

Permit Process



**CITY OF GOLDEN
1445 10TH STREET
GOLDEN, COLORADO 80401**

**PHONE: (303) 384-8151
FAX: (303) 381-8161**

INSPECTION REQUEST LINE:(303) 384-8198

**CALL THE INSPECTION LINE
BEFORE 4:00 PM FOR A NEXT DAY INSPECTION**

Common Questions and Answers

- Q: How do I register as a contractor with the City of Golden?
- A: Fill out the Contractor Registration Application and pay the appropriate fee. All Electrical and Plumbing Contractors need to submit a copy of their Colorado State Masters License with the application.
- Q: Does each trade pull its own permit?
- A: No, all contractors are listed on one permit.
- Q: As a homeowner, can I perform the work myself?
- A: Yes, if the home is owner occupied. You, the homeowner, can perform all the work yourself.
- Q: How many sets of plans do we need?
- A: Single Family Residence – 2 copies
Commercial – 2 hard copies and 1 electronic copy to Fire, either a thumb drive or an email to fireinspections@cityofgolden.net
- Q: Do you have different inspectors for each trade?
- A: No, we have multi trade inspectors.
- Q: How much does the City of Golden charge for permit fees?
- A: Please see the Permit Fee pdf.
- Q: What are setbacks?
- A: Please call the Planning & Development Department at (303) 384-8097 for appropriate setback and building height information.
- Q: How long is the permit review process?
- A: This policy is established to develop a dependable, reasonable and consistent plan review time frame. This targeted review time only applies to the initial review; subsequent reviews of re-submittals or of responses to the initial review comments generally require additional time.
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| Interior Residential Remodel | 5 to 10 working days (1-2 weeks) |
| Interior Commercial Tenant Finish | 5 to 15 working days (1-3 weeks) |
| Single Family Additions | 10 to 15 working days (2-3 weeks) |
| Commercial/Multi-Family Additions | 10 to 20 working days (2-4 weeks) |
| New Single Family Homes | 20 to 25 working days (3-5 weeks) |
| New Commercial/Multi Family Projects | 20 to 30 working days (4-6 weeks) |
- This is only a goal and not a guarantee; larger or more complicated projects may take longer.

- **Additional time may also be required for insufficient, incomplete, inaccurate, and/or improperly submitted plans, specifications, and/or applications.**

Requirements for Building Permit

When a building permit has been issued for any construction within the City of Golden, the construction supervisor or property owner listed on the permit becomes responsible for coordinating the work with the Building Division. Proper coordination of work and inspections will ensure maximum speed and ease in achieving a successful completion of the project.

Requirements for this process are listed below:

A. General

The construction supervisor for the general contractor or the homeowner applying for a permit has the overall responsibility of ensuring that all facts of the project conform to the applicable regulations and code provisions of the City of Golden. This overall responsibility includes the following:

1. Confining all trash and debris to the project site and retrieving any trash and debris created by the project from adjacent properties.
2. Keeping the public streets clean and free from dirt or mud from the project. If work is being performed or a dumpster is set in the street than a Right of Way application will be required.
3. Ensuring that before an inspection is requested all requirements have been met. A re-inspection fee may be assessed for all re-inspections in the amount of \$50.00 per hour or total hourly cost, whichever is greater.
4. The general contractor will be responsible for registering all subcontractors and making sure they are registered to work in the City of Golden before any permit can be issued. A homeowner may perform work on their property as long as it is owner occupied. Otherwise contractors need to be listed as well.

B. Permits

Attached to the completed permit application should be a site plan or an ILC(Improvement Location Certificate)and comprehensive construction drawings for the project. The site plan is a requirement for all-new construction and additions to multi-household, commercial and industrial projects. The site plan is used in locating new structures. Structure additions including, but not limited to, decks, accessory buildings such as garages or storage sheds, parking areas and signage can also be located on the site plan. For additional specifications please refer to Chapter 18.40 of the Golden Municipal Code Site Development Standards.

C. Inspections

Once a permit has been issued, it is the task of the construction supervisor or the homeowner to ensure that the building is ready for inspection on the day the inspection is requested.

