



CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS Development Engineering Services

Public Works Permit Operations
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www.denvergov.org/pwpermits

DENVER
THE MILE HIGH CITY

General Guidelines for *Sewer Use & Drainage Permits*

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| Authority: | <ul style="list-style-type: none"> ✚ Revised Municipal Code (RMC) of the City & County of Denver, Chapter 56, Section 56-41, Purpose (Administrative Authority). ✚ Public Works Rules & Regulations Governing Sewerage Charges and Fees & Management of Wastewater. |
| Purpose: | The purpose of this document is to summarize the key issues and requirements related to the issuance of a <i>Sewer Use and Drainage Permit</i> . |
| Document Date: | October 13, 2008 |
| Customer Interface: | Most communications between the Customer and the City will be done through Public Works Permit Operations(PWPO) |
| Affiliated Departments: | <p>Other departments that may require permits:</p> <ul style="list-style-type: none"> ✚ Community Planning & Development (CPD), Building Inspection Division (BID), Fire, BID Health. All these departments may be reached at (720) 865-2500. ✚ Forestry (720) 913-0651 ✚ Landmark (all proposed work to a designated landmark/historical structure) (720) 865-2944 ✚ Metro Wastewater Reclamation District (303) 286-3000 (PW Wastewater will inform you if you are required to contact this department.) ✚ Public Works Plans Review Services (PWPRS) (address assignment slips) (720) 865-2782 ✚ Construction Engineering DES (sidewalks, driveways, setbacks, etc.) (303) 446-3469 ✚ Transportation Division, DES (720) 865-3100 ✚ Denver Water Board (domestic water tap permit) (303) 628-6100 ✚ Zoning Administration (720) 865-3057 <p>Licensing for work and inspections:</p> <ul style="list-style-type: none"> ✚ BID Licensing; 201 W. Colfax Av., Dept. #205; (720) 865-2770 <ul style="list-style-type: none"> ○ Contractor Licensing: www.denvergov.org/ContractorLicensing ○ ROW Licensing: www.denvergov.org/ContractorLicensing |
| Applying for a Permit: | <ul style="list-style-type: none"> ✚ Submit application & plans. (See Required Submittal Requirements following for specific plans needed) ✚ A separate application is required for each separate building or structure. ✚ A “Licensed Contractor” is not required to submit a SUPD application. Whoever signs the application for the permit is considered the “Local Authorized Agent”, and must include their name, company name, address, phone number, fax number, & email address, and signature on the application. ✚ PWPO does not normally require signed and stamped plans, but the plans must be “For Construction.” Plans marked “Not for Construction” cannot be reviewed. ✚ Any site plan and/or architectural/plumbing floor plans revised for another department must also be submitted to PWPO. ✚ Other information may be required to ensure proper and complete evaluation. ✚ All submittals become the property of Public Works Permit Office (PWPO). |
| Approval Process: | <ul style="list-style-type: none"> ✚ Application form can be found @: www.denvergov.org/PWPermits or at the PWPO permit counter. ✚ PWPO technician will determine if the plans must be logged in for full review or if a walk-thru permit can be issued. ✚ The application and plans will be routed to the reviewers for Sanitary, Storm Water Quality and Quality Control as appropriate. ✚ If additional information is required to complete the review, the local authorized agent will be faxed a copy of the <i>Application Conditions To Be Met Prior To Issuance of Sewer Use & Drainage Permit</i>. The requested information must be submitted to the PWPO office, and will be routed to the requesting reviewer. ✚ After approval by all reviewers a PWPO technician will prepare the permit for issuance, call the local authorized agent when the permit is ready, and state the permit fees required at that time. |
| Fees: | <ul style="list-style-type: none"> ✚ All applications logged in for review require a \$100.00 application fee at the time of submittal, made payable to Manager of Finance. ✚ Permit fees will be calculated according to the current PW Wastewater fee schedule. www.denvergov.org/dep ✚ Any revised plans received after a Sewer Use & Drainage Permit (SUDP) has been issued will require a 100.00 review fee. |

