



DENVER
THE MILE HIGH CITY

Community Planning and Development

Permit and Inspection Services

Building Permitting

201 W Colfax Ave, Dept 205

Denver, CO 80202

p: 720-865-2720

f: 720-865-3020

www.denvergov.org

COMMERCIAL PERMITTING HANDBOOK



THE INFORMATION ENCLOSED IS MINIMAL GUIDELINE REQUIREMENTS.
ADDITIONAL INFORMATION MAY BE REQUESTED.

TABLE OF CONTENTS

Page 3	Required documentation for commercial projects
Page 4	Commercial walk-through permits
Page 5	Commercial log-in project submittal
Page 6	Table 152.1, fee schedule
Page 7	Statement of valuation form
Page 8-9	Demolition permit information
Page 10	Checklist for new/addition/change of occupancy projects
Page 11	Checklist for tenant finish and interior remodel projects
Page 12-13	Fire alarm permit process
Page 14	Pre-check list for fire alarm and fire detection projects
Page 15	Resubmittal form
Page 16	Plan review contact form
Page 17	Links to Public Works forms

CODES ADOPTED IN 2008

2006 IBC (Building)
2006 IFC (Fire)
2006 IMC (Mechanical)
2008 National Electrical Code
2006 IPC (Plumbing)
2006 IFGC (Fuel & Gas)
2006 IECC (Energy)
2006 IRC (Residential)
2008 Denver Building Code Amendments
To all of the above codes

Required Documentation for Commercial Projects

- Two (2) sets of construction documents (i.e. architectural/structural, plumbing/mechanical and electrical drawings.)
- All drawings must be signed and sealed by the Architect and/or Engineer of Record, unless exempt per the 2008 Denver Building Code Administration Section 154.1.7.
- Drawings shall be complete and include: all disciplines, sufficient clarity to define the scope of work, and submitted as a package (i.e. architectural/structural, mechanical/plumbing, electrical).
- A third set of architectural only drawings and a cover sheet for the Assessor's Office (this set only does not need to be signed and sealed).
- Name and address of the person and firm responsible for the design of the drawings, shall be printed on the drawings.
- Address and suite, floor, space, unit and/or building number shall be printed on drawings as well as on the permit.
- Complete floor plan showing the tenant finish or tenant remodel area; existing tenant spaces and tenant separation walls, existing and new exit doors, wall types, hardware schedule, etc.
- Show a key plan of the entire floor, to scale, showing all tenant spaces and the overall exit system.
- Statement of Valuation, including separate valuations for construction, mechanical/plumbing, electrical, etc. (See Statement of Valuation sheet enclosed in this package.)
- Code analysis to include the following:
 - Occupancy group and use.
 - Type of construction.
 - Building height in stories.
 - Tenant finish and/or tenant remodel square footage.
 - Occupant load of the tenant space.
 - Fire rating of corridors.
 - Specify if building is sprinklered throughout, if building is partially sprinklered, sprinklered area(s) is/are to be identified.

NOTE: Fire alarm and detection shop drawings shall be submitted for review and approval prior to installation of devices.

NOTE: This is the minimum required documentation. Additional information may be required.

If you have any questions about the documentation required, please call Building Plan Review Engineer between the hours of 8:00 – 11:30 a.m. at 720-865-2705

Commercial Walk-Through Permits

Building Department Plan Review, 201 W. Colfax Avenue Dept 205, Denver, CO 80202
Phone 720-865-2705, Fax 720-865-2880

There are two classifications of plan review conducted by Construction Services (Building Department Plan Review). These processes are: Log-In and Walk-Thru. The Walk-Thru plan review service was established mainly for tenant finish or tenant remodel projects in existing office and retail buildings. This procedure enables applicants to obtain plan approval by visiting assigned plan review engineers between **7:30 a.m. and 11:30 a.m.** Monday through Friday. This service is intended for simple tenant finish projects with a total construction valuation **NOT Exceeding** \$300,000. **NOTE: No more than two projects can be reviewed per visit.** The ultimate determinate is up to the Walk-Thru plan review engineer or the Log-In plan review technician. Commercial Walk-Thru projects are reviewed at: 201 W. Colfax Ave – 2nd floor (Dept 205). Due to the complexity of the following projects and involvement of other City Agencies, the following projects cannot be walked-thru:

- Any work in a food service establishment (unless prior approval from Health and Hospitals).
- Any work involving a change of occupancy or use.
- Any work involving structural modifications (adding stairs or cutting through a load-bearing wall).
- Any work in a warehouse or manufacturing facility.
- Any work involving education or institutional occupancies (day-care, assisted living, etc.).
- Any new construction or addition to an existing building.

