# Utility 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 specific utilities are in effect until:
- The building or structure has been demolished
- The applicant requests to retire the address

**Request:** The request for a utility address may 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:
- E-permits: https://www.denvergov.org/AccelaCitizenAccess/WELCOME.aspx?TabName=Home
- Email: Addressing@denvergov.org

Check ‘Submittal Requirements’ before submitting request

**Submittal Requirements:**

**Utility:**
- Small Cell: Xcel must approve the location before submitting address request. Applicant must furnish a 1A or Xcel plan set
- Telecommunication: Applicant must furnish a utility plan or site plan
- Electric or Water: Applicant must furnish a utility plan or site plan. Some examples are electric or irrigation meters or a utility cabinet.
- Sewer Use and Drainage Permit (SUDP) purposes. Applicant must furnish a site plan and/or utility plan.
  - Example: certain alterations to accessory structures may result in the need for an address for SUD Permit purposes. Your SUDP reviewer will let you know if you need an address.

**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.