



## West Metro Fire Rescue

433 S. Allison Pkwy, Lakewood, Colorado 80226

Phone: (303) 989-4307 | [www.westmetrofire.colorado.gov](http://www.westmetrofire.colorado.gov)

---

# Plan Review Types and Eligibility

**Submittal Process** – Complete the Contractor Portal Application, West Metro Fire Permit Application, and Plan and/or Cut Sheet Upload through your contractor portal in Mobile Eyes. Please read the information below before submitting your plan review application in Mobile Eyes.

---

## Small Project Reviews

Small project plan review submittals will be reviewed within **3 business days**. There is an additional **\$112.50** associated with the process regardless of the review outcome.

When you submit the plans, be sure to click the Small Project Review Request on your West Metro Fire specific application. We do not assume based on scope of work or square footage, due to the additional charge. If this is not requested, it will be placed in the regular review queue.

### Permit types that qualify for small project reviews are:

- Tenant Improvements – 3600 square feet or less
- Fire Alarm/Sprinkler with no more than 12 devices/heads (includes new and relocates)
- Kitchen Hoods – No more than 2
- Underground Fire Lines
- Access Control – No more than 12 doors
- Med Gas – Changes to existing systems
- Demo only
- Maintenance Only Permits
- Commercial Solar Photovoltaic Systems – Including Panel Replacement
- Backflow Device(s) (no more than 12)
- CO2 Enhancement/Beverage Systems
- Radio Amplification Systems

**\*\*Small Project Reviews will not be performed on new buildings, or any projects where there is a change of occupancy type. \*\***

---

## Expedited Plan Reviews

You may request an expedited plan review on any submittal, but there is no guarantee that it will be processed in a quicker time as this is voluntary on a plan reviewer to do outside of their normal work hours. There is an additional minimum fee of **\$240.00** charge on the normal permitting fee, and could be higher depending on the length of review. Be sure to click the option for Expedited Review on the West Metro Fire specific application.