Walk-Thru Permitting Process

The following are basic steps in the permitting process:

- Sign-off's from each engineering section is required if your job requires that specific discipline (architectural/structural, electrical, plumbing, mechanical, etc.) to review your drawings. Your submittal must include two sets of drawings (stamped, signed and dated all must be originals, no copies will be accepted) for that disciplines review.
- Your project will be assigned a Walk-Thru Log number.

NOTE: Plans can be brought in by anybody, but the permit will ONLY be released to the City of Denver licensed contractor.

If other agencies are required for review, proceed to each agency marked on the permit application. Each agency will review the package for compliance with the applicable codes for that agency. Once all required agencies have approved the package and signed off on the application, proceed to the Commercial Walk-Through counter for the following:

- Validity and accuracy of the contractors license number on the application,
 - Separation of drawings (one marked record set, the other marked contractor set),
- After you have completed these steps go to the cashier and your permit will be validated (CHECKS/MONEY ORDERS made out to: MANAGER OF FINANCE). With out a validation your permit is VOID.

If you have any questions about the Walk-Thru process, that have not been addressed, please **call**: BID Administration at 720-865-2705 from 8:00-11:30 a.m. (Fax 720-865-2880)

Commercial Log-In Plan Submittal

Building Department Plan Review, 201 W. Colfax Avenue – Dept 205, Denver, CO 80202
Phone 720-865-2720, Fax 720-865-3020

If you need to log in drawings for Building Department review, please proceed as follows:

1. Sign in at the Log-In Counter (on the 2nd floor, next to the Residential Permit Counter).
2. Hours for log-in are 7:30 a.m to 3:30 p.m. (Monday, Tuesday, Thursday and Friday) and 8:30 a.m. to 3:30 p.m. Wednesday, although the Log In Counter is open until 4:00 pm for picking up projects.
3. A plan review fee must be paid at the time of logging-in for plan review.
4. Plans cannot be “**dropped off**” or “**mailed in**” (**exception: resubmittals or additional information ONLY**) due to multiple agency review.
5. To Log-In your project see the checklists enclosed in this package for minimal requirements (New Buildings, Additions, and Change of Occupancy; Tenant Finish, and Interior Remodel; Pre-Check for Fire Alarm and Shop Drawings; and Wastewater Management).

ACCESS CONTROL SYSTEMS (Electrical Locking Units to Exits) – 3B Permit

An Access Control input form must be submitted as part of log in submittal. An input form can be obtained by directing your browser to <http://www.denvergov.org/Portals/136/documents/3B%20input%20form.pdf> or you may obtain a form at the Log In Counter.

TO RESUBMIT:

- Complete a resubmittal form (Page 14 here in or available at Log-In or Administration).
- 2 sets of signed, sealed and dated drawings/documents are required (original stamps ONLY, copied signatures will not be accepted and may hold up the project). Also 1 set of any changes to the architectural sheets and/or the cover sheet for the Assessor’s Office (these sheets only do not have to be signed/sealed).
- The resubmittal form must include: Log number and the name of the BID Engineer reviewing your drawings.

Resubmittals can be turned in to: Commercial Walk-Through, Log-In or Residential. **There must be a RESUBMITTAL FORM** with a log number accompanied with the drawings in order for **Residential or the Log-In counter to accept the drawings.**

**TABLE NO. 152.1
FEE SCHEDULE - BUILDING PERMIT FEES**

VALUATION OF WORK	PERMIT FEE	PLAN REVIEW % ¹
\$1.00 to \$500.00	\$20.00	0%
\$501.00 to \$2,000.00	\$35.00	0%
\$2,001.00 to \$25,000.00	\$35.00 for the first \$2,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00	50%
\$25,001.00 to \$50,000.00	\$220.00 for the first \$25,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	50%
\$50,001.00 to \$100,000.00	\$420.00 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	50%
\$100,001.00 to \$500,000.00	\$770.00 for the first \$100,000 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00	50%
\$500,001.00 to \$1,000,000.00	\$3,010.00 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00	50%
\$1,000,001.00 and over	\$5,385.00 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.	50%
¹ Walk-through and type approved plans will be charged at the rate of 10%, with a minimum of \$50.00 per approved plans.		