Submittal Requirements

NOTE: Required Forms can be obtained at www.denvergov.org/pwpermits or from the PWPO office

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| Address Assignment Card: | A copy of the “Street Address Assignment” slip from Public Works Plans Review Services, 201 West Colfax Avenue, Room 2.H.10, Department 202, (new buildings & address changes only). Web Info: www.denvergov.org/PWPRS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site Plan: | <p>Site plan (2 COPIES TO SCALE with north arrow, NO FREEHAND DRAWINGS) which depicts the following information:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/></td> <td>Locations of the structure(s) with respect to property lines, streets, alleys, etc.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Existing and proposed building sewer service(s), water tap(s), water meter(s), water service line(s) (with sizes). NOTE: It is preferred that the new sewer line be placed at the same tap location.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Points of connection of the proposed building sewer service(s) and water tap(s) to the public mainline(s).</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Show required two-way cleanouts to be installed outside of the building near the connection between the building drain and building sewer, on all lines exiting the building.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Show additional single cleanouts to be installed at intervals not to exceed 100 feet, and for each aggregate horizontal change in direction exceeding 135 degrees, on the building sewer line.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>All underground and foundation drainage lines.</td> </tr> <tr> <td colspan="2">Show all storm drainage <i>to include at a minimum the following:</i></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Storm Lines including sidewalk chases, inlets, area drains include size and material type</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Perimeter drain, underdrain, or foundation drains with outfall from sump pit/pump.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Downspouts & roof leader drains with discharge points (foundation splashblock or other)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Any splashblock directed towards the alley must also show the alley finish on the site plan (concrete, dirt, or asphalt).</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Culverts, and type of material used in its construction.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Landscape chases and Concrete Pans</td> </tr> <tr> <td><input type="checkbox"/></td> <td>All Manholes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Swales – Show size of swale, and type of material used in its construction.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Exterior area drains &/or landscape drains. Show type of drainage – piping, percolation, etc.</td> </tr> </table> <p><input type="checkbox"/> Parking garages both covered and uncovered (see entrance requirements for parking garages).</p> <p><input type="checkbox"/> Minimum size of building sewers (storm & sanitary) is 4” diameter. HDPE pipe is NOT authorized.</p> <p><input type="checkbox"/> Location and size of hard surface to be constructed (parking areas, sidewalks, etc.).</p> <p><input type="checkbox"/> Show location and size of any existing or proposed pretreatment devices (grease interceptors, sand & oil interceptors, holding tanks, etc.).</p> | <input type="checkbox"/> | Locations of the structure(s) with respect to property lines, streets, alleys, etc. | <input type="checkbox"/> | Existing and proposed building sewer service(s), water tap(s), water meter(s), water service line(s) (with sizes). NOTE: It is preferred that the new sewer line be placed at the same tap location. | <input type="checkbox"/> | Points of connection of the proposed building sewer service(s) and water tap(s) to the public mainline(s). | <input type="checkbox"/> | Show required two-way cleanouts to be installed outside of the building near the connection between the building drain and building sewer, on all lines exiting the building. | <input type="checkbox"/> | Show additional single cleanouts to be installed at intervals not to exceed 100 feet, and for each aggregate horizontal change in direction exceeding 135 degrees, on the building sewer line. | <input type="checkbox"/> | All underground and foundation drainage lines. | Show all storm drainage <i>to include at a minimum the following:</i> | | <input type="checkbox"/> | Storm Lines including sidewalk chases, inlets, area drains include size and material type | <input type="checkbox"/> | Perimeter drain, underdrain, or foundation drains with outfall from sump pit/pump. | <input type="checkbox"/> | Downspouts & roof leader drains with discharge points (foundation splashblock or other) | <input type="checkbox"/> | Any splashblock directed towards the alley must also show the alley finish on the site plan (concrete, dirt, or asphalt). | <input type="checkbox"/> | Culverts, and type of material used in its construction. | <input type="checkbox"/> | Landscape chases and Concrete Pans | <input type="checkbox"/> | All Manholes | <input type="checkbox"/> | Swales – Show size of swale, and type of material used in its construction. | <input type="checkbox"/> | Exterior area drains &/or landscape drains. Show type of drainage – piping, percolation, etc. |
