

This guide contains electronic submittal requirements to obtain construction related fire permits that require a plan review and do not qualify as a *walk-through* or *quick permit*; including Fire Suppression, Low Voltage & Fire Alarm, Generator, Tanks, inert gas system installation (i.e., CO2), and High Pile Storage fire permit types. Please note that the information enclosed represents the minimum documentation that is necessary to submit electronically for Fire permits. Specific information to be submitted for each permit submittal type is included elsewhere in other standards, codes, or policies such as Denver Fire Code Appendix N or NFPA 13 requirements for shop drawings. As every project is unique, additional information may be requested of you when necessary to show compliance with current codes and policies.

## How to Submit

All permit submittals are to be made via electronic document submittal at [www.denvergov.org/epermits](http://www.denvergov.org/epermits). Once logged into the E-permits portal, the appropriate permit type can be selected under the Development tab as shown below after clicking Apply for a Permit. Do not use the "Fire" tab; all construction fire permits are located under the Development Services tab.



- All drawings must be scalable and legible. No JPEGs or other non-PDF file types can be reviewed.
- Multiple drawing submittals need to be combined into one single PDF document where under the responsibility of a single licensed design professional or where no design professional is required. Otherwise, where multiple design professionals are responsible different drawings sheets, each design professional must combine drawings under their responsibility into a single PDF for digital authentication purposes. All drawings within the PDF document shall be oriented in landscape view as shown below.



- Calculations, manufacturer data sheets, response letters, or other documents must be submitted in PDF format separate from drawings.


- All documents and plans prepared by a Colorado licensed architect or engineer must have a valid encrypted electronic signature. Request our easy-to-follow guide for creating electronic signatures, if needed.
- Please help us maintain file organization by using the following PDF document naming convention:

**S# – DATE – ADDRESS – EXPLANATION – DESCRIPTOR.pdf**


<b>S#</b>	Use this field to indicate the submittal number i.e. S1, S2, S3...
<b>DATE</b>	Indicate the date of the submittal (Year)(Month)(Day) i.e., 20171201 for December 1, 2017
<b>ADDRESS</b>	Enter the street address of the project; city, state, and zip is not needed. i.e. 201 W Colfax
<b>EXPLANATION</b>	Give a brief description of the file. i.e., Sprinkler Shop Drawings, Calcs and Cut Sheets, Application Form, etc.
<b>DESCRIPTOR</b>	Using one of the codes below, give a description of the file type: <b>DWGS</b> – drawings <b>DOCS</b> – documents such as manufacturer data sheets, calculations, response letters, etc. <b>APPS</b> – Applications or submittal forms, contact info, etc.

Below are examples using the document naming convention:


First submittal of fire alarm shop drawings

 S1 – 20171201 – 201 W Colfax – FA Shop Dwgs – DWGS.pdf

Third submittal response letter to plan review comments

 S3 – 20171215 – 201 W Colfax – Response Letter – DOCS.pdf

2<sup>nd</sup> submittal of hydraulic calculations

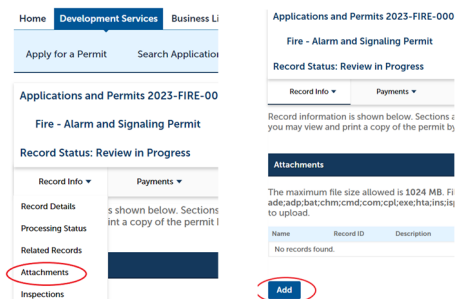
 S2 – 20171220 – 201 W Colfax – Calcs – DOCS.pdf

Once the initial submittal has been received and meets minimum log-in requirements for review, an email will be sent to the applicant with directions to pay log-in fees and the assigned project number in the format 2023-FIRE-0000000. **Note: Log-In fees must be paid to initiate the plan review process.**

## Re-Submittals

Resubmittals to already logged-in projects must be submitted through the E-permits portal at [www.denvergov.org/epermits](http://www.denvergov.org/epermits) using the same document submittal requirements noted above. A letter addressing outstanding review comments should be submitted and be signed and sealed by the licensed design professional where applicable. Do not send resubmittals via email to the plan reviewer.

Once logged into the E-permits portal and finding the project that a resubmittal is needed to be made; documents can be uploaded by following Attachments in the Record Info drop down and then Add button shown below.

