



Building Inspection Division
(BID)
Commercial Permit Guide

Compiled By:

Building Inspection Division of Public Works
8101 Ralston Road
Arvada, Colorado 80001
www.arvada.org
Ver. 2009-3
11/12/2009

General Information

Building Codes

The City of Arvada has adopted building code regulations to assure that buildings built in the city are safe for use by its citizens. The adopted codes are the minimum regulations necessary to ensure that buildings are built to an acceptable level of safety and durability. The intent of the adopted Building Codes is to provide “minimum standards to safeguard life or limb, health, property and public welfare.” Although these codes contain many specific requirements and standards, they also provide flexibility by allowing alternate materials and methods of construction with appropriate justification.

Permits Required

To verify that building and structures are built in conformance with the City’s adopted building codes, permits and inspections are required for all work involving structures or buildings. Listed below are examples of work or activities for which permits are required. Please note that this list is not all-inclusive. We suggest that you call the Building Inspection Division when in doubt.

1. Building alterations, both interior and exterior
2. Building additions.
3. New construction.
4. Work involving electrical, plumbing, heating, ventilation, air conditioning, duct work and fire protection modifications.
5. Foundation walls and excavations for the same,
6. Retaining walls over 30 inches in height (from bottom of footing to top of wall).
7. Signs
8. Underground storage tank removal or replacement.
9. Installation, removal or replacement of drywall.
10. Relocating or adding partition or demising walls (bearing or non-bearing)
11. Installation, removal or replacement of drywall.
12. Furnace, evaporative coolers and water heater replacement.
13. Swimming pools and hot tubs
14. Storage buildings, accessory to single family residential use over 120 sq ft.
15. Changing the occupant loading of a building may require a permit, and in any event, will require a review.
16. Changing the use of a building or space may require a permit, and in all cases must be authorized by the Building Inspection Division through the issuance of a new Certificate of Occupancy.

Call the Building Inspection Division to check to see if a permit is required for your project, (720) 898-7620.

Other Permits and Regulations

A Right-of-Way permit must be obtained from the City or Arvada Engineering Division prior to street construction, drainage facility construction, curb, gutter, sidewalk, fire line construction, sewer main, water main, and other utilities in the right-of-way. Call (720) 898-7640

An asbestos removal permit may be required from the State of Colorado Air Quality Division prior to any demolition. Call (303) 692-3150

Building in the historic Olde Town Arvada district must be reviewed separately for conformance with historical district regulations. For information call the Department of Community Development (729) 898-7435.

Food preparation facilities and commercial kitchens require approval by the health department before a permit can be issued. Call (303) 232-6301 for Jefferson County Health Department (west of Sheridan blvd.) or for businesses east of Sheridan Blvd call Tri-County Health Department at (303) 550-9200.

Sign permits are required for any signs or sign changes and require approval from the Code Enforcement Division (720) 898-7465, prior to the permit being issued.

Fire suppression and fire alarm systems require separate permits and plan submittals. Call the appropriate Fire District (see phone directory at the beginning of this guide for the complete list).

Liquor serving establishments and businesses selling liquor license from the City Clerk of Arvada prior to applying for the certificate of occupancy. Call the Clerks Office at (720) 898-7550.

All terms of the development agreement must be met during construction and before a certificate of occupancy is issued.

Building Inspection Division

Building plans are reviewed for conformance with building codes adopted by the city. Building uses that involve hazardous materials may require you to hire the services of an expert in the field of industrial hygiene, chemistry or fire science or all three.

Contact: Jim Johansen, Assistant Building Official (720) 898-7612

E-Mail: jim-j@arvada.org

Codes Regulated:

2006 International Building Code
2006 International Mechanical Code
2008 National Electrical Code (effective 08/2008)
2006 International Energy Code

2006 International Plumbing Code
2006 International Fire Code
ICC ANSI A117.1-2003
2006 International Fuel and Gas

Design Criteria

90 mph East of Sheridan Exposure B
 100 mph from Sheridan to Wadsworth Blvd Exposure B
 110 mph from Wadsworth to Indiana Exposure B
 110 mph West of Indiana Exposure C
 120 mph West of Highway 93 Exposure C

Weathering			Frost Line Depths			Termite			Decay				
2.4" (60mm)	30 psf (1.44 kN/m ²)	25 psf (1.2 kN/m ²)	Exposure C	B	Severe	36" (91.44 cm)	Slight to Moderate	None to Slight	1° F (- 17.22° C)	Yes	NFIP: November 20, 1972 FIRM: June 17, 2003	500- 1000	50.5

*Wind speeds above are based on the three (3) second gusts

* IECC compliance: Chapter 5 requires envelope and lighting systems analysis. See www.energycodes.gov

Snow Load: 30 PSF roof; 25 PSF ground snow load	Latitude: 39.5 degrees north
Rainfall Depth: 2.4 inches	Frost Depth: 36 inches

Accessibility of building is governed by Chapter 11 in the 2006 International Building Code, State of Colorado Title 9 Article 5 standards for Accessible Housing and Federal Fair Housing Act (ADA) through Department of Justice. Information is available online at www.accessboard.gov or www.ada.information.org and through the state at (303) 894-7815 or at www.state.co.us.

Reviews: Building Codes Review & Development Review
 Inspections: Building, Plumbing, Mechanical, Electrical, Elevators, Fire Suppression, Energy

Plan Reviews

Before the BID may issue a building permit, all building codes and other laws and related agreements must be satisfied. To accomplish this, a plan review must be made by the BID or approved plan review agency to assure compliance with all adopted building codes and other laws administered by various city and outside departments. When all codes and other laws affecting building construction have been satisfied, a permit will be issued.

Commercial plan reviews are often complicated. Because of this, you are encouraged to schedule a pre-development conference with BID staff to discuss your project prior to submitting your plans.

Call the commercial plans examiner, Jim Johansen at (720) 898-7612 to schedule an appointment.

Note:

Complete information and plans are required for specialty systems and projects such as CSST, air admittance valves, radiant heating systems, elevators, fire suppression systems to name a few.

Plan review reports from code consultants approved by the Chief Building Official will be accepted as part of the permit submittal process; however, until all required approvals are given the permit cannot be issued. Written response to the code consultant's report by the applicant will be required along with the report to show how code issues raised by the report will be addressed.

See pages 10-14 for pan submittal requirements.

Inspections

Inspections are made at various stages of the building project to determine whether the construction meets the requirements of the building and fire codes. If discrepancies are found by the inspector(s), they are noted and given to the person responsible for the construction work for corrections, or left with the hard-card on the job site.

See pages 22-27 of this document for specific inspection requirements.

Certificate of Occupancy (C.O) or Temporary Certificate of Occupancy (T.C.O)

It is a violation of the Arvada Municipal Code to occupy a building without a Certificate of Occupancy (C.O) or a Temporary Certificate of Occupancy (T.C.O).

Upon completion of the construction project, final inspection approvals are required by the BID and other department before a C.O or T.C.O may be issued and the building occupied.

The approvals necessary may include all or part of the following: building codes approval, fire code approval, planning and zoning approval, development agreement, city engineering standards, utility commitments for water and sewer, liquor license approval, health department approval, approvals under state and federal laws and other requirements as applicable to your project.

Certificate of Completion (C.O.C)

Shell buildings for retail or warehouses or other similar shell building where the interior is not finished will not be issued a certificate of occupancy. However, a certificate of completion will be issued. The certificate of completion certifies that the building was constructed in conformance with the city's adopted codes and ordinances to the extent of construction and within the scope of work but does not allow occupancy of the building for any purpose including storage. The reason for this is that before any building can be occupied, the specific use must first be known so that proper occupancy classification can be assigned and code requirements determined. Improperly used buildings can cause loss of life due to the lack of safety features required by building codes. The C.O.C can also be issued to show that all work that was done under a specific building permit was done and completed in compliance with the building code requirements.

1. If you have an existing building and you would like to explore renovation or change in use we will be happy to meet with you and assist you by going over code complying options available to your.

2. If you are establishing a new business you are encouraged to contact the Arvada Economic Development Association at (720) 898-7010 for information on tax and other potential business incentives.
3. See pages 28-32 for specific C.O, T.C.O and C.O.C requirements.

Coordination with Other Departments

All uses of land within the city are regulated by the city's land use regulations that are administered by the Community Development Department, Planning Division. You may submit building plans to the BID for building code review at any time during the development review process. A non-refundable plan review fee will be required before commencement of the building code review. Before a building permit can be approved and issued, all land use issues must be resolved through the development review process. Call the Community Development Department, Planning Division at (720) 898-7435 for details regarding development reviews.

