

4 Commercial Permit Applications

4.1 Applying for a Commercial Permit

Use the instructions below to apply for any of the following commercial permits: Commercial Accessory Structure, Additions, Alterations, Electrical, Mechanical, Sign Permit, Commercial Miscellaneous, and Plumbing/Gas.

To apply for a commercial permit:

1. From the external home page, click **Login** to login to eTRAKit.

You are redirected to a dashboard of the current activities.

The screenshot shows the user's dashboard with a navigation menu on the left and a main content area. The main content area includes a greeting, a link to permits/projects/licenses, and two tables: 'My Active Permits' and 'My Active Inspections'.

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
RNEW23-00026	10086 PITK...	RESIDENTIAL NEW CONSTRUCTION	INTAKE					

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
RNEW23-00026	PERMIT	INTAKE	10086 PITK...	BUILDING FINAL		
RNEW23-00026	PERMIT	INTAKE	10086 PITK...	ELECTRICAL FINAL		
RNEW23-00026	PERMIT	INTAKE	10086 PITK...	MECHANICAL FINAL		

2. Under the **Permits** heading, click **Apply**.

The Permit Application screen displays.

The example below depicts:

PERMIT Type of Commercial New Construction, and **PERMIT Subtype** of Foundation Only.

The screenshot shows the 'Permit Application Confirmation' screen. It includes a navigation menu on the left, a title, a confirmation statement, radio buttons for 'I Agree' and 'I Disagree', and a 'CONTINUE' button.

Permit Application Confirmation

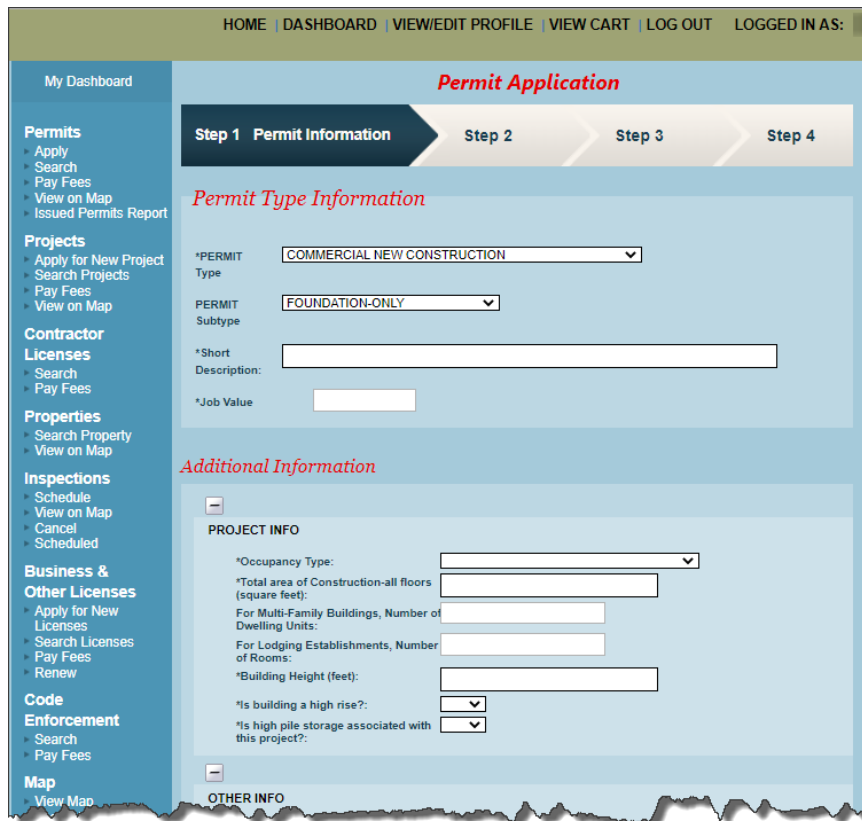
By agreeing to continue, I certify that I am the property owner or tenant or have the authority of the property owner or tenant to make this application, that the information provided is complete and correct, and that the construction and use will conform to the building code, the land-use code and other applicable laws and ordinances which govern the property.

I Agree
 I Disagree

CONTINUE

3. Click **I Agree**, and then click **Continue**.

The Permit Application screen displays.



4. Complete the following sections of the screen, dependent on your Permit selections.
EXAMPLE: In this example I chose Commercial New Construction.

Permit Type Information

* Required

R	Field	Description
*	Permit Type	From the drop-down list, select the type of permit. Once you select a Type, further fields may display. EX: Here, Commercial New Construction
	Permit Subtype	From the drop-down list a subtype is automatically selected. As needed select a different sub-type; further fields may display. EX: Here, Foundation Only
*	Short Description	To give as much information as possible, describe your intent for the permit.
*	Job Value	The monetary estimated value of the work to be done, for example 275000. No dollar signs or commas allowed – they are generated automatically.

