

This guide represents the minimum information generally necessary to apply for commercial or multifamily permits in Denver. As every project is unique, additional information may be requested of you to show compliance with current codes and policies. This guide should not be used as a substitute for codes, standards, or regulations. The applicant is responsible for complying with all codes and rules whether or not described here.

Signature requirements

All documents and plans prepared by an architect, engineer, or surveyor must be electronically signed and sealed by that individual.

- Digital documents must have a valid electronic signature on the cover page and a printed seal visible on each sheet. Visit www.denvergov.org/BuildingCode for a step-by-step guide on electronic signatures.

How apply for a commercial construction permit

Online at www.denvergov.org/epermits.

- Register for an e-permits account, then go to Development Services > Apply for a Permit, (accept the terms of use), and then select the “Building Log” option to apply for a building permit online.
- Save all files as PDFs. All drawings must be scalable, legible, and in PDF format. Combine all pages within each trade (discipline), and then upload the PDF files for each trade to preserve the encrypted electronic signatures.
- Resubmittals must be made in the same format as the initial submittal. You cannot resubmit online if you submitted hard copies or by email initially, and vice versa.
- Use the following naming convention for all files: **<DocumentName>_<Address>_<Date>**
Examples:
Plans: *ArchPlans_201WColfax_9-26-2017; StrucPlans_201WColfax_9-26-2017; etc.*
Prior reviews/approvals: *Landmark_201WColfax_9-26-2017*
Reports, surveys, etc.: *SoilsReport_201WColfax_9-26-2017*

Permits are no longer issued at the counter located on the 2nd floor at 201 W. Colfax Ave., Denver. For help with e-permits, or general permitting questions, email planreview@denvergov.org.

Check the status of your review: www.denvergov.org/epermits. Fee information: www.denvergov.org/DSfees.

Permit application information submitted to the City and County of Denver is public record and may be publicly viewable.

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CURRENT CODES

Denver has adopted the national and international codes for building safety listed below as well as the 2022 Denver Building and Fire Code (DBC), which became effective May 1, 2023. The DBC contains code amendments that address needs and issues specific to the City and County of Denver. The DBC is also often called the “Denver Building Code Amendments” or “DBCA,” which can be found at www.denvergov.org/BuildingCode.

Building Codes

- 2023 National Electrical Code or current version adopted by the State of Colorado
- 2021 International Building Code (IBC)
- 2021 International Existing Building Code (IEBC)
- 2021 International Plumbing Code (IPC)
- 2021 International Mechanical Code (IMC)
- 2021 International Residential Code (IRC)
- 2021 International Fuel Gas Code (IFGC)
- 2021 International Fire Code (IFC)
- 2021 International Energy Conservation Code (IECC)
- 2022 Denver Building and Fire Code (DBC or DBCA)
- Reference standards per 2021 ICC codes
- 2022 Denver Green Code (Limited Mandatory Use)

Zoning Codes

- Denver Zoning Code (DZC)
- Former Chapter 59 Zoning Code (FC 59)

Building and Fire Code Policies

For clarity on code requirements, Denver periodically releases building code policies that provide detailed descriptions of how to handle certain situations that are not clearly addressed within current codes.

- Go to www.denvergov.org/BuildingCode to view building code policies and find the entire text of the 2022 DBC.
- Go to www.denvergov.org/fire and open the “Fire Safety Downloads” drop-down menu to view fire code policies.

Code and Policy Alerts

Stay on top of news affecting your permits and inspections in Denver.

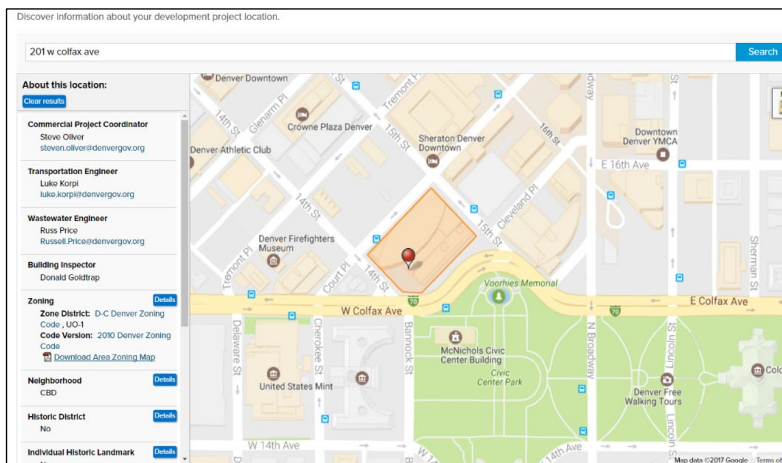
Sign up for zoning and building code and policy email alerts at www.denvergov.org/DS.

Click “Sign up for our Newsletter” and choose “Code and Policy Alerts” as the email list.