Phone Directory *

Arvada Economic Development Association.....	(720) 898-7010
Community Development Department, Planning Division.....	(720) 898-7435
Building Inspection Division.....	(720) 898-7620
Engineering Division.....	(720) 898-7640
Traffic Engineering.....	(720) 898-7740
Water and Sewer.....	(720) 898-7780
Water Quality.....	(720) 898-7800
City Clerk- Liquor Licenses.....	(720) 898-7546
Arvada Fire Protection District.....	(303) 425-0905
Southwest Adams County Fire Protection District.....	(303) 429-3597
Tri-County Health Department (East of Sheridan Blvd).....	(303) 288-6816
Jefferson County Department of Health and Environment.....	(303) 232-6301
State of Colorado Department of Health and Environment.....	(303) 692-2000
State of Colorado Air Quality.....	(303) 692-3164
State of Colorado Water Quality.....	(303) 692-3469

* All phone numbers updated and verified 01/28/2008

NOTE:

This permit guide is not intended as a substitute for policies and procedures that are required by other agencies involved in the review process. The departmental descriptions below show the relationship between the regulations of other agencies to the permitting process.

Arvada Economic Development Association

The Arvada Economic Development Association (AEDA) is the business development arm for the city. Please contact AEDA with any business related assistance at (720) 898-7010

Contact: Hazel Hartbarger, Executive Director
 E-mail: hazel@arvada.org

Reviews: Participates in the development review process with the city. Contact the office of AEDA for their publication titled Arvada Fact book, A Community Profile.

Community Development Department, Planning Division

The Planning Division coordinates the development review process of which other agencies listed in this guide are a part. It is important to note that each agency is responsible to review development plans for conformance with laws, ordinances and development standards for which they are responsible and that these can overlap or interrelate.

It should be noted that the development review must be completed and approved before a building permit will be issued. The building code review may proceed with the development review provided complete plans are submitted and full plan review fees are paid.

Contact: Mike Smith, Planning Manager (720) 898-7444
E-mail: mike-s@arvada.org

Reviews: Development review, site plan for building permit review
Regulations: Arvada transportation standards, traffic code, access code.
Inspections: Traffic control devices, traffic control permits.

Traffic Engineering Division

New building addresses must be approved by the Traffic Engineering Division before building permit. Final approval of the site plan and roadway construction plans is required prior to issuance of the building permit.

Contact: Andrea Drake P.E. (720) 898-7744
E-mail: adrake@arvada.org

Reviews: Part of Development review and building Commercial Permit review.
Regulations: Arvada Transportation Standards, Traffic Code, Access Code
Inspections: Traffic control devices, traffic control permits.

Engineering Division

Developments are reviewed for conformance with the City of Arvada's engineering standards. The grading, drainage and erosion control plan, drainage study, traffic plans, roadway plan, and utility plans must be approved before building permit issuance.

Contact: Keith Uren, Civil Engineer (720) 898-7660
E-mail: keith@arvada.org

Reviews: Development reviews, commercial permits and single-family permits.
Regulations: Arvada Engineering Standards, Arvada Drainage Criteria, UDFCD Stds.
Inspections: Water taps, sewer taps, all wastewater pretreatment devices, water meters, water & sewer mains, grading and drainage, curb gutter, sidewalks, street construction.

For final engineering inspections, please contact the Engineering Division at (720) 898-7640 a minimum of 24 hour notice to schedule your inspections.

Utilities Division

Cross-connection control devices are required in most commercial buildings to protect the public drinking water supply. These devices are reviewed for conformance with both the International Plumbing Code and the Utility Division's Cross-connection Control Program (available upon request from the Utility Division.)

Water service sizing is in accordance with the International Plumbing Code, Chapter 6 section 603.1.

Wastewater pretreatment is required by the International Plumbing Code for grease-producing operations, chemical wastes and other wastes harmful to wastewater operations.

Additional requirements may also be imposed to protect public safety.

Contact: Jim Sullivan, Utility Manager (720) 898-7761
E-mail: jim-s@arvada.org

Reviews: Development Review and Commercial Permit Review.
Regulations: Water Quality Regulations, Wastewater Regulations
Inspections: Water Taps, sewer taps, etc.

City Clerk

Liquor licenses require application through the City Clerk's Office. Before a permit may be issued to construct a liquor establishment or tenant finish, alteration, etc., clearance must be obtained from the City Clerk's Office. Under no circumstances, may a Certificate of Occupancy be issued prior to approval of the liquor license.

Contact: Christine Koch, City Clerk (720) 898-7545
E-mail: chrisk@arvada.org

Reviews: Development review and Commercial Permit Review
Regulations: Liquor licenses, recording of development agreements

Fire Districts

Plans will be routed to the appropriate fire district as part of the Building Inspection Division's plan review process and comments from the fire district will be included in our plan review. Please contact the applicable fire district for their review checklist.

Contact: Arvada Fire Protection District (303) 425-9057
E-mail: Arvada.fire@arvadafire.com
Southwest Adams County Fire Protection District No. 2:(303) 429-3597
Fairmont Fire Protection District:(303) 279-2928
Coal Creek Canyon Fire Protection District:(303) 642-7028

Reviews: Development Review, Commercial Permit Review and Fire Protection Plan Review.

- Regulations: International Fire Code and Standards- Please check to see which fire district boundary your project falls within and contact that fire district for additional information.
- Inspections: Fire suppression mains and hydrants, fire sprinkler systems, commercial kitchen hood fire suppression, fire-flow for building construction, fire department vehicle access roads and fire lanes, fire alarm systems, and final building inspections for compliance with the International Fire Code.
- Note: Call for inspections 24 hours in advance (all fire districts). The inspection record card in the field must be signed by the fire district before a C.O or T.C.O or C.O.C will be issued.

Health Departments

For plan reviews involving restaurants, animal shelters, public pools, private sewage disposal systems, kennels, you need to submit plans to either Jefferson County Health Department or Tri-County Health Department. A copy of the approved plans or letter from the health department having jurisdiction will be required prior to final plan approval. Alterations, additions and demolition involving asbestos require a permit from the Colorado Department of Health and Environment.

- Contact: Tri-County Health Dept. (303) 288-6816 (east of Sheridan Blvd)
JEFCO Health Dept. (303) 232-6301
State of Colorado Department of Health & Environment (303) 692-2000
- Air Quality (303) 692-3164
 - Water Quality (303) 692-3469

- Reviews: Development review referrals and Commercial Permit Referrals
- Regulations: Food service establishment regulations (available upon request), air quality regulations, public pool health standards, private sewage disposal systems.
- Inspections: A final building inspection for regulated uses is required by state law before occupancy. Final approval is required from the health department for a C.O or T.C.O for food service establishments and all other uses regulated by the health department. Call the health department for a list of uses requiring their approval.
- Asbestos: State air pollution regulations require inspections for asbestos prior to renovation or demolition.

Contact the Colorado Department of Public Health and Environment:
Hazardous Materials and Waste Management Division
4300 Cherry Creek Drive South
Denver, CO 80246-1530
(303) 692-3320
www.cdphe.state.co.us/hm/

New Commercial Plan Submittal Procedure

(Use this procedure for multi-family and commercial additions also)

1. Fill out the attached New Commercial Building Permit Application (pages 35 & 36);
2. Submit three sets of the following (need only 2 stamped sets)

___ Site Plans	___ Architectural Plans (stamped by Col. Arch)
___ Development Plan	___ Project Specifications (stamped by Col. P.E)
___ Subdivision Plat	___ Structural Plans (stamped by Col. P.E.)
___ Utility Plans	___ Electrical Plans (stamped by Col. P.E.)
___ Grading Plans	___ Mechanical Plans (stamped by Col. P.E.)
___ Landscape Plans	___ Fire Protection Plans (stamped by Col. P.E.)
___ Floor Plans	___ Asbestos (state) form

3. Submit two copies of the following:
 - Soils report, stamped by soils engineer
 - Heat loss calculations for HVAC sizing.
 - Structural calculations, stamped by Col. Structural engineer.
 - Statement of special inspections required by IBC section 1704.
 - International Energy Code Compliance with both lighting and energy analysis.
4. On the cover sheet, include your building code summary and your assumptions made with regard to building area limitations, construction type, exiting, occupant load, wind speed design, snow load, frost depth and other pertinent information, as well as accessibility analysis with the State Law CRS 95, 2006 IBC and Hair Housing A & B units identified and totaled. A separate sheet may be required to show type A and B accessible units.
5. Submit water service calculations based on expected fixture loading and the International Plumbing Code requirements.
6. Depending on the scope of the project, additional on/off-site civil, drainage, utility, road, traffic studies and/or construction plans may be required.
7. **Pay plan review fees** at the time of submittal (see fee section of this guide for details.)

