

Subject: ISSUANCE OF PERMITS FOR HOMEOWNER COMPLETED WORK		
Approved: Michael Roach, P.E., Building Official		
Number: ADMIN 151.2	Revised Date: August 20, 2009	Page: 1 of 4

Reference: ADMIN Section 151.2

The application of this policy is to further clarify the issuance of permits to a person who owns and occupies a single-family dwelling, a Group U Occupancy, or who owns and intends to occupy a single family dwelling they wish to construct.

THIS DEPARTMENT WILL MAINTAIN THE FOLLOWING POLICY IN REGARD TO THE ISSUANCE OF THESE PERMITS:

1. The Owner-Occupier listed on the Assessor's website must be the individual seeking the permit and submitting to take the exam. An individual who has been granted Power of Attorney by the owner may apply for a permit in the homeowner's name, by providing the original, City Clerk recorded Power of Attorney to the permitting staff.
2. Owner-Occupiers of existing single-family dwelling, or a Group U Occupancy are allowed to pull permits and conduct work on their own homes (additions, alterations and repairs) after agreeing to occupy the home for 12 months, and passing discipline specific exams.
3. Owner-Occupiers of existing single-family dwelling, or a Group U Occupancy are allowed to pull permits and conduct ALL work in the construction of NEW accessory structures (including detached garages) after agreeing to remain in the house for 12 months, and passing all applicable discipline specific exams (no more often than once every 5 years).
4. Owners, who intend to occupy for at least 12 months, are allowed to pull permits and conduct ALL work in the construction of NEW SINGLE-FAMILY DWELLINGS after passing all applicable discipline specific exams (no more often than once every 5 years).
5. The owner must be performing the work himself or herself.
6. The dwelling must not be a duplex, townhome, condominium, apartment, or commercial building.
7. The owner may have the assistance of one "Designated Worker" in taking the test. The "Designated Worker" is an individual who will be assisting the homeowner with the work as well as the test, and cannot accept payment from the owner without approval from the building Official.
8. The owner must supply a current Colorado Photo ID or Driver's License. To assist with the test, the "Designated Worker" must supply a current Colorado Photo ID or Driver's License. A Colorado temporary Driver's License, other State-Issued Photo ID or Driver's License, Passport, or Federal Issued Permanent Resident Card ("Green Card") may also be accepted with Department approval.
9. The owner must sign the attached AFFIDAVIT OF REQUIREMENTS FOR THE HOMEOWNER COMPLETED WORK EXAMINATION OF PROFICIENCY.

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10. The owner must agree to all testing rules set forth by the Department, and delineated in the attached HOMEOWNER'S EXAM INFORMATION sheet.

END OF DOCUMENT



DENVER
THE MILE HIGH CITY

JOHN W. HICKENLOOPER
MAYOR

CITY AND COUNTY OF DENVER

Community Planning and Development

AFFIDAVIT OF REQUIREMENTS FOR THE HOMEOWNER COMPLETED WORK EXAMINATION OF PROFICIENCY

BUILDING
PERMIT & INSPECTION SERVICES
201 WEST COLFAX AVENUE
DEPT. 205
DENVER, COLORADO 80202
[HTTP://WWW.DENVERGOV.ORG](http://www.denvergov.org)

In compliance with Denver Building Code ADMIN 151.2.3, for the scope of (Circle all that apply)

ELECTRICAL

MECHANICAL/HVAC

PLUMBING

CONSTRUCTION

work under consideration for a permit, I hereby declare **all** of the following statements to be true.

- I am the legal owner of this existing or new dwelling.
- I am currently living in this existing dwelling or I intend to occupy this new dwelling, located at _____, Denver, Colorado, upon completion.
- I agree to occupy the dwelling at this address for a minimum of twelve (12) months after this permitted work is completed.
- I understand I will not qualify for any additional homeowner's permits for the construction of new dwellings for a period of five (5) years.
- I will be pulling all permits, performing ALL work in the construction myself, after passing all applicable discipline specific exams, or I have approval from the Building Official to engage a Designated Worker.
- I acknowledge that I am responsible for all work performed under this permit, including code compliance and liability.
- I acknowledge that if I request Building Official approval for the assistance of a Designated Worker in taking the discipline specific examinations, I am not allowed to pay this person for their assistance in any way.
- The dwelling on which I will be working is not a duplex, townhome, condominium, apartment or commercial building/property.
- I agree to abide by the testing rules set forth by the Department.

I, _____, verify that the above statements are true. I agree to abide by these statements. I acknowledge that any violation of these statements can result in the immediate cancellation of any issued permits and revocation of my testing rights.

Signed: _____
(Signature of Homeowner)

Date: _____

Homeowner's Exam Information

The types of homeowner exams offered are:

Electrical, Mechanical, Plumbing, Refrigeration, Hot water / Boiler, Evaporative Cooling

Homeowner Exam Requirements:

1. The Owner-Occupier listed on the Assessor's website must be the individual taking the exam.
2. Owner-Occupiers of existing houses are allowed to pull permits and conduct work on their own homes (additions, alterations and repairs) after agreeing to occupy the home for 12 months, and passing discipline specific exams.
3. Owner-Occupiers of existing houses are allowed to pull permits and conduct ALL work in the construction of NEW accessory structures (including detached garages) after agreeing to remain in the house for 12 months, and passing all applicable discipline specific exams (no more often than once every 5 years).
4. Owners, who intend to occupy for at least 12 months are allowed, to pull permits and conduct ALL work in the construction of NEW DWELLINGS after passing all applicable discipline specific exams (no more often than once every 5 years).
5. The Homeowner must be performing the work himself or herself.
6. The dwelling must not be a duplex, townhome, condominium, apartment, or commercial building.
7. The Homeowner may have the assistance of one "Designated Worker" in taking the test, with approval from the Building Official. The "Designated Worker" is an individual who will be assisting the homeowner with the work as well as the test, and cannot accept payment from the Homeowner.
8. The Homeowner must supply a current Colorado Photo ID or Driver's License. To assist with the test, the "Designated Worker" must supply a current Colorado Photo ID or Driver's License. A Colorado temporary Driver's License, other State-Issued Photo ID or Driver's License, Passport, or Federal Issued Permanent Resident Card ("Green Card") may also be accepted with Building Official approval.
9. The homeowner must agree to the following testing rules set forth by the Department.
 - Taking or using notes is prohibited during the exam. Relevant codebooks are provided for your use on a "first-come, first-served" basis. You may bring your own codebooks or instructional books; however they may be reviewed by the Department and rejected for notations, or other inappropriate material.
 - Cell and mobile phones, 2-way radios and pagers are prohibited during the exam.
 - Contact with individuals outside the testing area is prohibited during the exam.
 - If either the Homeowner or "Designated Worker" needs to leave the testing area for any reason they must return all test materials immediately.
 - In the event that the Homeowner fails an exam, they must wait a minimum of thirty minutes before re-taking the exam.
 - Exams are given Monday through Friday, 7:30am to 3:30pm at Contractor Licensing, 201 W. Colfax, 2nd Floor, Denver, CO 80202. There are no fees for the exam.
 - Permitting closes at 4:00pm and Contractor Licensing closes at 4:30pm. All tests must be completed by 4:20pm to be evaluated before the close of business. If you wish to obtain your permit on the same day that you test, please plan to be finished testing before 4:00pm.