

LAKWOOD PERMIT GUIDE



Purpose

This guide to the permit process for the City of Lakewood is designed to help homeowners and contractors understand the steps, requirements, and expectations involved in obtaining building permits. It is intended to provide user-friendly information on when permits are needed, how to apply, what inspections are required, and how to complete your project in compliance with city codes. Whether you're planning a small home improvement or a major construction project, this guide will help you navigate the process smoothly, avoid delays, and ensure your work is safe and legal.

How to use this guide

This guide walks you through the six key steps of Lakewood's permitting process from understanding general requirements to closing out your permit. Each section provides a clear overview to help you navigate your project with confidence. For more detailed or project-specific information, please visit the [City of Lakewood's website](#) or use the contact information provided in this guide to speak directly with building department staff. We're here to help every step of the way.



Prepare a project plan



Define your project scope

Clearly outline what you want to build or renovate, including size, purpose, and key features. This helps guide design decisions and ensures your goals are well understood.



Research city requirements

Review the City of Lakewood's zoning regulations, building codes, and permit requirements. Understanding what's allowed on your property is crucial before moving forward.



Consult with professionals

Engage licensed architects, engineers, or contractors early in the process. Their expertise can help you develop accurate plans and avoid costly mistakes.



Create a realistic schedule

Develop a timeline for your project that includes design, permitting, and construction phases. A well-planned schedule helps manage expectations and keeps your project on track.



Contact the building department with questions

If you're unsure about any part of the process, reach out to the building department. Staff are available to help clarify requirements and guide you through next steps.

7 tips for a successful building permit process in Lakewood

- 1 Use the "Page Turn" review**
Request an informal over-the-counter "Page Turn" review before submitting your application. This helps identify missing or incorrect information early.
- 2 Start with complete plans**
Submit thorough and accurate plans, including all required documents, drawings, and reports. Incomplete submittals can delay the review process.
- 3 Understand permit requirements**
Review what types of work require permits and what may be exempt. The city's website and eTRAKiT portal offer detailed guidance.
- 4 Register and use eTRAKiT**
Create an account in the eTRAKiT system to apply for permits, upload documents, pay fees, and schedule inspections. Contractors must be registered with the city.
- 5 Communicate with review staff**
If you have questions or disagree with a comment, reach out to the plan reviewer or building official. There are certified professionals here to help ensure your project meets city requirements.
- 6 Respond promptly to corrections**
If revisions are requested, address them thoroughly and resubmit your plans quickly to avoid delays.
- 7 Schedule and pass final inspections**
Complete all required inspections and obtain final approvals to officially close your permit. This may include receiving a Certificate of Occupancy or Completion.

Top 5 building permit mistakes in Lakewood

- 1 Skipping the "Page Turn" review**
Not taking advantage of the city's informal presubmittal review can result in overlooked errors or omissions that lead to costly revisions later.
- 2 Submitting incomplete applications**
Missing documents, plans, or required information can delay the intake review and prevent your application from moving forward.
- 3 Misunderstanding permit requirements**
Applying for the wrong type of permit—or failing to apply when one is required—can lead to project delays, fines, or even stop-work orders.
- 4 Ignoring correction notices**
Failing to respond promptly or thoroughly to plan review comments can stall your project. Always address corrections completely before resubmitting.
- 5 Starting work without a permit**
Beginning construction before your permit is officially issued can result in penalties and may require undoing completed work to meet city requirements.

i Reach out for assistance

Contact a planner by leaving a message at **303-987-7500**, or email POD@LakewoodCO.gov.

You can also receive help in person at the permit counter located at 470 S. Allison Parkway.

PERMIT GUIDE

GENERAL INFORMATION



Determining if your work requires a permit

In Lakewood, most construction projects — such as new buildings, additions, structural changes, electrical, plumbing, and mechanical work — require a permit. Minor repairs or cosmetic updates like painting or replacing fixtures may not. To determine if your project needs a permit, visit the [City of Lakewood's Building and Construction Permits page](#) or contact the building department directly at 303-987-7500. Staff are available to help you understand requirements and guide you through the process.