Note: If necessary, for special conditions, additional information may be required for review.

8. Before issuance of a building permit, a site development permit must be issued by storm water.
9. Shell building permits are required as well.

Tenant Finish/Remodeling Plan Submittal Procedure

1. Fill out the Tenant Finish & Misc. Commercial Building Permit Applications
2. Submit three sets of the following plans (only two sets need to be stamped)

Architectural Plans (stamped by Architect) Structural Plans (stamped by P.E.)
 Electrical Plans (stamped by P.E.) Mechanical Plans (stamped by P.E.)
 Plumbing Plans (Stamped by P.E.) Sprinkler Sys. Plans (stamped by P.E.)
 Lighting and Energy Analysis (com check)

Architectural plans are required and must include: Floor plan, wall sections details, building section, fire-rating details, code summary. Plans must be stamped by an architect licensed to practice in the State of Colorado

Structural plans are required for any structural changes such as removal of bearing walls, openings in bearing walls, floor systems for storage, etc. Structural plans must be stamped by a structural engineer licensed to practice in the State of Colorado.

Electrical plans are required for adding circuits, service upgrades, emergency lighting. Load calculations are required along with one-line diagrams and fault current analysis. Plans are to be stamped by an electrical engineer licensed to practice in the State of Colorado for electrical service upgrades and extensive or complex electrical work.

Mechanical plans are required for any changes to the heating, ventilation or air conditioning system such as change of equipment, relocation and/or replacement of mechanical duct work or refrigeration piping. Plans must be stamped by a mechanical engineer licensed to practice in the State of Colorado for extensive or complicated projects.

Plumbing plans are required for any changes to the plumbing within the building and includes sewers, drains, vents, water piping, roof drains, gas piping. Plumbing isometrics must be included with the plans. Plans must be stamped by a mechanical engineer licensed to practice in the State of Colorado for extensive or complicated projects.

3. **Pay plan review fees** at the time of submittal (see fee section for details)

Notes:

- A. Check with the commercial plans examiner before design to see if engineer's stamp will be required.
- B. If necessary, for special conditions, additional information may be required for review.
- C. It takes approximately 4 weeks to review a tenant finish plan.
- D. Generic or "white box" permits are as above.

Miscellaneous Commercial Alterations Plan Submittal Procedure

This procedure applies to **minor commercial projects** involving simple straightforward designs, where compliance with the codes can be determined with a simple floor plan sketch. An example of a minor alteration would be the construction of a small office space involving, non-bearing partition walls, addition of a few electrical outlets or lights and installing a service counter. Creating a new store in an empty retail center would not be considered a minor alteration. Check with the Building Inspections Division before you apply for the building permit. (720) 898-7620

Permits are necessary to assure structural changes are designed properly, to avoid compromising of existing exiting systems or fire sprinkler systems and to assure that interior finish materials do not exceed flammability requirements established by the code.

Commercial work, even minor work, can only be done by licensed contractors.

Permit Application

1. Fill out the permit application form on page 36, sign and date it. Note: You or your agent must be authorized to sign for building permit by holding a valid contractor's license.
2. Submit two sets of plans for review (architect/engineer's stamp not required for minor alterations).
3. The plans will be reviewed as quickly as possible however, it is necessary to get approval from the fire district or other approval agencies and that usually takes a minimum of 10 working days. To expedite the process you may personally carry the plans to the fire district. Note: If plans are not legible or lack enough detail you will be given a list of additional information necessary for review.
4. If plans are approved, you will be given a city-approved set of plans that must remain on the job site during construction and for final approvals.
5. Pay appropriate permit fees and sign for permit. Note: changes to the approved plans will require review and approval by building inspection and the fire district.
6. Building permits are issued as combination permits and include building, electrical, plumbing and mechanical work. Separate permits will be required for fire protection permits, fire sprinkler systems, fire alarms, spray painting booths, signs, fences and lawn sprinklers to name a few.

Restaurants & Commercial Kitchens

Restaurants and commercial kitchens contain equipment and processes that require special design to achieve a safe environment for diners and workers. Cooking equipment in commercial kitchens producing grease and grease vapors that cause buildup of grease within duct work, on walls and adjacent to equipment. With the proper design, kitchens can be operated safely.

Below are some common issues that need to be resolved prior to issuance of a restaurant permit:

1. A Grease interceptor (minimum 750 gal.) is required for operations that produce grease in amounts determined to be damaging to the City's sewer

treatment plant. For a minor operation such as a deli, the grease interceptor requirement may be waived or an interior grease trap may be allowed but is subjected to approval by the Utility Division. You must submit a written request; an example of this is on page 15 in this packet. Sizing of grease interceptors shall be in accordance with the 2006 International Plumbing Code Chapter 10 Section 1003.

2. For establishments serving liquor, a liquor license must be obtained from the City of Arvada through the City Clerk's office. No building permit will be issued until authorization is given for the liquor license.
3. Restaurants serving liquor with "fire areas" (as defined in Section 702 of the IBC) more than 5,000 square feet in size or occupant load greater than 100 must be equipped with an approved fire sprinkler system.
4. A Type I or Type II hood as defined in the International Mechanical Code section 506 is required over all cooking and baking equipment, steam tables, etc.
 - A. Type I hoods are required for exhausting grease laden vapors. Ducts serving a Type I hood must be installed within a duct enclosure having a one or two hour fire-rating, depending on the type of construction. In addition, Type I hoods must be equipped with a fire suppression system. Chain drive pizza ovens require a Type I hood.
 - B. Type II hoods are required over cooking appliances producing significant quantities of heat or steam such as, baking ovens, steam kettles, steam tables, and etc.
5. Handicap accessible rest rooms are required and aisles leading to the rest rooms may not pass through kitchens.
6. For restaurants with an occupant load of 50 or more, two exits are required. Exits may not pass through a kitchen, storage or similar spaces. Doors must be equipped with panic hardware and swing outward relative to the direction of exiting.
7. Health department approval will be required. An approved set of plans approved by the health department must be submitted as a condition for issuing a building permit.
8. A seating plan will be required for dining areas inside or outside the building. Outside patio areas are required to comply with exiting regulations the same as interior areas unless specifically addressed by the code. Fenced-in areas must be provided with gates having panic hardware, depending on exiting needs.
9. A deli serving prepared foods where food is warmed by microwave oven or crock-pot usually will not be required to have an exhaust hood. Final determination will be made by the Building Inspection Division (with fire district input) upon examination of plans.
10. Restrooms and accessible restrooms are required for male and female users in accordance with the fixture count requirements of Chapter 29 of the 2006 International Building Code.
11. Increases in existing building occupant loading may require an increase in the number of parking spaces. Check with the Planning Division for details.
12. A separate permit will be required for fire suppression systems and will require fire department approval.
13. A separate permit will be required for signs, and lawn sprinkler systems.
14. Commercial establishments must provide a backflow test certified by a qualified backflow tester in addition to an inspection by a city plumbing inspector. The certification is required prior to issuance of a Certificate of Occupancy.

Sample of Grease Trap Waiver Request Letter

(This is not an application to be filled out. Develop your own letter and reasons for requesting a waiver using this format. Include the ENDORSEMENT section for the Utilities Manager signature at the end of the letter.)

Date

Utility Manager
City of Arvada
8101 Ralston Rd
Arvada, CO 80001

Re: Grease trap waiver request

I request that the requirement for a grease trap be waived for the project at _____ (Address) _____.
For _____ (project name) _____ be waived. The justification for this request is based on the following information: (no grease product, etc.) _____. The following equipment will be included in my kitchen operation: (list) _____
_____.

Sincerely,

Applicant

ENDORSEMENT (office use only)

In accordance with the above request, a grease trap or interceptor will not be required at this time for: _____ (Restaurant or business name) _____
_____ (Address) _____
with the condition that if future sewer inspections show grease accumulation, a grease trap must then be installed (with the correct permit) at this address.

City of Arvada, Utilities Manager

Date

Plan Reviews and Responses

Plan Log In

All required plans and construction documents must be completed before they will be logged in for review. Incomplete submittals take up an inordinate amount of staff time, and slow down the review process for applicants who submit complete plan sets for review. Plan submittals and construction documents lacking the necessary information will be returned to the applicant for completion and re-submittal. Plans are assigned a plan review number and will be reviewed in the order in which they are received.