STEP-BY-STEP GUIDE FOR A COMMERCIAL BUILDING PERMIT

Before You Apply

(1) Use the DevelopDENVER map at www.denvergov.org/DS to look up your proposed development site.



Use the DevelopDENVER map tool to verify...


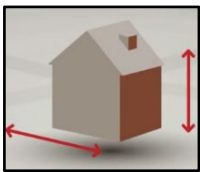

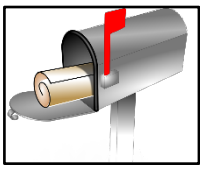

- Project coordinator (your contact for any new commercial building, residential project of ≥ 3 units, or major addition/remodel),
- transportation and wastewater engineers,
- floodplain status,
- inspectors,
- zone district and applicable zoning code,
- historic or landmark status,
- parkways status,
- design review district,
- and more.

(2) Determine if you need to submit a Site Development Plan (SDP). SDPs are required for all new commercial construction, new residential construction of three or more units, and major additions or remodels. To begin or to see if this applies to your project, contact the project coordinator listed for your site on the DevelopDENVER map in step 1.

- You will receive zoning permits during the SDP process, and you may begin applying for building permits once your project coordinator gives approval. More detail on the SDP process is provided in the zoning permits section of this guide.

(3) Determine if you will need reviews or approvals from other disciplines.

Each of the following – Landmark, Zoning, Department of Transportation and Infrastructure’s (DOTI) Right-of-Way (ROW) and Address Assignment, and Forestry – should be checked before you apply for a building permit.

Before applying for a commercial building permit		
	LANDMARK	<p>Landmark or Historic Districts 720-865-2709 landmark@denvergov.org www.denvergov.org/landmark</p> <p>If your project involves a landmark structure or is located in a historic district, design review from landmark is required before you apply for a building permit (including quick permits) or do any work to the property exterior.</p>
	ZONING	<p>Commercial Zoning (non-SDP) 720-865-3000 zoning.review@denvergov.org</p> <p>SDP Project Coordinators 720-865-2982 developmentsservices@denvergov.org www.denvergov.org/zoning</p> <p>If your project requires zoning permits, you must have one of these to log in plans for building permits:</p> <ul style="list-style-type: none"> Approved zoning permit(s) from Commercial Zoning; or Approval of an SDP project coordinator. <p>Alternatively, you can apply for building and zoning permits simultaneously in e-permits (not for SDP projects or projects needing special zoning reviews).</p>
	DOTI	<p>ROW Construction Inspection 303-446-3469</p> <p>ROW Encroachment Permits 720-865-3003 PWpermits@denvergov.org www.denvergov.org/ROWS</p> <p>1) The Department of Transportation and Infrastructure may require work to site-adjacent sidewalks or streets. Schedule a pre-construction meeting with ROW Construction Engineering Inspections for project expectations and to obtain ROW permits.</p> <p>2) If a building encroachment into the ROW is proposed, a ROW encroachment permit may be required.</p>
	ADDRESSING	<p>Department of Transportation and Infrastructure’s ROW Services 720-865-3002 Denver.ROW@denvergov.org www.denvergov.org/survey</p> <p>Applicants for all new buildings will need to apply for an address from Department of Transportation and Infrastructure’s ROW Services before applying for building permits. Instructions are available at www.denvergov.org/survey.</p>
	FORESTRY	<p>Office of the City Forester 720-913-0651 forestry@denvergov.org www.denvergov.org/forestry</p> <p>Contact Denver Forestry for an inspection before starting construction or demolition work in residential zone districts, if the work might affect the trunk, canopy, or roots of street trees or trees in a primary or side street setback.</p>



In conjunction with applying for a commercial building permit

SUDP	<p>Department of Transportation and Infrastructure's Sewer Use and Drainage Permit (SUDP) 720-865-3060 wastewaterpermits@denvergov.org www.denvergov.org/SUDP</p>	<p>At a minimum, include a utility site plan showing size, type, and location of water, storm sewer, and sanitary sewer lines with your online building permit submittal. Both building and SUDP reviews will start and run concurrently.</p> <p>Visit www.denvergov.org/SUDP for complete submittal guidelines.</p> <p>Applicants for shoring/excavation construction permits will also need an SUDP review. Details are in the Related Permits section of this guide.</p>
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(4) Ensure that your project will follow all local, state, and federal regulations. This may include having the site inspected for asbestos or lead paint before applying for building permits and finding a certified contractor to do abatement or remediation work as needed. Visit Colorado's asbestos website at www.colorado.gov/pacific/cdphe/asbestos-general-information or the EPA's Lead Renovation, Repair, and Painting (RRP) Rule website at www.epa.gov/getleadsafe to learn more.