<u>OTHER FEES</u>		
Building Moving	Per Each Address	\$100.00/hour
1. Inspections outside of normal business hours (minimum charge of 2 hours).		\$100.00/hour
2. Reinspection fees assessed under provisions of Section 157.7 (minimum charge 1 hour)		\$ 75.00/hour
3. Inspections required by the Agency for which no fee is specifically indicated.		\$ 50.00/hour
4. Additional plan review fee for review of modifications to approved plans		\$ 75.00/hour
² The Agency may charge the hourly cost incurred by the inspection or plan review if greater than the hourly rate above.		

Statement of Valuation of Proposed Work

Building Department Plan Review, 201 W. Colfax Ave – Dept 205, Denver, CO 80202
720-865-2705, FAX 720-865-3020

Address Of
Work _____

Note: Valuation shown shall be based on the estimated total replacement cost to the owner (including labor, profit, overhead, materials, equipment and installation).

Type of Work	Permit	Amount	Type of Work	Permit	Amount
Construction	#1C		Sign	#5	
Retaining Wall	#1C		Elevators	#6	
Demo/Prep Work	#1D		Oil Burner/ A/C & Refrigeration	#7	
Roofing/Roof Drainage	#2		Steam/Water Htg / Cooling Tower	#7	
Electrical	#3		Ventilating / Warm Air Heating	#11	
Plumbing/Gas Piping (if done by Plbg Contractor)	#4		Gas Piping (if done by H & V Contractor)	#11	

Sub Total \$ _____

SEPARATE LOG INS:

Fire Alarm (#3A permit) \$ _____

Access Control (#3B permit) \$ _____

Fire Protection (#10 permit) \$ _____

Grand Total \$ _____

NO REFUND WILL BE GIVEN FOR ANY PLAN REVIEW FEE COLLECTED BASED ON THE AMOUNTS SHOWN ABOVE

_____ By

_____ Date

DEMOLITION PERMITS

I PROCEDURE FOR OBTAINING A PERMIT

A. Interior alteration preparatory work.

1. The project must have been previously Logged-In, or
2. A letter written by the Owner's Agent must be signed authorizing the preparatory work to be done in the space. The owner must commit to a date as to when drawings will be submitted to Building Inspection Division.
3. Drawings must show the preparatory work area (what is being demolished for interior remodel or tenant finish work).

B. Prior to obtaining a demolition or moving permit the following procedure shall be implemented: Submit a completed #1D Permit application for each building that shall indicate, but not be limited to, the following:

1. The exact address of the building to be demolished or moved.
2. Name, address, and telephone number of the building owner.
3. Name, address, license number, class of demolition license, expiration date of license and telephone number of the demolition contractor.
4. Exact use of the building (when building is used for any type of dwelling, show the exact number of dwelling units).
5. Provide proper demolition insurance with a copy of insurance certificate on file with this Division. Insurance to be valid during the demolition of building.
6. Submit: "Demolition Notification" for demolition of commercial, industrial and residential (with 5 or more dwelling units) buildings or structures. The "Demolition Notification" shall be completely filled out and must bear the original signature of Certified Asbestos Inspector.
7. Authorized signature from:

Wastewater Management Division

Main Office - 303-446-3400
2000 West 3rd Ave.
Denver, CO 80223
(Licensed Contractor must call for Sewer Cut-off
Inspection 446-3400)

Commercial Walk-Thru – 720-865-2705

201 W. Colfax Avenue – Dept 205
Denver, CO 80202
(#1D Permit signature with cut-off clearance from Waste-
water Management's Main Office)

Zoning Administration – 720-865-3000

201 W. Colfax Avenue – Dept 205
Denver, CO 80204

Landmark Commission – 720-865-2915

201 W. Colfax Avenue – Dept 205
Denver, CO 80202

Transportation

Traffic Engineering -720-865-3150
201 W. Colfax Ave – ROW Counter, 2nd Fl
Denver, CO 80204

Health & Hospitals – 720-865-2832

201 W. Colfax Avenue – Dept 205
Denver, CO 80202

Denver Water Board – 303-628-6000

1600 West 12th Ave.
Denver, CO 80204

UTILITIES

Gas, Electric, Steam
Water
Sewer
Telephone
Cable TV

COMPANY/TELEPHONE NUMBER

Xcel Energy	800-895-4999
Denver Water Board	303-628-6100
Wastewater Management	303-446-3759
Qwest Communications	800-833-0825
Comcast Cable	1-800-266-2278

Underground Utility Locator – 1-800-922-1987 (CALL 48 HOURS BEFORE YOU DIG FOR THE LOCATION OF UNDERGROUND GAS, ELECTRIC AND TELEPHONE.)