Note: If you wish to expedite the plan review process it is important to begin the process as soon as possible. (You may submit for review prior to approvals of the Planning Department).

Estimated Plan Review Time Frames

Building code plan reviews for small commercial projects such as a small retail store, tenant finish should take two weeks, plans for a new restaurant four to six weeks and plans for a multi-story office building six weeks. Time frames could vary depending on work load and completeness and complexity of the plans. Plan review time frames begin only when a complete set of plans and construction documents are submitted. Check with the Building Inspection Division before you submit plans for a closer estimate. When the plan review is complete, you will be notified to pick up the plan review report and/or plans when approved.

A code analysis from an approved code consultant will speed the review process but will be subject to review and acceptance by the Chief Building Official.

Note: You must contact other review agencies for their review time frames involving related permits such as flood plain, health department review, development reviews. Colorado Department of Transportation approvals, asbestos and EPA permits.

Applicant's Response

After receiving the plan review report, you need to respond to the plan review comments answering each comment point by point in a letter addressed to the building Inspection Division, Attention: Commercial Plan Review. If plan review comments are not clear please call the Building Inspection Division for clarification. Should you take issue with any review comment or analysis, you are invited to discuss them with the Assistant Building Official. Should any dispute arise over code matters not involving the administrative provisions of the building code, you may request in writing a hearing before the Building Code Appeals Board. Any decision made by the Building Code Appeals Board is final.

City's Response

Upon receipt of your written response, a determination will be made whether plans will be:

1. Approved
2. Approved with conditions or;
3. Not approved.

In any case, you will be notified. If corrections are required you will be given a list of corrections.

Plan review Expiration

The plan review will be valid for a period of 180 days from the date of the permit application unless an extension is granted by the Building Inspection Division.

Plan Review & New Code Adoptions

When building codes have been scheduled for adoption by the City, the applicant may elect to submit plans for review under the new codes. The request must be done in writing and sent to the Chief or Assistant Building Official.

Fee Payment Method

The City of Arvada has adopted fee schedules for building permits, plan review, use tax, utility taps, drainage fees and other fees specific to individual developments by agreement. The building permit and plan review fees reflect a small portion of the overall development cost and are designed to provide a detailed code analysis of the building plans and assure that buildings are built to an acceptable level of safety and quality as required by the adopted building codes. We will do our best to provide you with a high quality and timely plan review.

Building Permit Fees and Construction Cost/Valuation

As mentioned above the City has an adopted building permit fee table. This table is designed to offset costs incurred by the Building Inspection Division in the amendments to the adopted codes. The permit fees are determined based on the valuation of the project. You are required to accurately state the value of your project on the permit application form. An accurate declaration of actual construction cost, (valuation) including materials and labor is the responsibility of the applicant.

In addition, the City of Arvada has adopted a valuation schedule which estimates current cost per square foot of buildings of various construction types and uses. If the total construction cost as determined by the adopted valuation table produces a cost greater than that which is stated on the building permit application, that greater amount will be used.

Use tax and building permit fees are calculated on the construction cost as determined above.

All projects are subject to a tax audit any time within three years of completion. If construction costs are not accurately determined, additional fees and tax may be due. The applicant can also request an audit if he feels he has paid too much. If that audit is found to be in the favor of the contractor, refunds will be given.

Use tax

A use tax is assessed in lieu of sales tax on materials placed into service and which becomes part of a building or structure. If building materials are purchased in any city in the state of Colorado, the sales tax is waived by the retail outlet if you show them a valid building permit that shows the use tax was paid directly to the City of Arvada as a part of the building permit fees. The use tax rate is the same as the city's sales tax rate and is assessed on one half of the total valuation of a project. (50% of the cost is assumed to be labor). The current sales tax rate is 3.46%.

There is no use tax on manufacturing or research and development equipment installed in a building. Other credits and incentives are also available for qualifying business. For details please contact the Arvada Economic Development Association at (720) 898-7010 or the Finance Department, Sales Tax Division at (720) 898-7103.

Other Related Fees

Prior to coming in to pick up your permit, be sure to check with the Planning Division, Engineering Division and the Utility Division for fees, escrow or bonding that may be required at the time of permit.

Planning Division Fees. Landscape escrow, review fees may be required. Call the Planning Division at (720) 898-7435 for more information on fees.

Engineering Division Fees. Drainage fees are required for projects within certain drainage basins. In addition, development impact fees may be required depending upon the specific development agreement involved. For specific information call the Utility Division Permit counter at (7070) 898-7811.

Utility Division Fees. Water and sewer tap fees for all classes of construction within the City may be paid to the Utility Division after a valid building permit is issued and after written proof of foundation concrete has been poured (foundation wall steel letter from engineer) but no later than when the Certificate of Occupancy is issued, subject to the following methods:

1. Cash
2. Wire transfer with confirmed receipt by the City's bank
3. Cashier's check issued by a financial institution
4. Official check issued by a financial institution
5. A Check certified by a financial institution
6. If tap fees are paid by some other type of check it will be the responsibility of the presenter to verify the check has cleared the bank and furnish the City with written proof that the check has cleared before a Temporary Certificate of Occupancy or a Certificate of Occupancy is issued for a building.

Renovation projects that add demand to existing water service may require a service upgrade and will be assessed the difference in cost between the size of the existing tap and the upgrade size. Determination of required tap size shall be governed by the International Plumbing Code table or by hydraulic calculations stamped by a licensed professional engineer.

Utility tap fee schedules are available at the Utility permit counter. Please contact the Utility permit counter at (720) 898-7767 for more information.

Permit Issued

Permits require the signature of the general contractor or authorized agent. Be sure to have someone who is licensed or authorized to sign for your building permit at the permit counter. After payment of required fees and appropriate signatures, the permit will be issued. An inspection record card will be given to you along with the city approved construction plans.

Permit conditions, if required, will be attached to the inspection record card and will govern work performed under the permit. You or your agent's signature will indicate acceptance of any conditions that may be attached to the permit. Please note that two sets of the approved site plans, utility plans, grading plans, final plat (as applicable) will be needed to attach to the approved building plans before the permit will be issued.

Permit Expiration

Building permit expire 180 days from the date of issuance (unless construction begins sooner). If work is abandoned for a period of 180 days the permit will expire.

The permit expiration dates may be extended by the Building Inspection Division for appropriate reasons provided the request is in writing and is received prior to the expiration date.

Inspections/Job Site Records

Plans

Keep the approved plan set on the job site at all times and until the project is completed. This includes the approved development plan, traffic plan, utility plans, grading plans, subdivision plat and building plans. Prior to deviating from the approved plans submit an addendum and obtain authorization from the Building Inspection Division before proceeding.

Address

Post the job address so that it is visible from the street. Inspections may not be made and a re-inspection fee may be assessed if the address is not posted properly.

(It is important to have the address properly posted not just for the purpose of inspection, but more importantly for fire and rescue purposes should the need arise.)

Inspection Record Card

Post the inspection record card on the job site for the inspector. Lack of the inspection card can result in confusion and leaves you without a record of inspector authorizations, causing unnecessary delays. A re-inspection fee may be assessed if the inspection record card is not posted properly. There is a \$10.00 fee for replacement hard cards.

Inspection Requests

Inspection must be called for at various stages of the project as required by the International Building Code and Building Division Inspection Policy. Inspection requests may be called in to our 24-hour inspection request line at (720) 898-7630. To process your request it is mandatory that you give the following: (Please do not use slang terms)

1. Permit Number
2. Type of Inspection and inspection code
3. Leave any comments that you need the inspector to know about the requested inspection.

Also you can schedule inspections 24-hours a day on-line at www.arvadabuild.org. You will need your permit number to request the inspection.

If your request for inspections lacks the above information we will not be able to process your request and you inspection will not be made. Please read the inspection request procedure provided on the building permit inspection record card. Inspection requests received during working hours will be scheduled for the following day.

MAKE SURE THAT YOU RECEIVE A CONFIRMATION NUMBER; IF YOU DO NOT RECEIVE THIS NUMBER THE INSPECTION REQUEST WAS NOT MADE.

BEFORE A ROUGH FRAME INSPECTION WILL BE DONE, YOU MUST FIRST HAVE THE SIGNATURES OF THE PLUMBING, MECHANICAL AND ELECTRICAL INSPECTORS ON THE INSPECTION RECORD CARD.

THE FINAL INSPECTIONS CAN BE DONE IN ANY ORDER.