Determine the type of permit needed

The type of building permit you need depends on the scope and nature of your construction project. For major work like new construction, additions, or structural changes, you'll typically need a full building permit. Smaller projects, such as interior renovations, electrical work, plumbing, or installing a fence or deck, may require specific trade permits (e.g., electrical, plumbing, or mechanical permits). Always check with your local building department, as requirements can vary by city or county.

Tips for hiring a contractor

- ✓ **Check registration** – make sure your contractor is registered with the City of Lakewood.
- ✓ **Review references** – ask for past project examples and client feedback.
- ✓ **Get a written contract** – include scope, timeline, payments, and responsibilities.
- ✓ **Clarify permit duties** – confirm who will handle permit applications.
- ✓ **Pay wisely** – avoid full upfront payments; use milestone-based installments. Consider using a lien waiver.

Permit types and subtypes



The City of Lakewood issues permit types that might be assigned to supporting permit subtypes.

A permit type defines the general scope of work such as a new residential building. A permit subtype specifies the type of work under the general scope. For instance, a subtype for a new residential building might be a new multifamily home, a new duplex or a new modular, all of which fall under the permit type of new residential building.



Please **scan the QR code** or use **the link** to view all the possible permit types and subtypes.

[LakewoodCO.gov/
BuildingAndConstruction](https://LakewoodCO.gov/BuildingAndConstruction)

Helpful hint:

If you need help determining whether work requires a submittal or what type of permit is necessary, please contact a permit technician at **303-987-7500** or visit the [building department website](#).

Do your homework: be sure to check into these issues

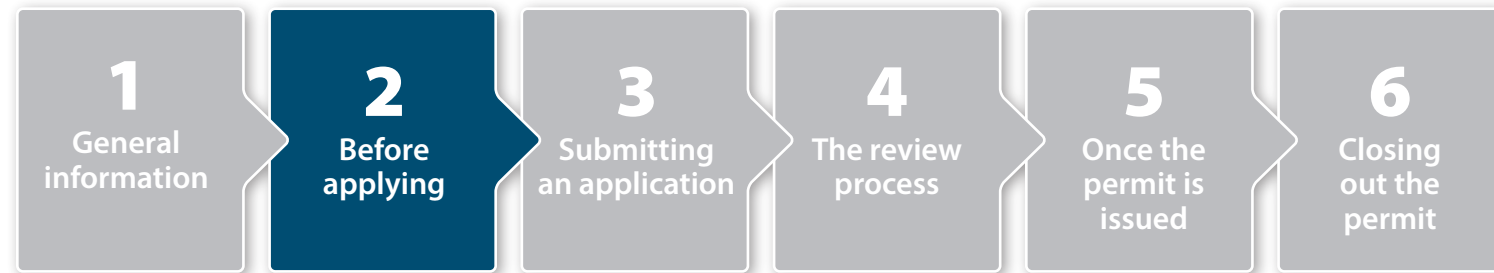
- 1 Floodplain status**
Determine if your property is located in a FEMA-designated floodplain.
Why it matters: Building in a floodplain may require additional permits, elevation certificates, or design modifications to reduce flood risk and comply with Lakewood's Floodplain Management Ordinance.
- 2 Zoning compliance**
Confirm your project complies with zoning regulations (e.g., setbacks, height limits, land use).
Why it matters: Zoning determines what you can build and where. Non-compliance can delay or prevent permit approval. Contact the Planner of the Day at POD@LakewoodCO.gov or **303-987-7571** for help.
- 3 Building code requirements**
Review the current building codes adopted by Lakewood (e.g., IBC, IRC, IECC).
Why it matters: Your plans must meet structural, fire safety, energy efficiency, and accessibility standards. Non-compliant plans will be rejected during plan review.
- 4 Hazardous materials**
Identify if your project involves hazardous materials (e.g., asbestos, lead paint, flammable storage).
Why it matters: Special handling, abatement, or containment procedures may be required. Failure to address these can result in fines or health risks.
- 5 Soil conditions**
Obtain a geotechnical (soils) report if required, especially for new construction or additions.
Why it matters: Soil stability affects foundation design. Poor soils may require engineered solutions to prevent structural failure.

Reach out for assistance

Contact a permit technician by leaving a message at **303-987-7500**, or email PermitCounter@LakewoodCO.gov.

You can also receive help in person at the permit counter located at 470 S. Allison Parkway.

PERMIT GUIDE BEFORE APPLYING



Check the submittal carefully

Reviewing your submittal carefully before applying is essential to avoid delays in the permitting process. Missing documents, incomplete plans, or incorrect information can result in rejections or requests for revisions. Taking the time to ensure all required items are included and accurate helps your application move smoothly through intake and review, saving time and frustration.

IMPORTANT Before submitting your building permit application, call a plans examiner and ask for a “Page Turn” review. This is a quick, informal review where the examiner will flip through your submittal to check for missing or incomplete items. It’s not a full plan review, but it can save you significant time by catching issues early.

Demolition requirements in Lakewood

Before starting any demolition work in Lakewood, a demolition permit is required. Applicants must submit a complete application through the city’s eTRAKiT portal, including site plans, contractor information, and documentation of utility disconnections. Projects may also need to comply with asbestos abatement regulations and construction and demolition recycling requirements, especially for larger structures. Be sure to check with the building department for specific submittal needs and to ensure all environmental and safety standards are met.



Working with other review agencies

Before applying for a City of Lakewood permit

Plans must be approved and stamped by West Metro Fire and Jefferson County Public Health (if applicable) before you submit to the city. You must upload the approved West Metro Fire plans and Jefferson County Public Health letter through the eTRAKiT portal to begin the city’s building permit review process.

Jefferson County Public Health Department approval

If your project involves food service, daycare, or other health-regulated uses, you must obtain approval from Jefferson County Public Health before submitting to the city. This applies to new construction, remodels, or change-of-use for health-related facilities.

Contact Jeffco Public Health at **303-271-5755** or visit [Jefferson County Public Health](#) for more info.

West Metro Fire Protection District approval

For commercial projects or any work involving fire protection systems (e.g., sprinklers, alarms), plans must be submitted to West Metro Fire for review before submitting to the city. Submit plans through the West Metro Contractor Portal including fire and life safety site plans, system drawings, and any required technical documentation.

Contact West Metro at **303-989-4307 ext. 510** or email PlanReview@WestMetroFire.org for questions.



If you are a contractor

Contractors applying for building permits must have a current registration with the city. This ensures they meet all licensing and insurance requirements and are authorized to perform work within the jurisdiction. Registration must be verified before a permit can be issued; contractors should confirm their status or renew their registration prior to submitting an application.



Submittal checklists

Submittal requirements vary depending on the type of project — new construction, remodels, additions, or tenant improvements. To determine what needs to be included in your submittal, it’s best to review the building department’s handout specific to your project type. These handouts clearly outline the necessary documentation, plans, and forms, helping ensure a complete and accurate submission. You can find these forms on the city’s website.



Submittal fees

Fees associated with building permits and development projects vary depending on the type and scope of work, and they are primarily based on the project’s valuation, which reflects the estimated cost of labor and materials. This valuation determines charges such as plan review fees, permit fees, and use tax. Plan review fees are paid at the time of application, while the permit fee and use tax are collected after the plans are approved and before the permit is issued. To find the most accurate fee information for your specific project, it’s best to consult the building department’s fee schedule, available on the city’s website or directly from the building department upon request.

Pro tip

If your project is considered low risk for fire-related requirements, you may be eligible for a **concurrent review with West Metro Fire Protection District**. This means your fire review could occur alongside the City’s building permit review, potentially saving time. To find out if your project qualifies, contact the City Building Official directly before submitting your application.