8. Utilities must be removed – Any demolition work started prior to all gas, steam, electric, water, sewer and other services lines being shut off, cut-off, removed, capped or otherwise controlled outside of the building line will be subject to the penalties described in Section 111 of the Denver Building Code Administration. Please call the above listed companies prior to demolition to insure that utilities have been properly shut off.
9. The permit number, date of issuance and date of inspection of required fence around a demolition project (a notarized affidavit for a watchman, or an existing fence may be submitted in lieu of new fence when signed and approved by a Public Safety Inspector, call 720-865-2630.)
10. Total number of square feet of floor area of building (to include all levels), total number of stories and basements, and valuation of work as defined in Chapter 2 of the Denver Building Code Administration.
11. Authorized signature on permit application.
12. Other items that may be required for any specific demolition project (engineer's report, etc.). Reference: Section 155.2 of the Denver Building Code Administration.
13. Additional information and forms applicable to obtaining a Demolition Permit are available on Denvergov.org under Policy IBC 3307.1, Demolition

II. FILLING OF HOLES OR BASEMENTS RESULTING FROM DEMOLITION OR MOVING OF STRUCTURES

The Building Inspection Division policy regarding filling of holes, or basements resulting from demolition or moving of structures be as follows:

Upon completion of the removal of a building, structure or utility, either by demolition or moving, the ground shall be left in a clean, smooth condition. Holes, basements or cellars shall be filled with an inorganic material; provided, however, that the top 1 foot of fill shall be clean earth. The filling of such excavations shall not be required when a building permit has been issued for a new building on the site and construction is to be started within 60 days after completion of the demolition or moving operations. The holder of the building permit shall provide a temporary barricade protecting the excavation on all sides as specified for safety by the Department. The temporary barricade may remain in position for a time not exceeding 3 days, after which a solid barricade or fence, shall be provided or the excavation filled.

NOTE: Inorganic fill material, up to the top 1 foot, can be from the demolition site or can be hauled in from other sites. Inorganic fill is defined as earth, sand, gravel, concrete and similar material. Large slabs of concrete that would create voids and prevent total filling of the hole cannot be used. Wet concrete cannot be used.

New Buildings, Additions & Change of Occupancy

Building Department Plan Review, 201 W. Colfax Ave – Dept 205, Denver, CO 80202

All documents must be originals, copies will NOT be accepted.

ALL APPLICANTS MUST SEE: CITY ENGINEERS AND ZONING PRIOR TO LOGGING IN.

Project Address _____ Date _____

The following items shall be included with the building permit application and should be checked by the permit applicant.

DBC/IBC Code Ref.	Applicant to Check	Items to Comply	Department to Check
155 Admin	_____	Plan Review Contact List	_____
155 Admin	_____	Original address card from Design and Engineering (New Bldgs. Only)	_____
	_____	Two Complete Sets of Architectural/Structural, Mechanical/Plumbing and Electrical Construction plans. Each page must provide the name and address of the person or firm responsible for preparation of the drawing. When required by DBC Section 154 Administration, each page must have an original signature, original seal and be dated by the Architect or Engineer of Record. See Section 154 DBC Administration to determine when seal/signature is required.	_____
	_____	One set of plans for The Assessment Division office that includes an address assignment card, site plan, floor plans, elevations, accessory details (fences, walls, etc. if not included on site plan) and landscaping plans. This set of drawings does not need to be signed and sealed and must be submitted to the Building Department prior to the target review date.	_____
Ch. 3 Admin	_____	A complete 2006 IBC and 2008 DBC Code Analysis on the Architectural Plan i.e.: <ul style="list-style-type: none"> • Construction Type of Building • Occupancy Classification • Height of Building & Number of Stories • Gross Area in Sq. Ft. for Each Occupant • For Mixed Occupancy: Occupant load for each use • Fire Alarm & Detection 	_____
155, 156 Admin	_____	A Survey , signed, sealed and dated by a registered land surveyor for New Buildings & Additions. (Boundary survey including legal description and location of utilities.)	_____
155 Admin	_____	A Plot Plan locating all buildings relative to each other & to the property lines. Each page must have a seal, signature (Architect/Engineer of Record) and a date.	_____
155 Admin	_____	1 Set of Specifications with Architect and Engineer seals, signatures & date of anyone of who helped with the design parameters.	_____
155 Admin	_____	1 Complete set of Structural Engineering Calculations including a summary of design parameters with engineer seal, signature & date, Table of Contents and page numbers on set of calcs.	_____
155 Admin	_____	1 Soil Report signed, sealed and dated.	_____
152 Admin	_____	Valuation of Project (forms available).	_____
1802 IBC	_____	Shoring & excavation plans with calculations, when applicable. Each page must have a seal, signature (Architect or Engineer of Record) and date.	_____

All Restaurants/Food/Ice, Etc.