Additional Information:

Project Info

* Required


Project information may display dependent on the Permit Type and Sub-Type selected. In this scenario, the Permit Type- Commercial New Construction, Project Info displays.


R	Field	Description
*	Occupancy Type	From the drop-down list, make selection.
*	Total area of Construction-all floors (square feet):	Type the number of square feet, for example 5000 .
	For Multi-Family Buildings, Number of Dwelling Units:	Type a number, for example, 5.
	For Lodging Establishments, Number of Rooms	Type a number, for example 4.
*	Building Height (feet):	Type the number of feet, for example 100.
*	Is building a high-rise?	From the drop-down list, make selection.
*	Is high pile storage associated with this project?	From the drop-down list, make selection.

Other Info

* Required


Other Info information may display dependent on the Permit Type and Sub-Type selected. In this scenario for the Permit Type- Commercial New Construction, Other Info displays.

R	Field	Description
*	Are electrical installations associated with this construction?	From the drop-down list, make selection.
*	Are plumbing installations associated with this construction?	From the drop-down list, make selection.
*	Are mechanical installations associated with this construction?	From the drop-down list, make selection
*	Are gas installations associated with this construction?	From the drop-down list, make selection.
	 Record Number of Planning/Project Case:	<p>If a development plan is associated with this construction, it must be approved by Commerce City's planning department prior to the application of a building permit.</p> <p>To confirm its approval, provide the development plan's project record number as issued by the city if applicable.</p> <p><i>Note:</i> Legacy cases may not have a project record number; in these instances, please attach and upload planning's development plan approval letter.</p>

R	Field	Description
	Is the fire suppression system included in the building valuation?	From the drop-down list, make selection.
*	 Have the minimum documents been uploaded for this application?	From the drop-down list, make selection.

Green Building

* Required

R	Field	Description
*	 Is this project being designed as a green building?	From the drop-down list, select an answer. For more information on green projects, click Learn More . Green buildings are given priority status for a building plan review. Click the Learn More to see if your project qualifies.
	Green Building Designation	From the drop-down list, select the appropriate organization that will conduct the final grading of your green building.

Foundation-Only

* Required

R	Field	Description
	Are underground electrical installations associated with this construction?	From drop-down list, select an answer.
	Are underground plumbing installations associated with this construction?	From drop-down list, select an answer.

Impervious Area

* Required

R	Field	Description
	How much impervious area is being added?	Type the number and description.
	Please attach either a .CAD or .PDF on a scaled drawing containing that information in the attachments section.	Refer to the Attachments section below.

Location *

- a. In the **Search By** field, From the drop-down list, select **Address** or **Parcel ID**.
- b. In the **Search Value** field, type a partial to full address and click **Search**.
The system retrieves results matching characters types.
- c. Select appropriate selection.

The system displays the full address for your selection, for example:

172316105013
10002 REUNION PKWY
COMMERCE CITY, CO 80022

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

- a. Click **Select** and locate the appropriate file.

Note: You may upload more than one file at a time. In this instance, provide a separate description of each uploaded file.

The Description field displays.

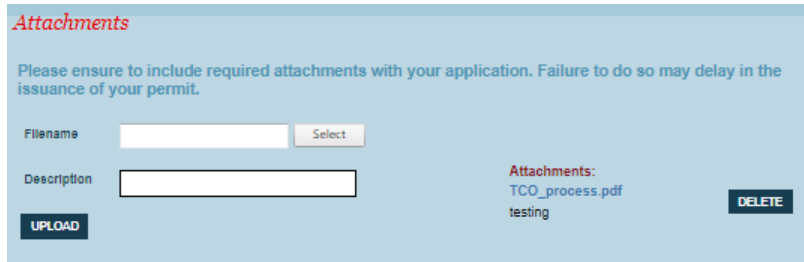
- b. Optionally enter a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

- d. Click **Accept**.