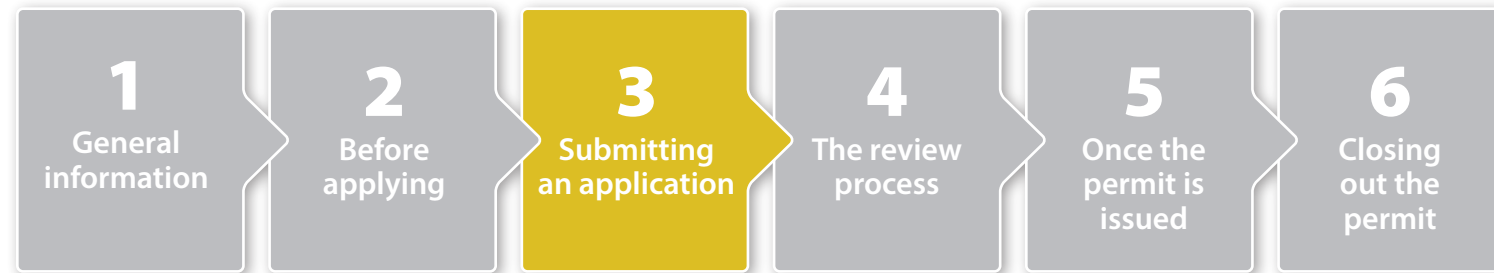
Reach out for assistance

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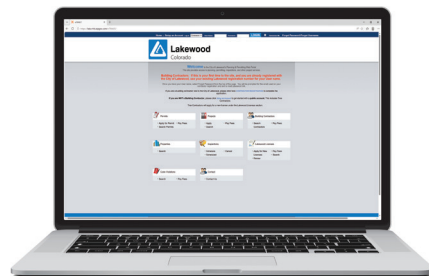
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PERMIT GUIDE

SUBMITTING AN APPLICATION



Applying



Enter the portal here

Contractor registration

Apply for a permit

Schedule an inspection

Add a contractor

The eTRAKiT system, used by the City of Lakewood, is an online portal designed to streamline planning, permitting, inspection, and project tracking processes for both contractors and homeowners.

Key features of eTRAKiT:

- ✓ **Permit applications:** Users can apply for various types of building and construction permits, including electrical, mechanical, plumbing, roofing, and more.
- ✓ **Fee payments:** The system allows for online payment of permit fees.
- ✓ **Project tracking:** Users can view the status of their permits, inspections, and other project-related activities in real time.
- ✓ **Inspection scheduling:** Once a permit is issued, inspections can be scheduled directly through the portal.
- ✓ **Access:** The portal is available 24/7 at LakewoodCO.gov/eTRAKiT.

Before application

Determine if a permit is required; most construction projects (new homes, remodels, decks, basements, etc.) require a permit. Contact the Permit Counter at **303-987-7500** if unsure.

Create an eTRAKiT account. Both the property owner and contractor must register at LakewoodCO.gov/eTRAKiT.

Ensure contractor is registered. All contractors and subcontractors must be registered with the city.

Contact the Planner of the Day (for zoning or land use questions) at POD@LakewoodCO.gov or **303-987-7571**.

IMPORTANT Before submitting your building permit application, call a plans examiner and ask for a "Page Turn" review. This is a quick, informal review where the examiner will flip through your submittal to check for missing or incomplete items. It's not a full plan review — but it can save you significant time by catching issues early.

eTRAKiT help

Use the buttons below to find helpful tools and guidance on the eTRAKiT webpage to assist with all aspects of using the system.

Navigation tips

Contractor log in help

Public user account help

Contractor registration

Permit types

Schedule and inspection video

Dashboard filtering

Create a public account video

Responding to reviews

Renew your contractor registration video

Uploading documents

Link a permit to your account video

Do I need a supplemental form?

Pro tips

- Schedule a consultation meeting with the city.
- Make sure that you have clicked "CONFIRM" to ensure your documents upload correctly.
- Make sure that you add noreply@aspgov.com to your contacts so any email from the system does not go to your junk email.
- When you create your account special characters are allowed in the username
- When you upload your plans make sure the file name does not contain any special characters.

How to apply



Use the Application Checklist to ensure documentation is not missing.



Apply online through LakewoodCO.gov/eTRAKiT. An account will be need to be created.



Submit your application when you are ready.



Allow time for the permit application to be reviewed. Log in to you're eTRAKiT account to monitor the status or respond.



eTRAKiT will send out a notification to indicate that the permit has been received.