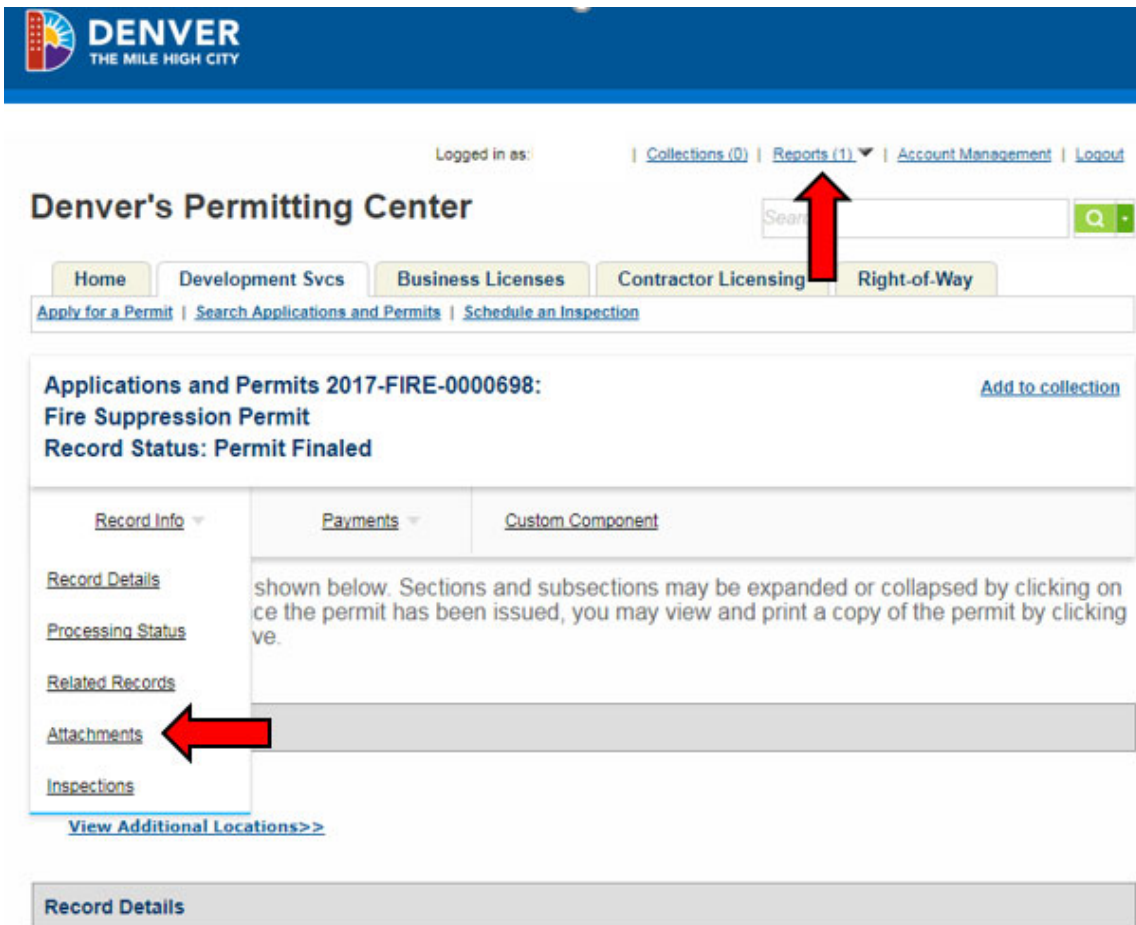


Detailed videos & FAQs of this process can be found at [www.denvergov.org/epermits](http://www.denvergov.org/epermits).

## Permit Issuance

When the permit submittal is approved, the applicant will be notified by email. This email will include instructions on permit fee payments. Once the permit fee is paid, the permit, approved drawings, and other documents can be downloaded at [www.denvergov.org/epermits](http://www.denvergov.org/epermits).

After logging into the E-permit portal and searching using the project number, the permit can be downloaded at the “Reports” link at top of the page indicated below in red or found in Attachments using the Record Info drop down. A copy of the permit must be printed and posted at the construction site. Any attached documents to the permit record such as approved drawings, calculations, plan reviews, etc can be downloaded under the “Record Info” drop down menu by selecting “Attachments” indicated below in red.



The screenshot shows the Denver's Permitting Center interface. At the top, there is a navigation bar with the Denver logo and the text "DENVER THE MILE HIGH CITY". Below this, there is a search bar and a navigation menu with tabs for Home, Development Svcs, Business Licenses, Contractor Licensing, and Right-of-Way. A red arrow points to the "Reports (1)" link in the top navigation bar. Below the navigation, there is a section for "Applications and Permits 2017-FIRE-0000698: Fire Suppression Permit" with a status of "Record Status: Permit Finaled". A dropdown menu is open under "Record Info", showing options: Record Details, Processing Status, Related Records, Attachments (highlighted with a red arrow), and Inspections. Below the dropdown, there is a "View Additional Locations>>" link. At the bottom, there is a "Record Details" section.

## Onsite Construction Drawings

The Contractor is responsible for printing one full size hard copy set of the approved documents, available at [www.denvergov.org/epermits](http://www.denvergov.org/epermits). These drawings are known as the Contractor’s Set as per the 2022 DBC Section 132.5 and shall be available onsite at all times for inspection. Failure to provide these documents will immediately result in the cancelation of the site visit / inspection and the Contractor is responsible for all payments for any re-inspection.