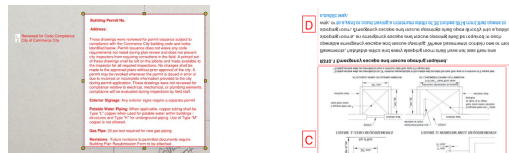


Homeowner Permit Guide

Once your permit has been ISSUED, please follow the steps below.

1. **PRINT**-Both documents will need to be on-site while your permit is ISSUED.
 - a. **Stamped Plans**-the plans will have city stamps and redlined information.

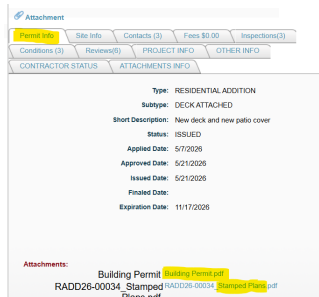


- b. **Building Permit**-the document may have CONDITIONS that are requirements of the permit.

CONDITIONS

DUCT TESTING IS MANDATORY BY ROUGH TEST AS REQUIRED PER CITY AMENDMENT TO IECC R403.3.5.
AIR LEAKAGE TESTING OF BUILDING ENVELOPE IS REQUIRED PER IECC R402.4.1.2.

- Both documents can be found on the etrakit portal in the attachments of the permit. The link can be found in step 2.



- **Guides**-Building guides (specific to your permit type) may be added to the attachments for your use.

2. **SCHEDULE Inspections**-schedule each inspection as you complete that type of work. All required inspections will be listed on the permit in the etrakit portal.

- etrakit portal, link- [eTRaKiT](#)



 Attachment

Permit Info

Site Info

Contacts (2)

Fees \$0.00

Inspections(6)

Conditions (3)

Reviews(9)

PROJECT INFO

OTHER INFO

CONTRACTOR STATUS

ATTACHMENTS INFO

Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info
BUILDING FINAL	0		Schedule				More Info

- In person-if you cannot schedule through the etrakit portal you can come to the Building Department Office to schedule in-person.

- **CONSULTATION**-schedule a Consultation inspection if you would like to have an Inspector's advice (not required). Specify the type of work (plumbing, electrical...) in the notes so the correct inspector will be assigned.
 - **Inspection Order**-if you are unsure about the order of inspections, please contact the Building Department.
3. **Inspection Comments**-in the event that an inspection fails you can review the inspector's comments in the etrakit portal. Select "More Info" in the inspection line to open comments.

Permit Info

Site Info

Contacts (3)

Inspections(15)

Conditions (0)

Reviews(5)

PROJECT INFO

CONTRACTOR STATUS

ATTACHMENTS INFO

OTHER INFO

Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info
PLUMBING FINAL	0	PASS	5/18/2026	AM	5/18/2026	09:...	More Info
MECHANICAL FI...	0	PASS	5/18/2026	AM	5/18/2026	09:...	More Info
ELECTRICAL FI...	0	FAIL	4/28/2026	AM	4/28/2026		More Info
DRYWALL	0	PASS	4/3/2026	AM	4/3/2026		More Info

The comments screen will open with a list of corrections.

Inspection - ELECTRICAL FINAL

Inspection Type: ELECTRICAL FINAL
Order#: 0
Result: FAIL
Scheduled Date: 4/28/2026
Scheduled Time: AM
Completed Date: 4/28/2026
Completed Time:
Inspector: MARK GRIEGO
Notes: 4/26/2026 10:23:45 PM
4/26/2026 10:23 PM SUSHIL RIJAL

Contact Name: SUSHIL RIJAL
Site Address: 8819 SEDALIA ST
Phone: 7208854474
e-Mail: Sushil.rijal@gmail.com

4/28/2026 9:33:41 AM
1) rim protection is required in unfinished areas
2) bathroom lights missing lamps

CLOSE

- Once you have addressed the inspector's corrections you can reschedule the inspection as listed in step 2 of this document.
4. After all inspections have been Passed your permit will Close (may take several weeks). No further action is needed.

Permit Info	Site Info	Contacts (7)	Inspections(29)	Conditions (4)
Reviews(10)	AREA INFO	CONTRACTOR STATUS	PROJECT INFO	
ATTACHMENTS INFO	MASTER MODEL	GREEN BUILDING		

Type: RESIDENTIAL NEW CONSTRUCTION
Subtype: DETACHED SINGLE-FAMILY DWELLING
Short Description: Model 3153 Elev D
Status: CLOSED

For questions, please contact the Commerce City Building Department.

7190 Colorado Blvd, Suite 600
Commerce City, Co. 80022
303 289-3790
cdpermits@c3gov.com