Plan Review Report	_____	Equipment/Cabinetry Shop Drawings	_____
Menu	_____	Storage (personal/chemical) Location	_____
Equipment Specs	_____	Water Supply & Water Systems	_____
Interior Finish Specs	_____	Water Heater Specs	_____

Any Board of Appeals, Chapter 61 or Administrative Modifications/Waivers shall be submitted with this application. Plans must be submitted by the applicant to the following Agencies:

_____	Zoning (Form 21-Signature)	(720) 865-3000	_____
_____	Wastewater Management (Sewer Use Permit-Drainage Study)	(303) 446-3759	_____
_____	Transportation (Street Occupancy Permit/Street Development Agreement)	(720) 865-3100	_____
_____	Landmark Commission	(720) 865-2915	_____
_____	Health & Hospitals	(720) 865-2705	_____

Signature of Applicant _____ Date _____

Logged-in By _____ Date _____

Please Print Name of Applicant

Admin is the Administrative Section of the 2008 Denver Building Code Amendments, pages 1-49.

Rev 08/09

TENANT FINISH & INTERIOR REMODEL

Building Department Plan Review, 201 W. Colfax Avenue – Dept 205, Denver, CO 80202
All documents must be originals, copies will NOT be accepted.

Project Address _____ **Date** _____

The following items shall be included with the permit application and be checked by the permit applicant.

Applicant to Check	DBC/IBC Code Reference	Plan Review Contact List	Department to Check
_____		Plan Review Contact List	_____
_____	151.1 & 155.1 Admin	Building Address (on the permit and plans)	_____
_____	155 Admin	<u>Two</u> Complete sets of Architectural/Structural, Mechanical/Plumbing & Electrical Plans of remodeled area including total floor plan identifying remodel & exits. Each page must provide the name and address of the person or firm responsible for preparation of the drawing. When required by DBC Section 154 Administration, each page must have an original signature, original seal and be dated by the Architect or Engineer of Record. See Section 154 DBC Administration to determine when seal/signature is required.	_____
_____		<u>One</u> set of plans for The Assessment Division office that includes a cover sheet with the project name, project address and code analysis, and architectural interior finish drawings (floor plans), and total floor plan identifying remodel & exits. This set of drawings does not need to be signed and sealed and must be <u>submitted to the Building Department</u> prior to the target review date.	_____
_____	155.1 Admin	A complete 2006 IBC, 2008 Denver Building Code Analysis on the Arch plan. I.E. Construction Type of Building Occupancy Classification Number of Stories Gross Area in Sq. Ft. for Each Occupancy Allowable Area for Each Occupancy / Mixed Occupancy Give Occupant Load for Each Use Fire Alarm & Detection Automatic Sprinkler Systems	_____
_____	155 Admin	Plot Plan locating all buildings relative to each other & to the property line if there are changes in exterior wall or window construction. Always provide a key plan showing location of space within building. Each page must be signed, sealed and dated.	_____
_____	155 Admin	1 Set of Specifications. Cover, title page & table of contents must be signed, sealed and dated .	_____
_____	155 Admin	1 Complete set of Structural Calculations with a summary of design parameters for structural changes including live load changes. Must be signed, sealed and dated with a Table of Contents and page numbers on set of calcs.	_____
_____	152 Admin	Valuation of project (forms available).	_____

All Restaurants/Food/Ice, Etc.

Plan Review Report	_____	Equipment/Cabinetry Shop Drawings	_____
Menu	_____	Storage (personal/chemical) Location	_____
Equipment Specs	_____	Water Supply & Water Systems	_____
Interior Finish Specs	_____	Water Heater Specs	_____

Any Board of Appeals, Chapter 61, or Administrative Waivers shall be submitted with this application. Plans must be submitted by the applicant to the following Agencies:

_____ Zoning (Form 21-Signature)	(720)865-3000	_____
_____ Wastewater (Sewer Use Permit – Drainage Study)	(303)446-3759	_____
_____ Transportation (Street Occupancy Permit/Street Development Permit)	(720)865-3100	_____
_____ Landmark Commission	(720)865-2915	_____

Failure to include complete documents shall result in Re-application for a building permit. All documents checked above shall be included in the submittal.

