashboard after the intake completeness review is approved.
- Upload a complete set of the following documents into eTRAKiT:
 1. Plot Plan drawn to 1" = 30' or larger standard engineering scale showing parking and any outdoor elements of the proposed build-out of tenant finish.
 2. Upload a completed mechanical or HVAC system design for the proposed building to properly size the HVAC equipment and coordinate with the selected energy code provisions.
 3. For all new commercial alterations that have more than 2500 square feet of interior space or for multiple buildings that have a combined area of 5,000 square feet of interior space upload a Construction Waste Management Plan. (See Separate Construction Waste Management Plan hand out)
 4. Upload architectural plans drawn to ¼" = 1'0" scale as follows:
 - Provide both demolition plans and new plans clearly showing any walls and features to be removed during construction and proposed plans showing all new walls, casework, fixtures, and equipment being installed.
 - Interior finishes are governed by building codes, even projects that only involve interior finishes such as flooring, wall covering, casework,



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and FF&E must be submitted to the city for permitting. Include finish schedules, smoke developed ratings and flame spread ratings for interior finishes. Provide flooring transition details, etc.

- Provide accessibility information demonstrating that the new build-out or tenant finish areas of the building are compliant with current Lakewood accessibility standards as outlined in the codes and loads handout.
- Indicate applicable codes and loads used in design on the cover sheet of the set. (See separate Codes & Loads handout). Provide occupant load calculations, path of egress plan showing door egress capacities and all emergency equipment such as fire extinguishers, smoke detectors, alarms, pull stations, emergency lights and exit signage. Show all fire rated wall assemblies.
- Basement, each floor, and roof plans. Show interior partitions and dimensions of each room or space. Provide typical wall type details showing the construction of all partitions within the project. Identify all rooms, windows (size, type, safety), doors (size). Identify and locate all fixed appliances (furnace, water heater, washer, dryer, toilets, lavatories, tub/showers, sinks, etc.) and fixed or built-in counters.
- Provide building elevations (front, rear, left and right sides) if exterior work is included in the project. Provide the locations of tempered glass windows and egress windows on all elevations provide the locations of lights, signage, canopies, and all exterior features of the building.
- Provide details of construction including but not limited to interior finishes, framing, insulation (note the R value). Multiple wall details may be required if multiple materials are being used on the project. Also provide stair details with guard and handrails where applicable, as well as applicable outdoor patio and patio cover attachment details. Where volume ceilings or ornate ceiling treatments occur, show framing details for tray, coffers, vaults, and coves in ceilings.
- Should new rooftop equipment be included in the scope of work, provide a roof plan indicate the location, type and area of all equipment, plumbing vents, roof access hatches, roof top equipment including packaged roof top units.
- Should any gas appliances or equipment be included in the scope of work, provide a gas piping diagram from the point of delivery to the farthest outlet, including all branches. Indicate the pipe size and length of each section, demand at each outlet, piping material, delivery pressure at the meter. Indicate the location of the pressure regulator if applicable.
- Clarify the use of conventional or direct vent gas-fired furnaces and water heaters.



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- Show plumbing riser diagrams for supply and waste plumbing and vent piping with necessary shut off valves, V.T.R.'s and floor drains.
- [5. Provide a greenhouse gas worksheet.](#)
6. Should any structural work be included in the scope of the project, upload structural plans drawn to $\frac{1}{4}'' = 1'0''$ scale as follows:
- Should any structural framing, walls, columns, bracing for new roof top equipment, column footings, or new openings in exterior walls be included in the scope of the project, provide details showing all new steel, welding, shoring, new structural work, lintels for new openings, etc.
 - Provide general notes and specific construction details as necessary. Include the design loads used in the structural design.
 - Provide structural calculations stamped and signed by a licensed structural engineer in the State of Colorado for all new or modified structural elements within the project.
7. Upload electrical plans drawn to $\frac{1}{4}'' = 1'0''$ scale as follows:
- Show the location of the existing electrical equipment on the floor plans. Should multiple electrical panels be incorporated into the project, show each panel and major equipment such as roof top units in a single line diagram.
 - For each floor level, including the basement, indicate the general location of electrical receptacles and include GFCI and WP protection where applicable. Also show fixed lighting fixtures and fans with their switches. Indicate the location of all required interconnected, hard-wired smoke alarms and carbon monoxide alarms. Please note that all receptacles within 6 feet of a water source or servicing a counter must be GFCI rated.
 - Provide general notes and fixture schedules as necessary.
 - The location of any power panel must be shown on the drawing, if more than one electrical panel is installed in the project, all electrical panels locations must be shown. Electrical panels must have a clear area in front of the panel of at least 36 inches.

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.