Inspection Guidelines

It is the intent of the Building Inspection Division to provide prompt service and the greatest possible cooperation with the builder within the framework of the building codes and city ordinances. Similar cooperation on the part of the builder will improve this relationship. The following guidelines are offered to promote a better understanding between the builder and the Building Inspection Division. This understanding will help the builder to avoid delays and the inspector to perform his job more effectively. The following guidelines apply to all projects.

Permit Address Card must be posted and visible from the street. A piece of plywood nailed to stake in the ground with the address card tacked thereon, with adequate weather protection, will suffice for this requirement. The address card may also be taped to a front window, if visible from the street.

Inspection record card to be posted on the job. The inspection record card must be posted at the location of the inspection to be made at the time of inspection. Appropriate weather protection must be provided. Please note that for plumbing, mechanical, and/or electrical work, all appropriate sub-contractor stickers must be properly posted on the inspection record card in order for inspections to be made. Failure to properly post card may result in re-inspection fee.

Approved Building Plans. The approved, stamped set of building plans must be on site and available to the inspector for review at the time of inspection. If the approved set of plans is not available, the inspector may not be able to complete the requested inspection causing unnecessary delays for the builder, and may result in a re-inspection fee.

Requests for inspection. Inspection requests may be called in twenty-four hours a day, (720) 898-7630. Only the inspection requests that have the proper information will be accepted. Inspections request cut off is 7:00am Monday through Friday, any requests that are made after the cut off will be scheduled for the next business day. You can also go to our website, www.arvadabuild.org and request your inspections on-line and check on all of the past inspections. You will need your permit number to complete this request. Please do not schedule an inspection until the work is completed, also remember to give enough time for the inspections to be made before scheduling the next project on your job site. If you need to talk to the inspector directly, they are usually in the office Monday through Friday 8:00am-8:30am and from 4:00pm-4:30pm. Any calls about inspections or code questions during these times will be directed to the inspectors. Call (720) 898-7620.

Information required for inspection requests. Only inspection request with complete and accurate information will be made. Provide your permit number and follow the prompts on the recording. You will need the inspection codes that can be found on-line at www.arvada.org or at our office in city hall. **Make sure that you are issued a confirmation number for your inspection.** If you are not issued this number please call our office during regular business hours and we can assist you, (720) 898-7620.

Re-inspection fees. Re-inspection fees may be assessed when corrections clearly listed on the building correction notice, are still not completed at the time of the re-inspection, and for other flagrant violations. When a re-inspection fee has been assessed, it will be so designated on the building correction notice. It shall be the responsibility of the permit applicant, or his designated representative, to pay the assessed fee prior to requesting a re-inspection of the work the fee was assessed against. The validated receipt of re-inspection fee payment must be posted with the inspection record card at the time the re-inspection is to be made.

Certificate of Occupancy required. No building or space shall be used or occupied, and no change in the existing occupancy classification of a building or space or portion thereof shall be made until a Certificate of Occupancy (C.O.) or Temporary Certificate of Occupancy (T.C.O.) has been issued. If the building or space requires additional inspections and approvals such as Engineering, Planning or Fire Department, they must be signed off in the permit data base before a C.O or T.C.O can be issued. A minimum of five (5) working days of notice will be required for the issuance of a C.O or T.C.O. All of the fees and required approvals have to be made prior to requesting the issuance of a C.O. or a T.C.O. An Improvement Location Certificate (ILC) will be required prior to C.O.

For projects involving a new building or additions to a building, the ILC must show the square footage of the impermeable and permeable surfaces in accordance with the requirements of the water utility.

Required Inspections

1. **Construction Meter** s inspected after a construction meter is installed. When approved by the inspector, Xcel Energy will be notified by the inspector that power can be connected upon builder's request to Xcel Energy.

Note: As per the 2005 NEC a concrete encased ground (CEG) is required, and must be inspected by the city electrical inspector or the engineer of record.

2. **Footings**, this inspection should be requested after excavations are complete, all forms are in place, any required reinforcing still is in place, and the footings are ready for concrete, but before concrete placement.

Piers: After all holes are excavated and reinforcement is in place.

Note: Foundation Location Survey required-see note #10)

3. **Foundation Walls**, this inspection should be requested after all forms, required void and required reinforcing steel is in place and ready for concrete, but before concrete placement. Concrete electrode ground (CEG or UFER) to be inspected at this time.

Masonry Walls- Must be inspected during construction when reinforcement is in place and before placement of grout in cells.

Note: Clean-outs are required for all grout pours over five feet in height.

4. **Foundation drains/damp proofing**, if a drain system is required; after the drain pipe is in place, prior to backfill and visible for its entire length. Dam-proofing

shall be applied and inspected at this time. If foundation is inspected by engineer should also inspect the drain and damp-proofing.

5. **Caissons**, this inspection is to be done by the Colorado registered engineer who designed the foundation or a Colorado registered engineer may be engaged for observation purposes and the original written report of his/her findings, stamped and signed, must be submitted to the Building Official for approval. The engineer's report must include an open excavation observation, caisson steel and wall steel inspections and foundation drain and damp-proofing inspection.
6. **Sewer**, the engineering division makes this inspection and it may be made almost any time during construction. Every effort should be made by the contractor to avoid leaving ditches open for any longer than is absolutely necessary. Call engineering at (720) 898-7640.
7. **Underground Plumbing**, this inspection is to be made after under slab plumbing is in place, visible for its entire length and under test during the inspection as per Section 107 of the International Plumbing Code.
8. **Sheathing Inspection**, this inspection does not need to be called for by the contractor. This inspection will be made on a spot check basis. (It may be designated as a required inspection if the sheathing is being used to satisfy the lateral bracing requirements of the code.)

9. Rough Inspections

Rough plumbing

This inspection to be made after all water supply, drain/waste/vent, and fuel piping is installed, but before any fixtures or appliances. System piping must be under pressure test during inspection.

Rough Mechanical

This inspection is to be made after all piping and equipment, air distribution ducts, hydraulic heating lines, exhaust ducts, appliance vents, prefabricated fireplaces and chimneys are installed.

Rough Electrical

This inspection is to be made after all electrical wiring, raceways and boxes have been installed and all wiring in boxes (but without switches or receptacles installed), main distribution panel and sub panels are complete, but before connection is made to the utility service. House is to be dried in at this time.

10. **Rough Framing**, this inspection is to be made after all framing, bracing, sheathing, fire blocking and roof is completed; and the rough plumbing, mechanical and electrical inspections have been approved and signed off on the inspection record card.

Note: Before a rough frame inspection will be scheduled for new residential construction, an original stamped engineer's letter must be provided to the Building Inspection Division office for 1. Caissons, 2. Open hole, 3. Foundation drain, 4. Foundation wall reinforcing.

- 11. Insulation Inspection**, this inspection to be requested after all insulation is in place. Blown in attic insulation need not be in place. A certificate verifying installation will be required when a C.O. or T.C.O. is requested.
- 12. Temporary Heat Meter**, this inspection is requested to provide heat to the structure to facilitate interior finish work. This meter is installed in the service to the house and energizes the circuit to the furnace and one circuit in the structure to operate tools. This meter also provides for full power to the structure for the final inspection.
- 13. Drywall**, this inspection is to be requested after all wallboard is installed and properly fastened, but prior to taping and spotting fasteners so that the adequacy of fastening and proper type and thickness of materials can be verified.

Note: Certain fire related assemblies usually associated with; townhouse construction requires an inspection of the party walls prior to standing the in place.

- 14. Above ceiling structural, electrical, HVAC or plumbing**, this inspection is required where suspended grid type ceiling are to be installed, and should be requested after all work above the grid ceiling is complete, all light fixtures are set, all grills, registers, and connecting duct-work are completed, but before any tile has been installed. This inspection is in addition to any other rough inspection already required above.

Note: Border tile and other tile requiring cutting may be installed prior to inspection.

Final Inspections

Roof- After roofing, flashing, roof jacks, vent caps are installed and before final inspection for building are called.

Plumbing- After the installation of all fixtures and appliances

Mechanical- After the installation of all appliances and connections are complete to any source of energy or fuel.

Electrical- After all devices, fixture and fixed appliances have been installed and connected.

Building- After all code related building construction, exterior stairs and decks are required finish are complete.

***Special Inspections-** Special inspections which are required for commercial projects must be documented and this documentation must accompany your request for Certificate of Occupancy. See the special inspections section of this guide for specific requirements.

Note: Before a Certificate of Occupancy will be issued, approvals from Planning, Engineering, Utilities and Fire Department may be required. See the Certificate of Occupancy section of this permit guide.