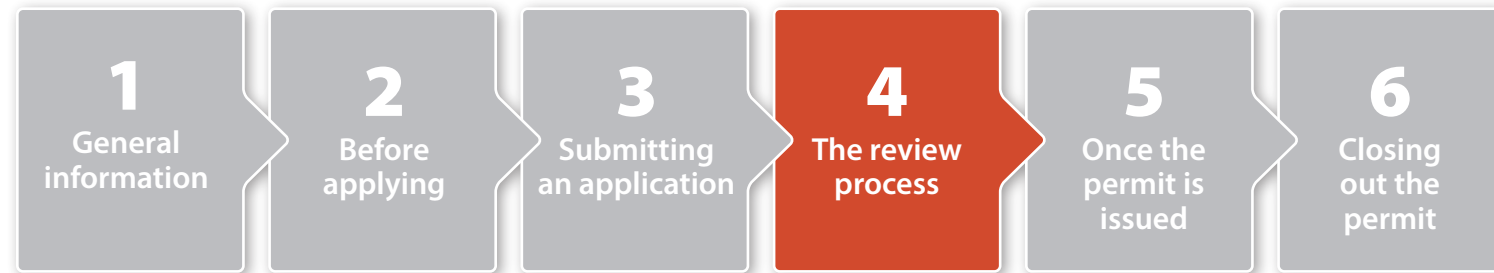
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PERMIT GUIDE

THE REVIEW PROCESS



Manage your project with eTRAKiT

Ensure both the owner and contractor have eTRAKiT access

Before submitting or managing a permit application, confirm that both the property owner and the licensed contractor are registered users in the eTRAKiT system. This ensures both parties can upload documents, track progress, and respond to comments as needed.

Respond promptly and thoroughly to city comments

If the city provides review comments or requests revisions, address each item completely and clearly before resubmitting. Incomplete responses can delay the review process or result in additional rounds of comments.

Check application status daily

Log in to eTRAKiT once a week to monitor the status of your application, view new comments, or see if additional documents are requested. Staying proactive helps avoid delays and keeps your project moving forward.

Plan review professionals

The plan reviewers at the City of Lakewood are highly trained professionals, many with years of experience and certifications from the International Code Council (ICC). Their role is to ensure that all structures meet safety and code requirements to protect occupants and the community. If you, as an applicant or project owner, have questions or disagree with a comment during the review process, we encourage you to discuss it directly with the plan reviewer or the building official. Open communication helps clarify concerns and supports our shared goal of safe, code-compliant construction.

The city building plan review process

The intake review must be accepted before the plan review starts and review fee paid if applicable.

All Non-Building Department Reviews must be completed or contain limited comments that will not impact building plan review before starting Building review.