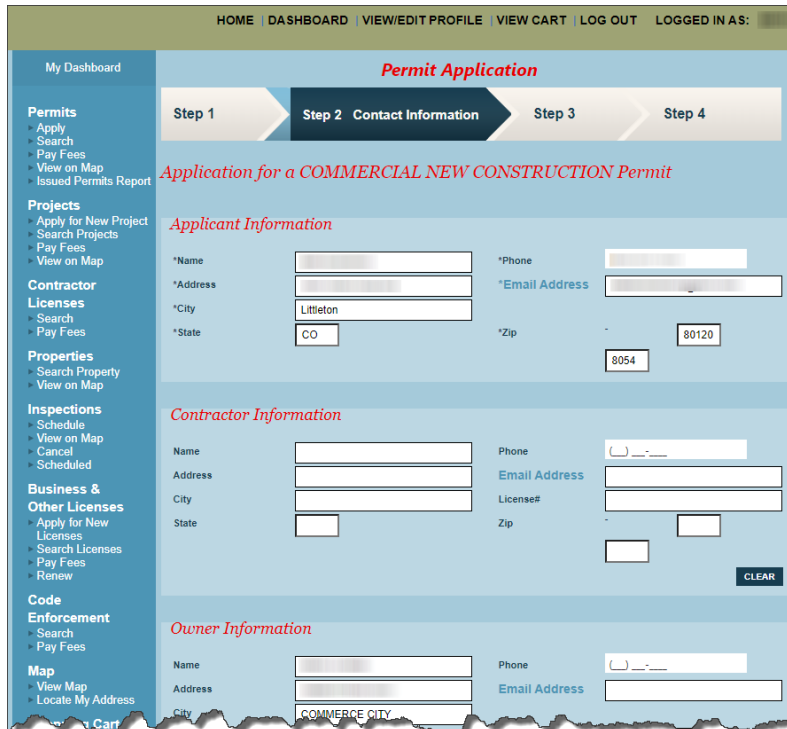
The system displays the file as uploaded.



- e. As needed, upload additional files.

5. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



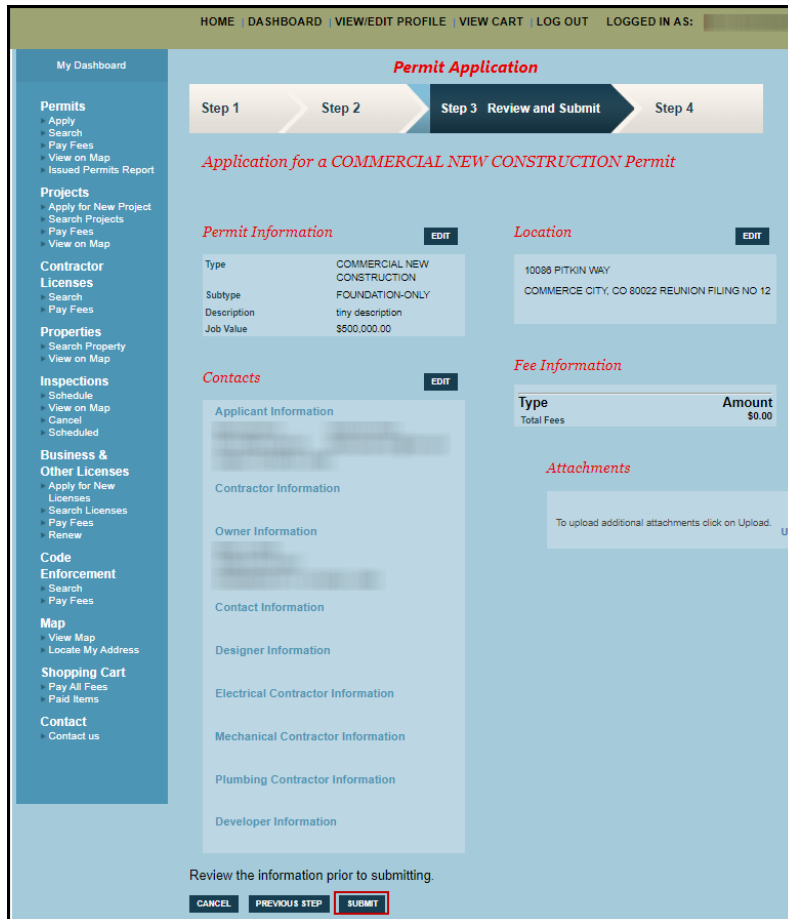
a. Enter information for ** required* contacts, and for and optional contacts as needed:

* = Required

R	Field
*	Applicant Information (prepopulated and changeable)
	Contractor Information
	Owner Information (prepopulated and changeable)
	Contact Information
	Designer Information
	Electrical Contractor Information
	Mechanical Contractor Information
	Plumbing Contractor Information
	Developer Information

6. Click **Next Step**.

The Permit Application: Step 3 Review and Submit screen displays.