***Special Inspections-** Pursuant to the 2006 International Building Code all special inspections required by the IBC must be identified by the designer and will be reviewed

during the plan review process must be made by qualified individuals or firms specializing in the field being inspected. Examples of work for which special inspections are required by the International Building Code are:

1. **Concrete**, during the taking of test specimens and placing of reinforced concrete. See item 12 for shotcrete.
2. **Bolts installed in concrete**, prior to and during the placement of concrete around bolts when stress increases permitted by the design standards of the IBC are used.
3. **Special moment-resisting concrete frame**, as required by the designed standards of the IBC.
4. **Reinforcing steel and pre-stressing steel tendons**
 - A. During all stressing and grouting of tendons in pre-stressed concrete.
 - B. During placing of reinforcing steel and pre-stressing tendons for all concrete required to have special inspection by item 1.
5. **Welding**
 - A. Special moment-resisting steel frames as required by the design standards of the IBC.
 - B. All structural welding, including welding of reinforcing steel.
6. **High-strength bolting**, as required by the IBC design standards
7. **Structural masonry**, during preparation of masonry wall prisms, sampling and placing of all masonry units, placement or reinforcement, inspection of driving and testing of piles and construction of cast-in-place drilled piers or caissons. See items 2 and 4 for concrete and reinforcing steel inspections. Grout space is immediately prior to closing of cleanouts and during all grouting operations. Refer to IBC exceptions of this requirement.
8. **Reinforced gypsum concrete**, when Class B gypsum concrete is being missed and placed.
9. **Insulating concrete fill**, during the application of insulating concrete fill when used as part of a structural system.
10. **Spray-applied fireproofing**, as required by IBC fire-resistive standards.
11. **Piling, drilled pier and caissons**, during driving and testing or piles and construction of cast-in-place drilled piers or caissons. See items 1 and 4 for concrete and reinforcing steel inspection.
12. **Shotcrete**, during the taking of test specimens and placing all shotcrete as required by the IBC.
13. **Special grading**, excavation and filling, during earth-work excavations, grading and filling operations inspection to satisfy requirements of the foundation and grading requirements of the IBC.
14. **Special cases**, work that, in the opinion of the building official, involves unusual hazards or conditions.

For a complete list of required special inspections, duties and qualifications of the special inspector please refer to the 2006 International Building Code section 1704. A final report from each special inspector shall be submitted as a condition for Certificate of Occupancy or final approval of the project.

Certificate of Occupancy

The City of Arvada Municipal Code Chapter 18 and the International Building Code require that before any building may be occupied or use for any purpose, a valid Certificate of Occupancy (C.O.) authorizing such use or occupancy must first be

issued by the Chief Building Official or his designee. The Certificate of Occupancy must be posted in the building or occupied space.

OCCUPANCY SHALL BE CONSIDERED AS A USE NOT INVOLVED WITH THE CONSTRUCTION PROCESS OF THE BUILDING, FOR EXAMPLE, STOCKING OR STORAGE OF FURNISHINGS, GOODS OR PRODUCTS, HIRING OR TRAINING OF EMPLOYEES, PLACEMENT OF FILING CABINETS, DESKS, TABLES AND CHAIRS, MANUFACTURING OF PRODUCTS, SALES OF GOODS; GENERALLY, THE USE OF THE BUILDING BY ANYONE NOT INVOLVED WITH THE CONSTRUCTION OR REMODELING OF THE BUILDING, IS NOT ALLOWED WITHOUT A C.O. OR T.C.O.

Procedure for Certificate of Occupancy

1. Submit a written request for Certificate of Occupancy (C.O.) a minimum of one week (5 working days) in advance of your desired occupancy date (form attached).
 - A. Obtain all necessary inspection approvals (see below)
 - B. Bring all required documents for files and recording including the Inspection record card after obtaining all required signatures and special Inspection approvals.
 - C. Pay all required fees (utility tap, impact fees, etc.) and escrow amounts (if necessary).
 - D. When the Certificate of Occupancy is issued to you, post it in a conspicuous place in the building.

2. Required Approvals and Recording
 - A. Inspection record card must have inspector's signatures for all required building, plumbing, electrical, mechanical (HVAC) inspections.
 - B. Final report by special inspector(s) for special work categories.
 - C. Fire district final approval and signature on inspection record card.
 - D. Arvada Engineering Division final approval (electronic signoff in permit record) and Engineering Division Inspector's signature on inspection record card.
 - E. Planning Division approval (electronic signoff in permit record). Contact the Planning Division at least 24 hours in advance of desired inspection. All landscaping, parking and other site work must be completed and all requirements of the development agreement must be met.
 - F. Final Utility Division approval (electronic signoff in permit record) and payment of tap fees. If tap fees are paid by check it will be the responsibility of the presenter to verify the check has cleared the bank and furnish the City with written proof that the check has cleared before a Certificate of Occupancy or a Temporary Certificate of Occupancy (T.C.O.) is issued for the building. To avoid delays, it is recommended that a cashier's check be used to pay tap fees.
 - G. Submit as-built drawings for on-site and off-site improvements including, utility plans, grading, site plan and roadway plan. The as-built drawings need only show deviations from original city-approved plans. This requirement is for commercial projects but may apply to residential in some cases.
 - H. Provide an Improvement Location Certificate that shows the total square footage of impervious and pervious surfaces.
 - I. Provide a site grading certificate.

Procedure for Temporary Certificate of Occupancy (T.C.O)

The procedure for a T.C.O is the same as that for a Certificate of Occupancy except as outlined below. (\$100 per unit)

T.C.O Requests must be in our office one week before desired occupancy.

Temporary Certificate of Occupancy may be requested and will be issued provided that in the opinion of the Chief Building Official or his designee, no unsafe conditions exist for the portion of the building being occupied. In addition, other agencies that have jurisdiction over related improvements and agreements must give a favorable recommendation for the issuance of a T.C.O.

An expiration date will be given for each T.C.O which may be extended for appropriate reason. If the T.C.O or T.C.O extension is granted, all pending items will need to be completed prior to the expiration date. A fee is required for each T.C.O or T.C.O extension.

1. The issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy does not grant authorization for violation of any code provisions or any other laws or ordinances.
2. It is a violation of city ordinance to occupy a building without a valid C.O or T.C.O.

Procedure of Certificate of Completion (C.O.C)

The procedure of a Certificate of Completion is the same as that for a Certificate of Occupancy except as outlined below.

A Certificate of Completion will be issued for shell buildings upon completion of the scope of work involved. Under no circumstances may the owner of a building which has been issued a Certificate of Completion be occupied for any purpose including storage. The purpose of the Certificate of Completion is to certify that the work, to the degree completed, is in compliance with the city's codes and ordinances.

A building owner who has been issued a Certificate of Completion must apply for a tenant finish permit, or permits, obtain inspections and approvals and obtain a Certificate of Occupancy or a Temporary Certificate of Occupancy before occupying the building. A certification of completion can also be issued to show that all work that was done under a specific building permit was done and completed in compliance with the building code requirements.

Change of Use/ Certificate of Occupancy

Before changing the character or use of any building or portion of a building a request must be submitted in writing (form attached) to the Building Inspection Division for a new Certificate of Occupancy. As an example, a building with a Certificate of Occupancy authorizing a retail use would have imprinted on the certificate a "M" for occupancy classification. Use of this same building for a medium sized meeting hall would require issuance of a new Certificate of Occupancy with an "A-3" occupancy classification. All items for the "A-3" (Assembly Division 3) occupancy required by the International

Building Code and by other laws would have to be met prior to the issuance of the new C.O.

There is no cost for issuance of a Certificate of Occupancy. In some cases, building and sites may have minor improvements or upgrades and it is good practice to issue a C.O. to verify the approval of a new business or use and to let other city divisions and departments be aware of the change. Please contact the Building Inspection Division at (720) 898-7620 for specific questions you may have.

Below are examples of a request for a Certificate of Occupancy and a request for a Temporary Certificate of Occupancy. This is not a form that you can fill out.

Request for a Certificate of Occupancy

To the City of Arvada Building Division:

Today, <<Date>> I am requesting that you issue to me a Certificate of Occupancy for <<project name>>, located at <<address>>.

I agree to comply with all terms of the building permit <<permit number>> and will obtain all required approvals and pay all required fees prior to the requested date for the Certificate of Occupancy.

I request that you issue to me a Certificate of Occupancy on or before the following date: <<date>>. (Please allow for five business days for your request.)

As of this date, to the best of my knowledge, the following items must be completed for final approval and C.O. (list all landscaping, curb, sidewalk, private and public improvements on or off the site paving, sign, all terms of the final development plan and permit, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

You may contact me at <<phone number>> or at <<e-mail>> if you have any questions.