| <input type="checkbox"/> | Locations of the structure(s) with respect to property lines, streets, alleys, etc. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Existing and proposed building sewer service(s), water tap(s), water meter(s), water service line(s) (with sizes). NOTE: It is preferred that the new sewer line be placed at the same tap location. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Points of connection of the proposed building sewer service(s) and water tap(s) to the public mainline(s). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Show required two-way cleanouts to be installed outside of the building near the connection between the building drain and building sewer, on all lines exiting the building. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Show additional single cleanouts to be installed at intervals not to exceed 100 feet, and for each aggregate horizontal change in direction exceeding 135 degrees, on the building sewer line. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | All underground and foundation drainage lines. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Show all storm drainage <i>to include at a minimum the following:</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Storm Lines including sidewalk chases, inlets, area drains include size and material type | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Perimeter drain, underdrain, or foundation drains with outfall from sump pit/pump. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Downspouts & roof leader drains with discharge points (foundation splashblock or other) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Any splashblock directed towards the alley must also show the alley finish on the site plan (concrete, dirt, or asphalt). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Culverts, and type of material used in its construction. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Landscape chases and Concrete Pans | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | All Manholes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Swales – Show size of swale, and type of material used in its construction. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Exterior area drains &/or landscape drains. Show type of drainage – piping, percolation, etc. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grading/Plot Plans: | <p> All non-residential commercial & 3 unit or more residential projects require a Plot/Grading plan including Finished Floor Elevations (FFE) and site spot elevations signed and stamped by a Professional Engineer.</p> <p> When the property is in a 100-year flood plain, a “Grading Plan” including Finished Floor Elevations (FFE) and site spot elevations must be submitted, and must have a PE stamp & signature per Colorado Engineering Law.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Architectural Floor Plans: | A complete set of architectural floor plans. Room schedule/usage must be shown. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plumbing Floor Plans: | Complete plumbing plans for the waste system. Include vent and riser (isometric) diagram (must show routing through any pretreatment devices). The type of plumbing fixture must be indicated on the plans and/or specifications. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Food Area Detail: | <p>Required Forms:</p> <ul style="list-style-type: none"> QC Restaurant Questionnaire A copy of the menu <p>A kitchen equipment floor plan showing location, purpose, and size of the food preparation or service areas, including seating capacity and number of meals served per day.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Repair or Service: | Location, size, use, and configuration of vehicle or machinery repair or service areas. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Industrial Waste Survey (IWS): | <p>Required Form:</p> <ul style="list-style-type: none"> Industrial Waste Survey (IWS) <p>All submittals, except residential only, must submit an IWS. An IWS must be completed and submitted by the tenant, or someone familiar with the site operation.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Swimming Pools: | <p>Required Form:</p> <ul style="list-style-type: none"> Swimming Pool Information Sheet <p>Location and size of swimming pools, therapy pools, etc. Show location of pool equipment room, discharge lines locations, and point of discharge.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Demolition: | Addresses, demolition dates, and water tap sizes of all existing buildings to be demolished. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Storm Quality Control Plan: | A Stormwater Quality Control Plan (SQCP) must be provided for sites 1 acre or larger. A Construction Activities Stormwater Management Plan (CASMP) must be provided for sites 5 acres or larger, or for sites that are part of a development of 5 acres or larger. If a CASMP is required, a separate Sewer Use & Drainage Permit (SU&DP) must be obtained for the site covering construction activities. This SUDP is the Construction Activities Stormwater Discharge Permit (CASDP). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |