



CITY OF GLENDALE

PERMIT APPLICATION

PERMIT #: _____

PROJECT NAME: _____

DATE: _____

JOB ADDRESS: _____

Owner:			Architect:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		Email:
<u>General Contractor:</u>			PROJECT CLASSIFICATION		
Address:			OCCUPANCY CLASSIFICATION		
City:			A B E H I M R 1 2 2.1 3 4		
Phone:			TYPE OF CONSTRUCTION		
<u>SUBCONTRACTORS:</u>			I II III IV V 1HR F.R.		
TYPE: COMPANY NAME: PHONE #:			CLASS OF WORK: NEW [] ALTERATION [] ADDITION [] REPAIR [] DEMO [] OTHER []		
ELECTRICAL			Floor area:		Stories: Occupant load:
HVAC			Description of work:		
PLUMBING					
FIRE ALARM					
FIRE SPRINKLER					
LOW VOLTAGE					

SPECIAL CONDITIONS:	* VALUATION	DESCRIPTION:	FEES:
		BUILDING PERMIT	
		ELECTRICAL PERMIT	
		HVAC PERMIT	
		PLUMBING PERMIT	
		FIRE ALARM PERMIT	
		FIRE SPRINKLER PERMIT	
		LOW VOLTAGE PERMIT	
		USE TAX	
		ARAPAHOE CTY OPEN SPACE	
		PLAN REVIEW	
		Other: _____	
		Other: _____	
*Total Building Valuation		TOTAL:	

Separate permits are required for electrical work and must be obtained by a licensed electrician. This permit becomes null and void if work or construction authorized by this permit is not commenced within 180 days, or if construction work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this permit and know the same to be correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Signature of Contractor or Agent

Date

Signature of Building Official or Designee

Date



CITY OF GLENDALE

PERMIT APPLICATION GUIDE

Permits are required for any building alteration, addition, tenant finish and remodel project, regardless of size. All electrical work, mechanical/HVAC work, fire sprinkler work, fire alarm work, drywall work, roofing or reroofing work, siding or window replacement work require a permit unless specifically exempted by ordinance. Please ask us if you are not sure if a permit is required.

Permit Application Procedure.

1. Complete a permit application giving owner, architect and contractor information.
 - a. In the fee section, list the value (contract amount/estimate) under the heading, "Valuation".

In the "Building Permit" row under the "Valuation" heading, enter the total value of the work to be performed including, Building, Electrical, Plumbing, HVAC, Fire Alarm and Fire Sprinkler valuations.
 - b. Fill in valuations for each type of work as applicable.
 - c. Use tax is assessed on 60 percent of the TOTAL Valuation at the rate of 3.75%.
 - d. Understatement of valuation resulting in underpayment of use tax will be investigated and may subject the permit applicant to an audit. If an audit is necessary, audit costs are paid by the applicant.
2. Submit two sets of plans (if applicable) along with any supporting data such as structural calculations.
 - a. A plan review fee of 65% of the total of all permit fees is required. Large projects will require that this fee be paid at the time of permit application.
 - b. Generally, allow one week timeframe for small commercial projects and two to four weeks for large projects i.e. new construction/additions, large tenant finishes, etc.
3. All contractors must possess a current license before a permit will be issued.
4. It is the duty of the permit holder to call for all required inspections and to receive approval for the same before proceeding with the next phase of the work. Work covered prior to inspection is subject to removal.

Work commenced before a permit is issued will be assessed an investigation fee equal to the total permit fee.

We will do our best to expedite your permit but we ask for your cooperation by filling out the permit application in full and submitting the necessary documentation. Please call if you have any questions.