



# CHERRY HILLS VILLAGE

## Interior Remodel Requirements

\*Note: This document is not intended to be a comprehensive list of all applicable requirements. It is the applicant's responsibility to comply with all applicable requirements.

Community Development  
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**What Requires an Interior Remodel Permit?**

An "Interior Remodel" is a project where walls or framing are demolished or reconfigured; where plumbing and mechanical pathways are relocated, reconfigured, added, or changed; or where there are any other structural changes within the home. Like-for-like replacing of drywall, kitchen cabinetry and plumbing fixtures require a building permit and final inspections, but do not require plan review. Cosmetic finishes such as carpeting, tiling, wallpaper, and painting do not require a building permit.

**Separate permits and plans are required for the following:**

1. Accessory or Recreational Structures
2. Additions to existing structures that change the footprint of a structure or add square footage
3. Electrical wiring/rewiring or electrical service work
4. Exterior alterations and remodels to existing structures; including decks, patios, siding or window replacement
5. Fences, walls/retaining walls, and earthen berms
6. Guest House
7. Installation or modifications to skylights, solar systems, air conditioners, furnaces, or other similar amenities
8. Major repairs or restoration; including re-roofing, water heaters, plumbing or electrical work
9. New home
10. The moving or demolition of any building or structure or any interior/exterior wall part of a structure

**How to Submit:**

Interior Remodel permit submittals can be submitted online [here](#).

Pre-payment for the building department plan review can be made [here](#).

**Submittal Requirements:**

1. Complete construction plans including stamped structural plans
2. A soils investigation report for the property (if referenced in structural plans)
3. Approval from the Colorado Department of Public Health and Environment for removal of materials

\*The City or its consultants may request additional information, at their sole discretion, in order to determine compliance with applicable standards and/or requirements.

**Permit Fees and Timelines:**

Interior Remodel permits that require the review of the Building Division may take **7 – 10 business days for each review cycle**.

The following tables summarize the building permit fees for most permits. Please refer to Chapter 18 of the Municipal Code for the complete set of requirements.

**Review Fees\***

Remodel with No New Square Footage	\$340.00 for 2 Hrs.
Additional Building Plan Review	\$170.00 per Hour

*\*All review fees are based on the minimum hours required. Additional time will be charged at the hourly rate for additional plan review.*

**Building Permit Fees**

\$1.00 to \$2,000.00	\$20.00
\$2,001.00 and up	1% of Valuation

**\*Use Tax (Paid to Arapahoe County)**

**1/8th of 1% of the Valuation**

*\*Use tax is not applied to electric permits, demo permits or building permits \$2,000 evaluation or under.*

**Adopted Building Codes:**

- International Building Code, 2021 Edition
- International Residential Code, 2021 Edition
- International Mechanical Code, 2021 Edition
- International Plumbing Code, 2021 Edition
- Fuel Gas Code, 2021 Edition
- International Energy Conservation Code, 2021 Edition
- International Fire Code, 2021 Edition
- Existing Building Code, 2021 Edition
- National Green Building Standards, 2020 Edition
- National Electrical Code, 2023 NEC

**Building Permit Expiration:**

Applications for building permits will be deemed abandoned ninety (90) days after the date of filing unless the permit has been pursued in good faith. Permits that have been issued shall become invalid if work is not commenced within ninety (90) days from the date the permit was issued or if the work authorized on site is suspended or abandoned for a period exceeding ninety (90) days. It is the responsibility of the applicant to ensure that building permits are valid. No inspections or construction may occur if a building permit is expired.

**Project Completion:**

If the construction described in any building permit has not been completed to the point where a final inspection has been completed or a Certificate of Occupancy may be issued within eighteen (18) months of the date of issuance of such permit, the building permit shall expire and be deemed canceled by the building official. However, if a permit reaches its expiration, an extension of up to four months may be purchased if the applicant demonstrates a justifiable cause. Up to two (2) four-month extensions may be granted. Afterwards, a new permit must be purchased for the remaining scope of work. An applicant may apply for extensions based on the following schedule:

1. 1<sup>st</sup> four-month extension: Fee of 25% of the original permit fee.
2. 2<sup>nd</sup> four-month extension: Fee of 50% of the original permit fee.

**Construction Hours:**

Monday through Friday	7:00 a.m. - 6:00 p.m.
Saturday	8:00 a.m. - 4:00 p.m.
Sunday and Federal Holidays	No Exterior Construction
<i>(Interior construction is allowed within ENTIRELY enclosed structures from 8:00 a.m. - 4:00 p.m.)</i>	

**Inspections:**

Inspection requests must be submitted online through the portals system.

All questions about inspection windows should be directed to the inspector, please see your permit for inspector contact information.

Applicants will be provided with an inspection checklist when a permit is issued (this inspection card must be present at the work site at the time of any building inspections). All inspections must be completed prior to issuing a Certificate of Occupancy or receiving final inspection approval. In addition, the following documents may be required during the inspection process to demonstrate code compliance:

1. If pre-manufactured trusses are used, a truss layout plan and stamped-engineered truss detail drawings must be submitted at the framing inspection.
2. A height survey in NAVD 88 datum with USGS elevations must be submitted prior to framing inspection.
3. A location survey indicating all site improvements and roof overhangs and eaves must be submitted prior to final zoning inspection.
4. A height survey in NAVD 88 datum with USGS elevations measuring the highest point of the finished roof and any chimneys or projections must be submitted prior to the final zoning inspection.