Signature of Applicant _____ Date _____

Logged-in By _____ Date _____

Please Print Name of Applicant
Rev 08/09

Admin is the Administrative Section of the 2008 Denver Building Code Amendments, pages 1-49.

Fire Alarm Permitting Process

Denver Fire Prevention Bureau– 201 W. Colfax Avenue – Dept 205, Denver, CO 80202
Log Room 720-865-2720, Status 720-865-2720, Fax 720-865-2880

The following procedures apply when submitting an application for fire alarm permits:

2 Sets of Shop Drawings Required Shop drawings shall include information required by Section 907.1.1 of the Denver Building Code. Required information shall include:

[F]907.1.1 Construction Documents. Construction documents for fire alarm systems shall be submitted for permit application as a deferred submittal per IBCA Section 154. Document review and approval is required prior to issuance of a permit for system installation. Two sets of scaled, engineered installation shop drawings shall be submitted. Documents shall be of sufficient clarity and detail to fully describe the scope of work. Handwritten notes and comments on reproduced drawings are not acceptable. Documents shall include, but are not limited to, the following as applicable:

1. Completed permit application with exact address, location of work, name and address of responsible design agency and original seal and signature of the design professional.
2. Building occupancy classification and occupant load for each occupancy classification.
3. Manufacturers' specification sheets for all equipment and devices.
4. Code reference used as a basis of design, including any administrative modifications or Board of Appeals decisions.
5. Identification of system as code-required, non-required code-compliant or user-defined.
6. Voice message content and language(s) for voice evacuation systems.
7. Complete sequence of operation including:
 - a. Elevator recall
 - b. Smoke control
 - c. HVAC system shutdown
 - d. Alarm conditions
 - e. Trouble and supervisory conditions
 - f. Emergency voice/alarm communication system
 - g. Two-way firefighter's voice communication system in accordance with IFCA Section 907.2.12.3.
 - h. Special systems, e.g., dry/pre-action sprinkler systems, clean agent suppression systems, kitchen hoods, laundry and trash chutes, etc.
8. Identification of air-handling units with airflow exceeding 2,000 cfm (.94cu m/s) and 15,000 cfm (7.08cu m/s).
9. Identification of air-handling units used for smoke control.
10. Voltage-drop calculations using either the device-by-device method or where the entire load is lumped at the end of the circuit. The calculations shall use the listed RMS current draw at 20.4volts for new systems. The voltage on a circuit shall not drop below 16 volts at the last appliance. The "R" values used for conductors shall be per NFPA 70 (NEC) for uncoated copper conductors. Voltage-drop calculations for additional devices on existing system shall be done in the same manner with the same values, as the original calculations for the system.
11. Battery calculations for control panels and power supplies. Calculation to include 20% de-rating.
12. Scale drawings of each area where work on the fire alarm is to be performed, including north arrow, building address and local street intersections. The drawings shall show location of all equipment and devices, including existing devices and end-of-line resistors, room identification by number and function (as applicable), attic and ceiling details for areas with automatic detection.
13. Mounting heights of wall mounted devices.
14. Symbol list with quantities of each device. Symbols shall comply with NFPA 170, Standard for Fire Safety Symbols.
15. Power supply connection details. System single line riser showing all devices.
16. A separate single line drawing of the pre-amps, amplifiers, interconnecting wiring, and methods used to provide survivability of the voice communication system.
17. Fire alarm circuit identification, in accordance with NFPA 72, including wire color code.
18. Interconnection wiring.

19. Central station designation.
20. Full-scale drawings of annunciators, zone maps and firefighter's smoke control panels.
21. Reflected ceiling plan, where full smoke detection is provided.
22. Conduit-fill calculations

Exceptions:

1. A permit may be issued for fire alarm "conduit only rough-in" without approved plans. A "conduit only rough-in" permit may be issued to a contractor with either an electrical or electrical signal contractor's license. This permit shall not authorize installation of any system devices. The "conduit only rough-in" permit applies to device back boxes and conduit stubs. The contractor shall be responsible for any changes required by the Department plan review.
2. Fire alarm "walk-thru" permits may be issued in accordance with the following:
 - a) Circumstances in which permits may be requested:
 1. New devices or appliances connected to existing fire alarm systems in other than Group H and I occupancies. Installation shall be limited to a maximum of twelve notification appliances (audible and/or visible) and/or six initiating devices. Initiating devices connected to access control systems, or installed in battery rooms, are not permitted for "walk-thru."
 2. Transferring existing monitoring companies to a new provider and new dialer.
 3. Emergency fire alarm panel replacement for existing system. The panel shall be compatible and functional to the panel being replaced.
 - b) Limitations:
 1. Hours: Monday through Friday from 7:30 to 11:30 a.m. (except for holidays).
 2. Maximum number of permits reviewed or issued shall be limited to three per day per contractor.
 - c) Two sets of shop drawings shall be provided. The shop drawings submission shall include the following as applicable:
 1. Completed permit application.
 2. Building code occupancy classification.
 3. Manufacturers' specification sheets and equipment listing sheets for new equipment and devices.
 4. Installation codes and standards used.
 5. Type of system and reason system is provided (required, non-required).
 6. Sequence of operation.
 7. Identification of duct detectors in air-handling units exceeding 2,000 cfm (.94cu m/s) (not required in VAV boxes less than 2000cfm (.94cu m/s) each, but aggregate air flow exceeding 2000cfm (.94cu m/s) boxes served by central fan system).
 8. Voltage drop calculations and battery calculations.
 9. Description of annunciation assignments (complete zone schedule).
 10. Shop drawings, drawn to scale, including a drawing for each building level involved, with a north arrow for compass orientation and depicting all control and annunciation panels and peripheral devices. Shop drawings shall bear the seal and signature of a Professional Engineer licensed by the State of Colorado or NICET Level III.
 11. Plan for upgrading existing annunciator panel, if applicable.
 12. 1-line diagram showing scope of work and identifying new devices
 13. Site address, identification of each room's usage, and areas having automatic detection.
 14. Provide building details (i.e., attics, ceiling cavities, etc.).
 15. Mounting heights for manual fire alarm boxes and strobes.
 16. Primary power supply connection details and symbol list.

3-A Permits

Pre-Check For Fire Alarm and Fire Detection Shop Drawings

Denver Fire Prevention Bureau– 201 W. Colfax Avenue – Dept 205, Denver, CO 80202
Phone 720-865-2705, Fax 720-865-2880

Project Address _____ Date _____

Engineer of Record _____ Phone _____ Fax _____

Contractor _____ Phone _____ Fax _____

Owner _____ Phone _____ Fax _____

THE FOLLOWING SHALL BE INCLUDED WITH THE PERMIT APPLICATION & SHOP DRAWINGS:

- a) Code analysis to be **on the shop drawings** and shall include:
1. ___ Occupancy Group, use, and occupant load (for "A" Occupancies) IBC Ch. 3
 2. ___ Number of stories.
 3. ___ Is the building sprinklered? ___ Yes-Throughout ___ Yes-Partially ___ No
 4. ___ This is a new system ___ addition to/modification of the existing system
 5. ___ This is a required fire alarm system and is required by code section(s) _____ IFCA 907
 6. ___ This is a required FA & FD system, required by section(s) _____ IFCA 907
 7. ___ This is a required system by Administrative Modification (variance, attach copy)
 8. ___ This is a non-required system. IFCA 907.25
 9. ___ A brief description of scope of work.
 10. ___ Edition of codes (2008 IFCA, 2006 IFC), and standards (2007 NFPA 72)
- b) Two sets of shop drawings shall be submitted and shall include but not limited to the following:
1. ___ Complete floor plans drawn to scale-showing use of each room, location and type of devices and appliances. IFCA 907.1
 2. ___ 1-line diagram showing/indicating number of devices/appliances per zone/circuit. IFCA 907.1
 3. ___ Sequence of operation. IFCA 907.1
 4. ___ Wire sizes ___ Wire type(s) ___ Wire Color Coding ___ Voltage Drop Calculations IFCA 907.1
 5. ___ Maximum number of horns/strobes allowed per power supply/signal module _____ IFCA 907.1
 6. ___ Manufacturers' specification sheets for devices, appliances and equipment IFCA 907.1
 7. ___ Addition to/or modification of the systems shall be distinguishable from the existing and be identified on the floor plans as well as the 1-line diagram. IFCA 907.1/DBC 155.1
 8. ___ Zone schedule ___ LED directory annunciation w/map ___ Graphic Annunciation IFCA 907.9.1
 9. ___ Seal, date and signature of the design engineer on each sheet. DBC 154.1
 10. ___ Approval stamp of the engineer of record on shop drawings. DBC 154.1-3A

Signature

Print Name

Logged In By

Date

IBC - 2006 International Building Code
IFCA - 2008 International Fire Code Amendments
DBC - 2008 Denver Building Code Amendments

PLEASE PRINT LEGIBLY

If you are RESUBMITTING, please provide the following information:

1. 2 Complete sets of drawings separated and stapled. All drawings must be signed, sealed and dated by the Architect or Engineer of Record (Originals ONLY, stamped signatures are unacceptable).
2. 1 Set of Architectural and site plans and cover sheet if changes are made to them for the Assessor's Office (This set only does not need to be signed and sealed.)
3. The log number and date must be completed, as well as checking off which Plan Review Engineer/Technician or responsible individual needs to see the resubmittal.
4. A resubmittal form needs to be filled out for calculations, specs, tests, letters, etc.
5. Verify that the permit has NOT already been issued, if it has been issued YOU WILL NEED TO RE-LOG IN YOUR DRAWINGS AT THE LOG-IN COUNTER AND GET A NEW LOG NUMBER DURING NORMAL LOG-IN HOURS.

RESUBMITTAL SLIP

LOG # _____

RESUBMITTED ON _____
(Today's Date)

1. Check all that apply (only boxes checked will receive a notice)!!!!
2. If permit has been issued you must relog!!!!
3. Staple as 2 sets!!!!

ARCHITECTURAL
 STRUCTURAL
 ELECTRICAL

HEALTH DEPT
 MECHANICAL
 PLUMBING

FIRE DEPT
 RESIDENTIAL
 TRANSPORTATION

___ Abel, Alex
___ Anderson, Vince
___ Ashmann, Marshall
___ Bartel, Chuck
___ Boncich, Danny
___ Carlson, David
___ Caro, Tony
___ Clark, Dave
___ Emerick, Brad
___ Fox, Keith
___ Grauer, Sue
___ Guevara, Rolly

___ Iwanski, Lori
___ Jones, Doug
___ Kirby, Tim
___ Kocman, Ed
___ Lanz, J D
___ Liberato, Sherry
___ Lukus, Brian
___ Martinez, Bill
___ McConnell, James
___ Montoya, Phil
___ Morgan, Keith
___ Morkovin, George

___ Neumann, Claude
___ Nolan, Jack
___ Pafford, Carol
___ Peetz, Keith
___ Peluso, Don
___ Pica, Bret
___ Reyes, Angel
___ Stephens, Thaddeus
___ Temple (Parrilli), Gayle
___ Trujillo, Bridgette
___ Weldemichael, Kefelew

PLAN REVIEW CONTACT LIST --- PLEASE PRINT

DATE _____ LOG _____
PROJECT ADDRESS _____

CONTRACTOR

THIS SECTION NEEDS TO BE COMPLETED BY EVERYONE LOGGING-IN

WHICH METHOD OF PLAN
REVIEW CONTACT DO YOU
PREFER?
(PLEASE CHECK ONLY ONE)

Contact _____

Company Name _____ Lic # _____

Mailing Address _____ Suite # _____

_____ City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

Fax

E-Mail

BUILDING OWNER OR TENANT

THIS SECTION NEEDS TO BE COMPLETED BY EVERYONE LOGGING-IN

WHICH METHOD OF PLAN
REVIEW CONTACT DO YOU
PREFER?
(PLEASE CHECK ONLY ONE)

Contact _____

Company Name _____

Mailing Address _____ Suite # _____

_____ City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

Fax

E-Mail

ENGINEER OF RECORD OR OTHER CONTACT

WHICH METHOD OF PLAN
REVIEW CONTACT DO YOU
PREFER?
(PLEASE CHECK ONLY ONE)

Contact _____

Company Name _____

Mailing Address _____ Suite # _____

_____ City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____

Fax

E-Mail

THE FOLLOWING LINKS ARE TO IMPORTANT PUBLIC WORKS FORMS YOU MIGHT NEED:

Public Works Permitting Office – Storm and Sanitary Sewer Permit Information Guidelines

<http://www.denvergov.org/PWWastewater/GuidelinesPermitConditions0/tabid/393342/Default.aspx>

Sewer Use and Drainage Permit Application

<http://www.denvergov.org/PWWastewater/Forms/PWPOStormSanitarySewerPermitsOnlineForms/tabid/393366/Default.aspx>

Industrial Waste Survey

<http://www.denvergov.org/PWWastewater/Forms/PWPOStormSanitarySewerPermitsOnlineForms/tabid/393365/Default.aspx>

2007 Sewer Tap Fees

http://www.denvergov.org/City_Engineering/DESFeeSchedules/tabid/381022/Default.aspx

If you do not have access to the internet, or need more information on completing any of these Public Works forms, please contact them at 303-446-3759.