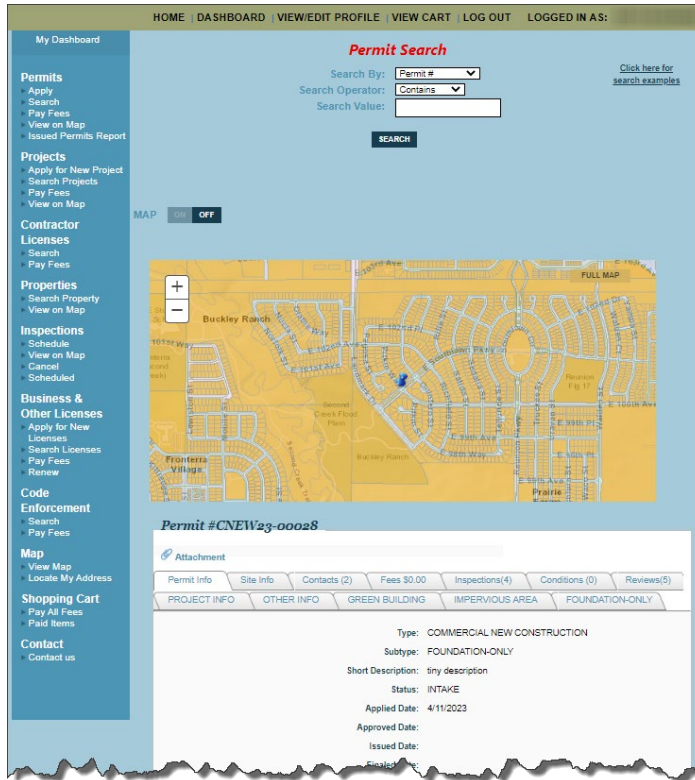


7. Review and edit as needed information as needed, and then click **Submit**.

An email is generated to you containing a link to your application.

The Summary screen displays the Permit map and Permit Description tabs.

The tabs summarize the content on the requested permit.



Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on one point in time.

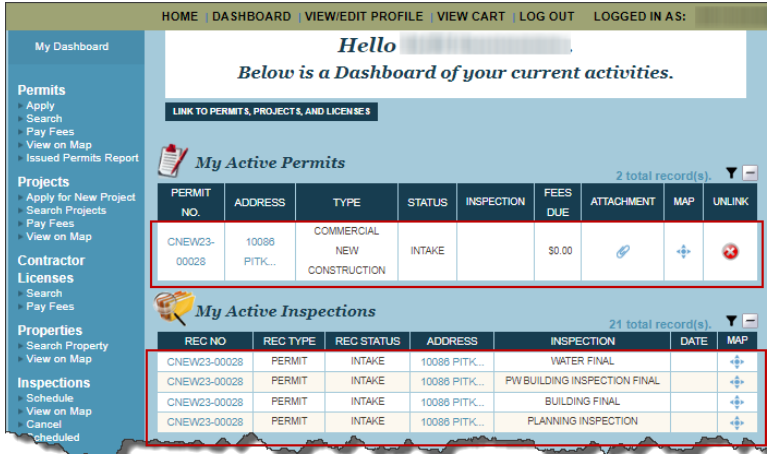
Tab	Content	Content Description																
Permit Info	<p>Type: COMMERCIAL NEW CONSTRUCTION</p> <p>Subtype: MULTI-FAMILY BUILDING</p> <p>Short Description: tiny description</p> <p>Status: INTAKE</p> <p>Applied Date: 5/10/2022</p> <p>Approved Date:</p> <p>Issued Date:</p> <p>Finled Date:</p> <p>Expiration Date:</p>	Any attachments uploaded to this permit are displayed.																
Site Info	<p>Address: 10086 PITKIN WAY</p> <p>City/State/Zip: COMMERCE CITY, CO, 80022</p> <p>Property Type: ADDRESS</p> <p>APN: 172316216010</p> <p>Subdivision: REUNION FILING NO 12</p> <p>Tract:</p> <p>Block:</p> <p>Lot: 37</p> <p>Sect-Top-Rng: 16 2S 66W</p> <p>Lot Size (SF): 7763.63620652</p>																	
Contacts	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>APPLICANT</td> <td></td> <td></td> <td></td> </tr> <tr> <td>OWNER</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CONTRACTOR</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	APPLICANT				OWNER				CONTRACTOR				Contacts entered on the Contact Information screen.
Contact Type	Name	Address	City/State/Zip															
APPLICANT																		
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Fees	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Pa</th> </tr> </thead> <tbody> <tr> <td>PLAN REVIEW</td> <td>\$1,282.94</td> <td>5/1</td> </tr> </tbody> </table>	Description	Amount	Pa	PLAN REVIEW	\$1,282.94	5/1	At multiple points in the permit creation, you can pay fees. This tab contains a link to pay any fees.										
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Conditions	There are currently no conditions on this record.	If there are conditions to the issuance of your permit, they are shown here.																																																																																
Reviews	<table border="1"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More I</th> </tr> </thead> <tbody> <tr><td>COMMERCIAL BUILDING REVIEW</td><td>BUILDING COMME...</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> <tr><td>ELECTRICAL REVIEW</td><td>BUILDING ELECTR...</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> <tr><td>GATEWAY REVIEW</td><td>BUILDING PERMIT ...</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> <tr><td>PLANNING REVIEW - MULTI-FAMILY</td><td>PLANNING BUCKE...</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> <tr><td>PRE-ISSUANCE REVIEW</td><td>BUILDING PERMIT ...</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> <tr><td>PUBLIC WORKS REVIEW</td><td>PUBLIC WORKS</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> <tr><td>WATER AND SANITATION REVIEW</td><td>SACWSD</td><td></td><td>5/10/2022</td><td></td><td>More I</td></tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More I	COMMERCIAL BUILDING REVIEW	BUILDING COMME...		5/10/2022		More I	ELECTRICAL REVIEW	BUILDING ELECTR...		5/10/2022		More I	GATEWAY REVIEW	BUILDING PERMIT ...		5/10/2022		More I	PLANNING REVIEW - MULTI-FAMILY	PLANNING BUCKE...		5/10/2022		More I	PRE-ISSUANCE REVIEW	BUILDING PERMIT ...		5/10/2022		More I	PUBLIC WORKS REVIEW	PUBLIC WORKS		5/10/2022		More I	WATER AND SANITATION REVIEW	SACWSD		5/10/2022		More I	<p>The Gateway Review checks for submission completeness and other administrative requirements.</p> <p>Important: No other review will be conducted until the Gateway Review is approved.</p> <p>If a review is not approved, you will be provided a link titled Respond in the More Info column. You cannot advance the permit until you've responded to all failed reviews.</p>																																
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Project Info	<p>Occupancy Type Multi-family building (condos - apartments)</p> <p>Total area of Construction-all floors 5000 (square feet)</p> <p>For Multi-Family Buildings, Number of 5 Dwelling Units</p> <p>For Lodging Establishments, Number 0 of Rooms</p> <p>Building Height (feet) 100</p> <p>Is building a high rise? No</p> <p>Is high pile storage associated with this project? No</p>	To access further documentation about deck building, click Learn More .																																																																																