Sincerely,

Signature of Owner or Contractor

Date

Print Name

Request for a Temporary Certificate of Occupancy

To the City of Arvada Building Division:

Today, <<Date>> I am requesting that you issue to me a Temporary Certificate of Occupancy for <<project name>>, located at <<address>>.

I agree to comply with all terms of the building permit <<permit number>> and will obtain all required approvals and pay all required fees prior to the requested date for the Temporary Certificate of Occupancy.

I request that you issue to me a Temporary Certificate of Occupancy on or before the following date: <<date>>. (Please allow for five business days for your request.)

As of this date, to the best of my knowledge, the following items must be completed for final approval and C.O. (list all landscaping, curb, sidewalk, private and public improvements on or off the site paving, sign, all terms of the final development plan and permit, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

You may contact me at <<phone number>> or at <<e-mail>> if you have any questions.

Sincerely,

Signature of Owner or Contractor

Date

Print Name



Change of Occupancy or Use

City of Arvada, Building Inspection Division
 Main (720) 898-7620
 Inspections line (720) 898-7630 or www.arvadabuild.org
 Fax (720) 898-7603

City ordinance chapter 18 requires that before changing the use of occupancy of a building, the new use or occupancy must first be approved by the building official and a new Certificate of Occupancy issued.

Fill out this form and mail or deliver it to the attention of: City of Arvada, Building Inspection Division, and Attention: Jim Johansen 8101 Ralston Rd, Arvada, CO 80001

Building Address: _____
 Current Use _____ Current Zoning _____
 Owner's Name _____
 Phone: _____ e-mail _____
 Owners Address _____
 City _____ State _____ Zip _____
 Occupant Name _____ Phone _____
 Occupant Address _____
 Previous Use _____ Intended Use _____
 Description or Proposed Use or Uses _____

Please "X" boxes	Exterior Walls	Interior Walls	Roof System	Ceiling System	Floor System
Frame					
Concrete					
Masonry					
Steel					
Other (Please List)					

Basement	Floor Area:	Use:
1 st Floor	Floor Area:	Use:
2 nd Floor	Floor Area:	Use:
3 rd Floor	Floor Area:	Use:

NO PERSON, FIRM OR CORPORATION SHALL ERECT, CONSTRUCT, ENLARGE, ALTER, REPAIR, MOVE, IMPROVE, REMOVE, CONVERT OR DEMOLISH ANY BUILDING OR STRUCTURE IN THE CITY OF ARVADA OR CAUSE THE SAME TO BE DONE WITHOUT OBTAINING A SEPARATE BUILDING PERMIT FOR EACH BUILDING OR STRUCTURE FROM THE BUILDING OFFICIAL.

The undersigned certifies to the accuracy of all measurements and allegations shown herein and agrees to abide by all City of Arvada ordinances with regard to the use of the above referenced building:

Owner's Signature		Date	
Leaser's Signature		Date	
Planning Dept. Signature		Date	
Building Dept Signature		Date	
Fire District Signature		Date	

ARTICLE III. CONTRACTOR LICENSING

Sec. 18-71. General requirement.

(a) License required. No contractor shall perform any work or services in the construction, erection, addition, alteration, repair, equipping, moving, removal, conversion or demolition of any building or structure governed by this chapter in the city unless such contractor shall have first applied for, paid the required fee and obtained a valid license authorizing the performance of such work within the classifications hereinafter set forth. Contractors shall maintain a current and valid license while performing any work governed by this chapter.

(b) Investigation fee: work without a license or with an expired license. Whenever any work for which a license is required by this code is commenced without first obtaining said license, or when work is done and the license is expired, a special investigation shall be made before a license may be issued or renewed for such work. The investigation fee, in an amount equal to the license fee as set forth in the administrative fee schedule, shall be collected whether or not a license is then or subsequently issued. The investigation fee shall be in addition to the license fee required by this code.

(c) License examination. The building official may establish reasonable examination procedures for issuance of licenses to assure that the applicant has the knowledge and capability to perform work in accordance with the regulations of this chapter. The building official may accept an examination result from another jurisdiction. The building official shall not deny a license to any person or firm conforming to the requirements of this chapter and other applicable law, subject to section 18-37.

(d) Application form and fee. Application for contractor's licenses and renewal thereof shall be on forms designated by the city for such purpose, and each application shall be accompanied by a fee as set forth in the administrative fee schedule established by this jurisdiction. A final review and appropriate action shall be taken on such license application, and the applicant shall be notified accordingly.

(1) Requirements. All applications for contractor licenses must be legible and complete in every detail. The building official shall not accept any application that is not complete in every detail. If an omission or error is discovered by the building official, the application shall be rejected and returned to the applicant for completion or correction without further action by the building official. All fees shall be returned with the rejected application.

(2) Eligibility. To be eligible for a contractor's license, an applicant must be compliant in requesting timely inspections.

(i) At the time an application for a contractor's license or renewal thereof is filed, the building official shall conduct a search of building records to determine if the applicant has complied with his responsibilities pursuant to 18-72(l) for all work permitted on or after the effective date of this ordinance.

(ii) If the search reveals open jobs for which no inspection has been requested in accordance with the law, the building official shall notify the applicant of such open or incomplete work. The building official may take other action as appropriate, such as ordering the applicant to close out all open or incomplete work within a time certain or to

show good cause why the applicant could not comply with his responsibilities. The building official may issue a restricted license to such applicant, but in no event shall such restricted license be valid for more than sixty (60) calendar days from the date of issuance. A contractor holding a restricted license issued pursuant to this section may re-apply for a license following the expiration of the restricted license in accordance with the licensing and fee provisions set forth herein.

(e) *Liability for subcontractors.* The licensee shall be responsible for all work included in the licensee's contract and authorized in the licensee's permit whether or not such work is done by the licensee, licensee's employee or agent or a subcontractor of the licensee.

(f) *Incomplete work.* In the event a job or structure is not pursued to completion and work is stopped for any period exceeding 180 calendar days, or 60 calendar days in the case of the installation of new or replacement mechanical systems, the licensee shall notify the building inspection division of such stoppage and shall take reasonable steps to protect and to prevent the equipment or structure from deteriorating to the condition of a dangerous or unsafe structure.

Exception: Any work stoppage caused solely by a refusal of the property owner to allow completion of the work shall not be considered a violation of this chapter, if the contractor has filed the appropriate form and documentation for a refusal to allow entry in accordance with section 18-33(c). In the case of permitted work that is subject to tolling, the operation of this provision shall be suspended for the tolling period; once the tolling period has passed, this section shall again apply.

Sec. 18-72. Responsibilities.

All licensees shall be responsible for any work requiring a permit under the provisions of this chapter, without limitation to the items as herein listed to:

(a) Provide generally recognized safety measures and equipment to protect laborers and the public in general;

(b) Present the required city license card when required by the building official or the building official's authorized representative;

(c) Inform the building inspection division promptly of any change in licensee's address or telephone number;

(d) Obtain a permit when the same is required;

(e) Provide correct and honest factual information on all applications for permits;

(f) Pay all fees assessed under authority of this chapter and other city regulations and to accurately inform the customer of the exact permit fee and other costs associated with obtaining a permit;

(g) Construct without substantial departure from or disregard of drawings and specifications when such drawings and specifications have been filed and approved by the building inspection division and permit issued for same unless changes are approved by the building inspection division;

(h) Perform the activity authorized by a permit in a proficient, workmanlike manner consistent with acceptable building practices;

- (i) Complete all work authorized by the permit issued under the authority of this chapter unless good cause is proved;
- (j) Notify the building official when work is ready for inspection, and provide access to and means for the inspection;
- (k) Obtain all required inspections and special inspections when the same are required by this chapter;
- (l) Take all reasonable actions to assist the building inspection division in ensuring that all inspections, including a final inspection, are completed before the expiration of the building permit. This includes, but is not limited to, ensuring that work subject to inspection is not concealed by subsequent work, assisting in making timely arrangements for inspections so that approvals may be completed before a permit expires, and engaging in timely and continuing communications with the division concerning the inspection process until a final inspection is completed and the permit is closed;
- (m) Obtain a final inspection and approval, a certificate of completion, a temporary certificate of occupancy, or a certificate of occupancy, when required, upon completion of the work authorized by the licensee's permit;
- (n) Keep streets and sidewalks that are adjacent to construction-sites and open to the public traffic free of obstructions, construction materials, equipment, debris, mud, dirt or any other material that may be a hindrance or hazard to vehicular or pedestrian traffic;
- (o) Observe and conform to all of the rules and regulations governing construction and land use in the city; and
- (p) Comply with all orders, conditions, and restrictions issued by written order of the building official or the Board.

