### Other Address Type

#### Address Entrance Requirements

| Authority: | Revised Municipal Code, Chapter 49, Article IV |
| Purpose: | The City Engineer or designee has the authority to assign addresses within the boundaries of the City & County of Denver per Sec. 49-56 (Code 1950 341.2) of the Denver Revised Municipal Code (DRMC) and per the Engineering Addressing Policy dated 02/01/2010. |
| Document Date: | 6/11/2021 |
| Address Date: | Addresses issued for ‘Other’ type of addresses are in effect until:  
- The building or structure has been demolished  
- The permits were not approved, or the structure was not built  
- The owner requests a change of address that conform with addressing standards |
| Request: | The request for a new or additional address shall be made before logging in for permits or as a requirement for permit purposes. |
| Customer Interface: | Communication with the Addressing Specialists may be done via:  
- Email, Addressing@denvergov.org  
- Phone, 720-865-3002  
| Affiliated Departments & Agencies: | Community Planning & Development  
- Denver Assessor’s Office  
- Denver Fire Department  
- Excise & Licensing  
- DOTI: Development Engineering Services Survey  
- DOTI: Wastewater  
- DOTI: Solid Waste Management |
| Considerations: | All requests are handled in the order they are received. |
| Electronic Submittals: | The address request may be submitted via:  
- Email: Addressing@denvergov.org |
| Submittal Requirements: | Other structures or uses that require a permit or license: Applicant must furnish a site plan and/or plot plan. All plans shall include the north arrow, surrounding street designations and location of the structure with respect to the property lines. Example of ‘Other’ are:  
- Monument  
- Retaining wall  
- Artwork  
- Licenses (when applicable)  
- Kiosk  
- Other scenarios are possible, please contact Addressing@denvergov.org with questions |
| Fees: | $50 per address and/or $50 per unit. Payment Options:  
- E-permits: see Electronic Submittals section  
- Phone: 720-865-2780  
- In-Person: 201 W Colfax Ave, 2nd floor  
- Mail-in Payment: **Must include the invoice** with the check. Mail it to: City & County of Denver Revenue Accounting/Cashier 201 W Colfax Ave, Dept 205 Denver, CO 80202 |
Check or money orders are made payable to **Manager of Finance**.
Payments accepted: Cash, check, money order, Discover, Master Card & Visa.