Tab	Content	Content Description
Other Info	<p>Are electrical installations associated with this construction? Yes</p> <p>Are plumbing installations associated with this construction? Yes</p> <p>Are mechanical installations associated with this construction? Yes</p> <p>Are gas installations associated with this construction? Yes</p> <p>Record Number of Planning Project / Case</p> <p>Have the minimum documents been uploaded for this application? Yes</p> <p>Learn More</p>	<p>If you have questions, click Learn more from CDPHE or Learn More.</p>
Green Building	<p>Is this project being designed as a green building? No</p> <p>Learn more</p> <p>Green Building Designation</p>	<p>If the building is green, this tab provides information input.</p>
Impervious Area	<p>How much impervious area is being added?</p> <p>Please attach either a .CAD or .PDF on a scaled drawing containing that information in the attachments section.</p>	<p>This section displays the number and description, as reminds you to attach a document supporting entry.</p>
Foundation-Only	<p>Is this application for a foundation-only permit? No</p> <p>Are underground electrical installations associated with this construction? Yes</p> <p>Are underground plumbing installations associated with this construction? Yes</p>	<p>If this permit relates to Foundation-Only, details are depicted here.</p>

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for this permit request, as they are in this example, then they are listed under **My Active Inspections**.

Note: As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).



The screenshot shows a user dashboard with a navigation menu on the left and a main content area. The main content area includes a greeting, a link to permits/projects/licenses, and two tables: 'My Active Permits' and 'My Active Inspections'.

My Active Permits Table:

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
CNEW23-00028	10088 PITK...	COMMERCIAL NEW CONSTRUCTION	INTAKE		\$0.00			

My Active Inspections Table:

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
CNEW23-00028	PERMIT	INTAKE	10088 PITK...	WATER FINAL		
CNEW23-00028	PERMIT	INTAKE	10088 PITK...	PW BUILDING INSPECTION FINAL		
CNEW23-00028	PERMIT	INTAKE	10088 PITK...	BUILDING FINAL		
CNEW23-00028	PERMIT	INTAKE	10088 PITK...	PLANNING INSPECTION		

- To monitor the review and approval process, refer to [Section 2.2 Commercial Permit’s Review & Approval Process](#).