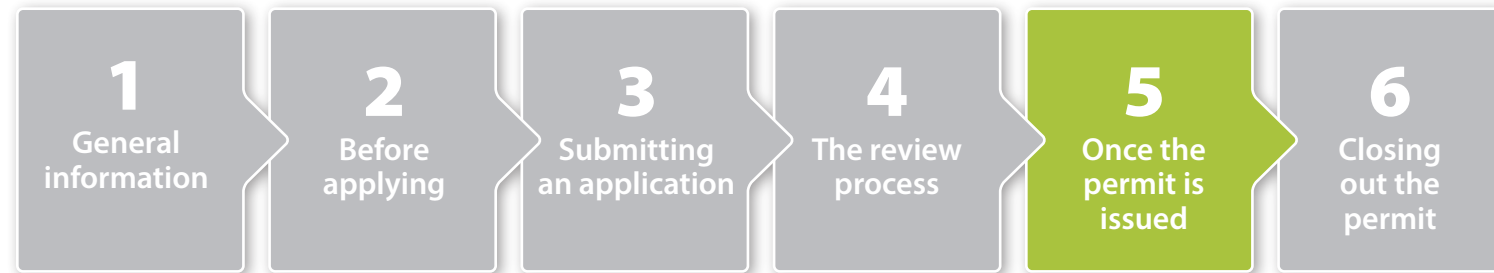
	Intake review	Non-building review	Building review
What the city is doing?	The intake review is the first step in the plan review process, where staff check that all required documents — such as applications, drawings, and reports — are included. If anything is missing, applicants are notified to resubmit. A complete intake ensures the project can move forward without delays.	After intake, plans are reviewed by engineering, drainage, floodplain management, and planning and sustainability. These reviews ensure the project meets zoning, environmental, and infrastructure requirements and is compatible with the property.	In the final stage, the building department checks structural, mechanical, electrical, and plumbing plans for code compliance and safety. Once all reviews are approved, the permit can be issued, and construction may begin.
How long will this take?	The intake review typically takes between two to three days when all of the required information has been provided. If a submittal is incomplete, a permit technician will contact the applicant through the eTRAKiT system to let them know additional information is needed.	The non-building department reviews typically take between two to 10 days when all of the required information has been provided. If an issue that could affect the building plan review is discovered, the applicant will be notified through the eTRAKiT system.	Building department reviews typically take between 20 to 25 working days. If corrections are needed, the applicant will be notified through the eTRAKiT system.
How can I expedite this?	The best way to expedite this part of the process is to submit complete plans and documents. The city offers an informal over-the-counter review of all building and civil plans to help the applicant identify any missing or incorrect information. Pay plan review fee promptly upon notification.	The best way to expedite this part of the process is to respond as quickly as possible to any comments posted on eTRAKiT. Some projects lose months of time sitting on simple comments. The plan reviewer who made the comments is always shown on eTRAKiT and available through contact information provided.	The best way to expedite this part of the process is to respond as quickly as possible to any comments posted on eTRAKiT. The plan reviewer who made the comments is always shown on eTRAKiT; call them if needed and respond to the comments as quickly as possible. If the comments are minor, ask the reviewer to give a conditional approval; this will save another review cycle.

Pro tip
Building department reviews typically take between 20 to 25 working days. If corrections are needed, the applicant will be notified through the eTRAKiT system.

Reach out for assistance
For Building Permits:
Contact a building plans reviewer at **303-987-7500**, or email PermitCounter@LakewoodCO.gov.
For Right of Way Permits:
Contact an engineering plans reviewer at **303-987-7500**.
 You can also receive help in person at the permit counter located at 470 S. Allison Parkway.

PERMIT GUIDE

ONCE THE PERMIT IS ISSUED



Permit information

Permit validity and requirements – FAQ

- 1 How long is my building permit valid?**
A building permit is valid for 180 days from the date of issuance. Each valid inspection automatically extends the permit for an additional 180 days, keeping it active throughout the construction process.
- 2 Can my permit be extended if it expires?**
Yes. In most cases a permit can be extended as long as there have been no significant changes to the applicable building codes since the permit was originally issued. Contact the Building Division to discuss your specific situation.
- 3 Do I need to post the permit at the job site?**
Yes. The permit must be posted in a visible location at the job site during all phases of construction. This allows inspectors and officials to verify the permit during inspections.
- 4 Does the inspector need to sign my permit?**
No. Inspectors do not sign the physical permit. All inspection results and approvals are recorded electronically in the city's permitting system, which serves as the official record.

Inspection information

City of Lakewood Building Inspection Guide

The City of Lakewood strives to make the inspection process efficient and accessible for all contractors and property owners.

Here are key points to help ensure your inspection goes smoothly:

Scheduling inspections

- 1** All inspections can be scheduled through the eTRAKiT system for any permit issued by the city.
- 2** Inspections requested before 6 a.m. on weekdays are typically completed the same day, though this is not guaranteed.

Photo inspections

- 3** Certain inspections, such as roof inspections, may be completed by submitting photo documentation. Photos must be uploaded to your permit before the scheduled inspection date. Missing or late uploads may result in a failed inspection.

Inspection times

- 4** Specific inspection times cannot be guaranteed. You may request a.m. or p.m. windows, but exact times are estimates and subject to change. Inspections may be scheduled up to six days in advance.

Cancellations

- 5** To cancel a scheduled inspection, call the Lakewood building department directly at **303-987-7768**.

