Select “Development Services”

Select “Apply For A Permit”

Read and Click the box to accept the General Disclaimer terms, then click “Continue Application”
Scroll down the list to the bottom where it says “Fire Permits, and select “Fire -General Permit” and then click on “Continue Application”

Review what you will need to submit your application, and then select “Continue Application”

Enter the Address numbers underneath “*Street No.”
Enter the Address street name underneath “*Street Name:” and then select “Search.”

The system will identify the address and should auto populate the next 3 bars that are labeled “additional information,” “Parcel,” and “Owner.” If not, please add the appropriate information asked for by the system.
Scroll down to the “Applicant” bar, and either “Add New” if appropriate, or “Select from Account” if you have used the system previously for this occupancy.

If “Add New” was selected, you will get a pop up menu, please fill in the appropriate information, and then select “Continue”
Your screen should look like this.

Scroll down to the “Site Contact” bar, and either “Add New” if appropriate, or “Select from Account” if you have used the system previously for this occupancy.
If “Add New” was selected, you will get a pop up menu, please fill in the appropriate information, and then select “Continue”

Your screen should look like this.

Next is the “Contractor” bar. Click on “Look up” if appropriate, or skip to the next step if this does not apply to your application

Click on the drop down arrow next to “Official Denver License Type:” Select the appropriate type of license.
You will see the type of license in the box, click on “Look Up.” Select the correct individual or company from the list.

Contractor

To add a new licensed professional, click the Select from Account or Look Up button. The licensed professional added here will be notified about this application.

- Licensed professional added successfully.

Noah Silva
CORE POWER ELECTRIC LLC
License Type: Electrical
License Number: 7K-0036334
Address: Westminster 80030
Edit: Remove

Your screen should now look like this with your choice.

Design Professional

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

You can add up to 2 design professionals.

Select from Account  Add New

Showing 0-0 of 0
Full Name  Business Name  Contact Type  Work Phone  Fax  E-mail  Action
No records found.

Next click the “Design Professional” bar or you can skip to the next step if this does not apply to your application. You can either “Select from Account” if you have used this system before, or “Add New” if no choices have been previously entered that you intend to use on this application. Follow the instructions as before when adding contacts.

Design Professional

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

You can add up to 2 design professionals.

Select from Account  Add New

- Contact added successfully.

Showing 1-1 of 1
Full Name  Business Name  Contact Type  Work Phone  Fax  E-mail  Action
Tim Battenhouse Denver Fire Applicant Accept@DEV@denvergov.org Edit Delete

Save and resume within 30 days  Continue Application

Once complete, your screen should look like this.
Click “continue Application”

You will see this after you continue. Please fill in the “Detail Information” bar right below where it says “Description of Work”

Once your description of work is complete, look at the “Custom Fields” bar, and if this is a Marijuana facility, please click “Yes,” for all other facilities, please click “No”
Select the appropriate “Class of Work” at the drop down arrow, and provide the Commercial Construction Permit # if appropriate.

Click on “Continue Application”

Step 4: Document Attachments - Page 1

The next page will show the “Attachments” bar. Please read the directions on this page, and also note the naming convention recommendation that will assist us in reviewing your documents on the “Attachments” page. Click “Add”
There will be a popup page for File Upload. Click “Add”
This will open up your computer’s File Explorer. Navigate and select the appropriate file and click “Open”
Once it has uploaded, you can continue to add additional files. Once all necessary documents have been uploaded, click the “Continue” button.

This will return you to the “Attachments” Page.

Click on the “Save” button below the uploaded documents.
You can now click “Continue Application”

This will bring up the “Review” page. Please review the information you provided. You can scroll down through the entire application to see the different fields. You can make changes by using the “edit” button on the appropriate bar.

Once all the information is correct, scroll to the bottom of the application, and click “Continue Application.”
The system will finalize your application, so it will take a little bit before the system moves to the next page. Once it does, you will see that your application will have an auto-generated Record Number (highlighted in picture). Please note that record number for future reference.

You can click the “View Record Details” if you wish to see the status of your application.

Denver’s Permitting and Licensing Center

The next screen will look like this.