Types of inspections and their requirements are as follows:

1. Calling for Inspections
In order to guarantee an inspection you must call the inspection requestline at (303) 384-8198 by 4:00 pm for next day inspection. Be sure to leave the permit number, address and type of inspection requested.
2. Footing or Caisson Inspection
 - a. A professional engineer licensed in the State of Colorado must perform caisson inspections and a stamped inspection report will need to be furnished to the City.
 - b. Footing inspections are called once excavation is completed, forms have been placed and rebar is in place for footing pours. The inspection needs to be called in and approved by the City Inspector. If for some reason the inspection is done by a professional engineer a signed and stamped inspection report must be furnished before the foundation and damp-proofing inspection will be performed.
3. Concrete Reinforcing Inspection

Foundation wall or grade beam forms and reinforcements must be in place and ready for concrete pour, this is accomplished in the same manner as those in Item #2.

4. Foundation and Damp Proofing Inspection
Prior to back-filling when all basements or areas below the back-fill area have had all defects grouted and damp proofing applied, and all crawl space defects grouted and inspected prior to back-fill.
5. Rough Plumbing Inspection
All plumbing piping must be installed. The underground plumbing, drain, waste, vents and water piping may be inspected individually, in combination, or all at once. Pressure test 5 psi (pounds per square inch) or ten feet of water head is required for drain, waste and vents.
6. Gas Pipe Inspection
Includes an air test of 20 psi and must be requested before the concealed gas lines are covered and before Public Service Company will install the meter. Also, in the case of concealed gas lines, the rough heating inspection cannot be made until the gas piping is inspected.
7. Rough Heating Inspection
All ductwork, flues, heating hot water lines and refrigeration lines must be installed but not covered and concealed before inspected.
8. Rough Electrical Inspection
All outlet boxes must be installed (switch, light or receptacle, etc.) including the wiring pulled and wire connections installed.
9. Heat Meter Inspection
Can be performed with the rough electric inspection if the furnace or water heater are installed and the main electric box is constructed.
10. Rough Frame Inspection
A complete and detailed walk-through of the entire building or portion of the building should be completed by the contractor or homeowner before requesting this inspection. Items that must be completed are siding, exterior covering, windows and doors including the following:
 - a. Interior partitions and framing, floor framing and flooring, stairs, etc. are completed and interior ready to be covered.
 - b. Repairs completed of any damage or alterations made by other sub-contractors which do not meet code i.e., holes too close to edge of studs, cuts or holes in sill plates, excessive notching of joists or studs, etc.
 - c. Rough electrical, plumbing and heating inspections satisfactorily completed.
 - d. Building as constructed agrees with the approved plans.
11. Insulation Inspection
Following the rough framing inspection after all insulation has been installed.
12. Drywall Inspection
Drywall must be completely nailed or screwed to the framing before requesting this inspection. No taping or covering of the drywall shall occur until the inspection is completed.
13. Final Plumbing, Heating and Electrical Inspections
May be requested in any sequence once all applicable work to be inspected is complete, however the appropriate meter must be installed before requesting a final inspection.
14. Fire Protection Inspection
All structures requiring a fire suppression system or monitored fire alarm system need to request an inspection through the Fire Department at (303) 384-8093. All structures with more than two units or commercial uses are also required to request an inspection through the Fire Department.
15. Final Frame Inspection
As the last inspection requested all work must be completed prior to requesting this inspection. Items exempt from this inspection are as follows: interior and exterior

painting, shelving, carpeting and cabinets and counter tops (except where a sink is involved).

16. Parking, Landscaping, Public Improvements for Commercial and Multi-Family Inspections

Please call the Planning & Development at (303) 384-8097 to schedule an inspection.

D. Certificate Of Occupancy

A Certificate of Occupancy (CO), either temporary or final, must be issued prior to occupancy. The following projects require a CO: any new structure, new addition of an existing structure other than a single family residence, or for any existing structure in which a change of use or occupancy type within the structure has occurred. In order to move in furniture or equipment prior to the CO the Chief Building Official must authorize a Temporary Certificate of Occupancy (TCO) and a \$100.00 fee will be assessed. TCO's are authorized only when occupancy will not be detrimental to the safety, health or welfare of the occupants. No CO will be issued until all legal requirements for all City agencies involved, i.e. Building, Fire, Zoning and Utilities, have been met.