Sec. 18-73. Validity.

(a) *Change in ownership.* A change in name or ownership of a licensed entity shall have the legal effect of terminating the license. Therefore, all such changes shall be reported by the licensee to the building inspection division, a new license obtained, and a new license fee paid prior to any new construction work or before continuing any construction work.

(b) *Incorporation.* Incorporation or dissolution of a corporation and creation of a new legal entity that requires a license, even though one or more stockholders or directors have a license, shall terminate the license. All such changes shall be reported to the building inspection division, a new license obtained, and a new license fee paid prior to any new construction work or before continuing any construction work.

(c) *Change in partnership.* The creation of a partnership or a change in any general or managing partner requires that a new license be obtained, and a new license fee paid, even though one or more of the partners are licensed.

(d) *Dissolution of entity.* The dissolution of a corporation or partnership that has been licensed terminates the license and no individual or firm may operate under such license.

(e) Change of name. In the case where it is desired to change the name of a presently licensed firm, partnership or corporation where there is no change in ownership, a new license shall be issued under the new name, without charge, upon surrender of the previously issued license.

(f) Licenses not transferable. Licenses are not transferable, and the use of one contractor's license by any other contractor shall be a violation of this chapter.

(g) Upgrade of license classification. When a contractor requests an upgrade to a higher license classification, and upon verification of his ability to perform satisfactorily in that classification, a new license shall be issued and a new fee shall be charged, if the current license will expire less than six months of the date of the request. If the license will expire six or more months after the date of the request, the difference in license fees shall be charged.

Sec. 18-74. Classification.

(a) General. There shall be various classes of contractors' licenses, and the holder of each license shall be authorized to do the following:

(1) Class I-B Builder's Unlimited License. This license shall entitle the holder to construct, erect, alter, repair or demolish any structural type or occupancy group. It is the responsibility of the licensee that all subcontractors in its employ are properly licensed.

(2) Class II-B Builder's License. This license shall entitle the holder to construct, alter, repair or demolish single-family dwellings, two-family dwellings, townhouses, condominiums and apartment buildings not exceeding three stories in height and not having more than seven dwelling units and not involving reinforced concrete above grade. The licensee may complete nonstructural interior finish or remodel of any type of building. The holder of a Class II-B license may perform any work authorized by a Class III-B and a Class IV-B license. It shall be the responsibility of the licensee that all subcontractors in its employ are properly licensed.

(3) Class III-B Builder's Miscellaneous License. This license shall entitle the holder to construct, alter or repair non-habitable buildings or portions of buildings or structures, such as private garages, carports, patios, sheds, signs, swimming pools or fences. This license shall also allow minor nonstructural repair or remodel of less than \$500.00 valuation of any type of building. This license shall be issued to building demolition contractors. The holder of a Class III-B license may perform any work authorized by a Class IV-B license.

(4) Class IV-B Builder's Subcontractor's License. This license shall be issued to those engaged in contracting for labor or for labor and material involving only one trade, such as masonry, framing, dry-walling, glazing, concrete flat work, irrigation systems, siding, elevator contractors, automatic fire protection systems, fire detection systems or burglar alarms, but shall not authorize any electrical, plumbing or mechanical work. Contractors doing minor installation of prefabricated or manufactured units, such as countertops, storm windows, gutters and down spouts or carpet, shall not be required to obtain a license.

(5) Class V-B Homeowner's "Limited" Building License. This license shall be issued to an individual and is limited to the building of a single-family residence to be owned and occupied by the licensee. The licensee may perform all or part of the work

personally or act as a general contractor; in either case, the licensee shall be fully responsible for the performance of all the work in accordance with the city's building codes and, further, shall pursue the completion of all work in an orderly and diligent manner. Documentation shall be submitted with the permit application to show that the individual owns the property to be built on and that if there is a construction loan; the loan is issued to the individual.

(6) Class VI-P Plumbing License. This license shall entitle the holder to contract for and perform all work involving sanitary plumbing, potable water piping, the installation of plumbing appliances and apparatus and related plumbing work. To be qualified as a plumbing contractor, the person, firm, partnership, corporation, association or other organization must either be or employ full-time a master plumber licensed by the state according to C.R.S. § 12-58-101 et seq. It shall be the responsibility of the applicant to provide evidence of the state license to the city.

(7) Class VII-M Mechanical License. This license shall entitle the holder to erect, install or construct all mechanical systems, including hot water heating systems, air conditioning systems, refrigeration systems, or install boilers, evaporative coolers, and sheet metal work. This license shall entitle the holder to replace existing domestic water heaters, boilers, and evaporative coolers, and all connections thereto. Other connections to the potable water system must be performed by either a state-licensed master plumber in the employ of the licensed mechanical contractor or city-licensed plumbing contractor unless specifically exempted in the Colorado State Plumbing Code. Line voltage electrical work must be done by a city-registered electrical contractor.

(8) Class VIII-D Building Moving License. This license shall entitle the holder to move any building or structure, subject to all applicable regulations of the city. Before a moving license is granted, the applicant shall file with the building official, a Certificate of Insurance in the same amounts and subject to the same requirements as for municipal contractors' licenses set forth in section 82-188.

(9) Class IX-R Builders Roofing License. This license shall entitle the holder to do roofing of any building or structure including nonstructural decking repair or replacement.

(b) Limited license. All license categories except for Class 1-B Builder's Unlimited License, Class VI-P Plumbing License, and Class VIII-D Building Moving License may be issued as a "limited license." A limited license will allow the owner or tenant of a building to do specific work relative to his building or tenant space, and may be issued at the discretion of the building official, when the owner or tenant has demonstrated his ability to perform said work. All contractor limited license fees shall be one-half of the regular license fees as set forth in the administrative fee schedule established by this jurisdiction.

(c) Registration of electrical contractors.

(1) Registration. It shall be unlawful for any person to engage in electrical contracting in the City of Arvada without being duly registered as provided in this chapter.

(2) Qualifications. To be qualified for registration as an electrical contractor, an applicant must hold a valid electrical contractor's license issued by the state according to C.R.S. § 12-23-101 et seq. It shall be the responsibility of the applicant to provide evidence of the state license to the city.

(3) Registration forms. Registration under this chapter shall be on forms furnished by the building inspection division. All registrations shall be valid for one year from date of issue. The continuation or completion of work in progress shall require the renewal of an expired registration. No fee shall be charged to process a registration form.

(4) Expiration and renewal. Registration expiration shall be as outlined in section 18-75.

(5) Other provisions apply. Except as set forth in this subsection (c), all other provisions of this code apply to registered electrical contractors.

Sec. 18-75. Expiration and renewal.

(a) Expiration. All licenses and registrations shall expire one year from date of issue. Expired licenses and registrations shall be renewed, and a new license fee, where applicable, paid prior to continuation or completion of work.

(b) Renewal license fee. The fee for the renewal of a contractor's license shall be the same as those set forth for the contractor's license in the administrative fee schedule established by this jurisdiction.

Sec. 18-76. Qualified supervisors.

(a) When required. The respective licensees, whether individuals, firms or corporations, shall not be required to possess those skills and qualifying experience records required for the work they are permitted to do under the terms and provisions of their respective licenses, provided that they retain in their business a supervisor whose skills and qualifying experience records are such that he would be qualified to supervise all work in his principal's license category. The respective licensees' rights to do business shall be dependent upon the continued retention of the designated supervisors in active, full-time capacity.

(b) Termination of supervisor. Whenever a designated supervisor terminates his association with a licensee or otherwise becomes inactive, the licensee shall immediately notify the building inspection division. In such event, the license shall be deemed to be suspended and there shall be a 30 calendar day grace period from the date of termination of the supervisor in order to acquire a proper supervisor before complete termination of the license. Should the supervisor be replaced, such fact shall be made known to the building inspection division. If the proposed replacement is found to meet the required qualifications, the license shall again be deemed in full force and effect without imposition of an additional license fee for the license period.

(c) Qualifications of supervisor. Each individual who is to act as a supervisor shall be reviewed in accordance with the provisions of the building inspection division for the work proposed to be done. Each individual who is to act as a supervisor shall be designated as such in each application for a license. Each supervisor shall be required to take a license examination in accordance with section 18-71(c) or provide information as requested to demonstrate knowledge and proficiency to perform work in accordance with the regulations of this chapter.