Submitting Plans for Review

(5) Assemble the items listed on either the New Buildings, Additions, and Change of Occupancy or Tenant Finish and Remodel forms (whichever form applies to your project) contained in this guide. Incomplete applications or documents with missing information (e.g., lacking signatures/seals/code references) will not be accepted for review.

(6) Use the table below to determine what type of plan review your project requires.

SAME-DAY "QUICK" PERMITS OR 2-DAY "WALK-THROUGH" PLAN REVIEW	REQUIRES LOG IN FOR PLAN REVIEW <i>(Review times vary based on project complexity.)</i>
<p>Quick permits for simple projects like re-roofs, minor electrical work, and like-for-like mechanical or plumbing replacement. Visit www.denvergov.org/QuickPermits.</p>	<ul style="list-style-type: none"> • New construction or additions • Projects valued over \$500,000 • Structural work • Involves multiple buildings or floors • Simultaneous zoning/building code reviews • Commercial and IRC townhome solar panel systems • Change of occupancy • Poses fire/life safety concerns • Telecom towers • Has a Site Development Plan (SDP) project coordinator • Any project subject to the Denver Green Buildings Ordinance • Single-family/duplex solar panel systems 10KW +
<p>Commercial/multifamily walk-through for projects valued under \$500,000 that do not require structural work, change of occupancy, or a review by disciplines other than electrical, mechanical/plumbing, architectural/access control or fire.</p>	

- Visit www.denvergov.org/DS for more detail on what project types are eligible for Walk-Through versus Log In and to schedule an appointment if you have in-depth questions about code or submittal requirements or need help with e-permits. This information is also found in the ADMIN 131 building code policy available from www.denvergov.org/BuildingCode.
- Projects that have a project coordinator (SDP projects and some Master/Type-Approved [TA] projects) cannot log in until they have approval from their coordinator. To avoid delays in logging in, make sure to confirm with your project coordinator before applying for permits.

Building Fees

(7) Fees are based on customer-provided valuations for the scope of the project, including materials, labor, overhead and profit. These valuations are checked against construction costs prepared by the International Code Council or similar resources, and additional fees may be assessed if the customer-provided valuation is found to be below current construction costs. Once your project has been logged in, you will receive a log number and instructions for how to pay plan review fees. *Review will not begin until review fees are paid.*

- Plan review and permit fee schedules are set in the ADMIN 138 fee policy and are listed at www.denvergov.org/DSfees. Plan review fees must be paid before the project will be assigned a reviewer and a due date, and permit fees (including the affordable housing fee) must be paid before permits can be issued.
- The affordable housing fee is assessed based on a project's use and gross floor area (GFA). Details on applicability, fee schedules, and exemptions are provided at www.denvergov.org/AffordableHousingFee. This webpage also contains a guide on how to calculate your GFA for the affordable housing fee, which differs from gross square footage per the building code, as GFA has several notable exclusions, such as parking areas, balconies, and patios.
- For a simultaneous zoning code and building code review, you must pay zoning permit fees in addition to the building plan review fees before either review can be assigned to a reviewer.

There is no guarantee a project will be approved. The City and County of Denver takes no responsibility for projects that may be rejected at either the zoning or building stage and will not refund review fees.

During Plan Review

(8) Your project will be assigned a log number. Depending on your project scope, plan review may include multiple disciplines, such as electrical, plumbing, architectural/structural, mechanical, fire, transportation, environmental health, and wastewater.

(9) Use your log number or site address to check your review status online at www.denvergov.org/epermits.

Resubmittals (as needed)

(10) Plan reviewers may request additional or revised information when necessary to determine whether a plan complies with codes. This will usually require drawings to be amended and resubmitted.

- Resubmittals must be made in the same format as the initial submittal. If you initially submitted hard copies, you must resubmit hard copies, and if you initially emailed your submittal, you must email the resubmittal, etc.
 - Projects submitted via e-permits can upload resubmittals directly to the record's "attachments" page online. Instructions available at www.denvergov.org/epermits.
 - Send emailed resubmittals to PlanReview@denvergov.org.
 - For paper resubmittals only, include the resubmittal slip from this guide.
- Include written responses (letter format) in your resubmittal that address every comment from the plan review team. Plan reviewers may require additional resubmittals if all comments are not addressed. Incomplete resubmittals will be turned away until they are ready for submission. The plan review responses must be signed and sealed by the design professional of record (architect or engineer).

Resubmittal or Modified Drawing?

Resubmittals occur during the plan review process using your original log number.

Drawings submitted after a permit has been issued are "modified drawings." These are submitted as a new project to document changes made in the field that differ from the original permit submittal. These get a new log number and, if approved, a new permit is issued.

Obtaining Your Plans and Permit(s)

Plans can be submitted by anyone, but permits will only be issued to a contractor licensed for that work in Denver.

(11) When all reviews are approved for your project, you are ready to pay for and pick up permits and approved plans.