Final inspection requirements

- 6** Before requesting a final building inspection, all required inspections—including zoning, engineering, and fire department—must be completed. For more information, you may contact a building administrator at **303-987-7502**.

Preparing for a successful building inspection

To make your building inspection smooth and successful, preparation is key. A well-prepared site not only helps avoid delays but also ensures compliance with safety and code requirements.

Here's a quick checklist to help you get inspection-ready:

- Registration** – Make sure that the subcontractor is registered with the city before applying for the inspection. The inspection will be canceled if the contractor is not properly registered.
- Permit posted** – Ensure your building permit is clearly visible on-site.
- Access provided** – Make sure inspectors can safely access all areas to be inspected.
- Work completed** – Only schedule inspections when the relevant work is finished and ready for the inspection. Cutting it too close could result in a failed inspection or a re-inspection fee.
- Plans on-site** – Have approved plans available for reference during the inspection.
- Corrections addressed** – If this is a re-inspection, confirm all previous corrections have been made.
- Site safety** – Maintain a clean and safe environment for inspectors to work in. If the inspector feels the site is not safe, the inspection will be rescheduled.
- Contact info available** – Provide a contact person and phone number for the person who will be on-site for the inspection. If no one is available, even if access is available, the inspection may be canceled and a re-inspection fee charged.

Permit information

Why it's important to read your permit

Reading your building permit carefully ensures you understand the specific conditions, approved scope of work, required inspections, and any agency coordination necessary for your project. It helps avoid delays, violations, or costly corrections by keeping you informed of timelines, responsibilities, and compliance expectations. Your permit is a legal document. Treating it as a guide throughout your project helps ensure a smooth process from start to final closeout.

i Reach out for assistance

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You can also receive help in person at the permit counter located at 470 S. Allison Parkway.

PERMIT GUIDE

CLOSING THE PERMIT



Residential projects

Why it's important to close out a building permit

Closing out a building permit ensures that all construction work has been inspected and approved according to local building codes and safety standards. It provides legal documentation that the project is complete and compliant, which is critical for future property transactions, insurance claims, and renovations. It also helps municipalities maintain accurate records and supports responsible development practices.

Checklist for closing out a building permit:

- ✓ All required inspections have been completed and passed.
- ✓ Final inspection has been scheduled and approved.
- ✓ Any outstanding corrections or revisions have been addressed.
- ✓ All necessary documentation has been submitted (e.g., as-builts, special inspection reports).
- ✓ Fees and charges have been paid in full.
- ✓ Certificate of Occupancy (if applicable) has been issued.
- ✓ Permit status updated to "Closed" in the permitting system.
- ✓ Property owner and contractor notified of closure.

Commercial and multifamily projects

Certificate of Occupancy (CO) process – supporting your transition to "Open for Business"

The City of Lakewood is committed to helping your project transition smoothly from construction to operation. We proudly offer and encourage use of our Certificate of Occupancy (CO) process, which is designed to streamline final approvals and ensure you're ready to open with confidence.

To get started, we recommend that developers or contractors reach out to the city approximately 60 days before their target CO date to request a CO progress meeting. During this meeting, our team will provide a detailed CO checklist outlining all remaining requirements including:

- ✓ Final building inspections
- ✓ Public improvement acceptance
- ✓ Drainage conformance
- ✓ Fire department approval

Throughout the 60-day period, the city will actively monitor your progress, offer guidance, and send timely updates to help keep your project on track. Our goal is to make the final steps of your development process as clear and efficient as possible.



Reminder: coordination with other agencies

Please remember that many development projects in Lakewood may require permits, inspections, or closure documentation from agencies other than the City of Lakewood. It is the applicant's responsibility to contact these agencies directly to ensure all applicable requirements are met and that any necessary documentation is submitted for final project closeout.

Agencies coordination:

- **Jefferson County** (e.g., septic systems, floodplain management)
- **West Metro Fire Protection District** (fire safety inspections approvals)
- **Colorado Department of Transportation** (highway access)
- **Water Districts** (e.g., Denver Water, Green Mountain Water & Sanitation)
- **Xcel Energy** (utility connections and clearances)



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