- **To obtain permits:** Go to www.denvergov.org/epermits, enter e-permits, and navigate to Development Services > Apply for a Permit. Select the option to add a contractor to a permit. Follow the prompts to add your licensed general contractor to the construction permit, and then use e-permits to pay permit fees. The issued permit can be downloaded from e-permits. Repeat these steps for trade permits (mechanical, electrical, and plumbing).
- **To obtain approved plans:** If you submitted your plans electronically, visit www.denvergov.org/epermits to download your approved plans. If you submitted plans on paper, email planreview@denvergov.org to schedule an appointment to pick up your approved plans.

After Permit Issuance – Modified Drawings

(12) For changes to a project after permit issuance, DBC Administrative Section 131.3.1 requires modified drawings. Modified drawings are submitted as a new project. A new log number is assigned, and new permits will be issued. All modified drawings should be submitted online via e-permits.

What to submit

- A narrative letter, with the appropriate electronic signature and seal, concisely identifying what was modified and why, with references to the appropriate plan sheets;
- The modified sheets with the appropriate electronic signature, seal, and code references, with changes clouded;
- Where applicable, include modified structural calculations, specifications, or other pertinent documents with the appropriate signature and seal;
- An updated Affordable Housing Fee Application; and
- A revised increase in project valuation, separated by trade (discipline).

Hourly plan review fees will be assessed. Fee schedules are set in ADMIN 138 at www.denvergov.org/BuildingCode.

All contractors with changes under modified plans must obtain a permit for their trade and must schedule inspections for these changes. If this does not occur, final inspections and/or Certificate of Occupancy sign-offs will be delayed.

Inspections/Certificate of Occupancy

(13) Before issuing a certificate of occupancy (CO), inspectors will require that all facets of the job are complete, including work from modified plans and deferred submittal items, and that the building inspection card, or cards for multiple permits, is complete with all rough and final inspection signatures, including all agency signatures, shown in the red box on the back of the card. You may also need final approval letters from any third-party engineers and special inspectors.

Visit www.denvergov.org/BuildingInspections to schedule inspections.

RELATED PERMITS

ZONING PERMITS (and Simultaneous Zoning/Building Code Reviews)

There are generally three paths available for obtaining zoning permits:

1. Obtain zoning permits during the site development plan (SDP) process (required for certain projects);
2. Obtain zoning permits before you apply for building permits; or
3. Apply for zoning and building permits at the same time (known as a “simultaneous review”).

Zoning review for commercial projects is performed by either the SDP Project Coordination team or Commercial Zoning. Zoning permits are issued for uses, construction, and signs. Not all projects will require a zoning permit. If you are unsure, visit www.denvergov.org/CommercialZoning for more information, submittal requirements, and contact information for zoning staff.

Site Development Plan (SDP) Projects

CPD’s project coordinators facilitate the SDP process. An SDP is **required** for new commercial construction, major additions, new construction of three or more residential units, and some tenant-finish/remodel projects undergoing change of occupancy. During the SDP process, a project coordinator helps to identify significant land and building issues that may affect project design and feasibility, will request and collect technical information and supporting materials, and will facilitate reviews by other agencies. Plan review for a building permit may begin during the SDP process if the project coordinator allows (typically at some point in the formal SDP phase) but building permits will not be issued until the final SDP is recorded and zoning permit(s) have been issued.

The SDP process includes three parts: (1) the initial submittal of a concept SDP followed by a concept meeting with various agencies to review feedback and discuss any issues raised by the concept; (2) the formal SDP phase, once the concept is approved; and (3) a final phase of approvals, during which the SDP is approved and recorded.

Visit www.denvergov.org/DS for further details on the SDP process and contact information to schedule a concept review meeting.

Commercial Zoning Permits

For commercial/multifamily projects that do not require an SDP, the Commercial Zoning team manages the review and issuance of zoning permits. These projects usually entail tenant finish and remodel projects in existing buildings, small additions, accessory structures and fences, change of use, repair/replacement projects, signs, and telecommunications towers and associated equipment. Applicants for a commercial zoning permit should apply via e-permits or email. Visit www.denvergov.org/CommercialZoning to find applications and submittal instructions.

Log in for a Simultaneous Zoning and Building Code Review

Customers who will need both a zoning permit and a building permit can also choose a simultaneous zoning and building code review at time of building permit application. Applicants should submit both zoning and building plans to start these reviews.

Properties located in a floodplain may face unique construction constraints. Before drafting building plans, visit www.denvergov.org/flood to check floodplain status.

Submittal requirements for a simultaneous review.

- 1) A complete building submittal, including all items listed on the New Buildings, Additions, & Change of Occupancy form or Tenant Finish & Remodel form in this guide.
- 2) A complete zoning submittal, containing (as applicable), one set of the following:



- zoning application,
- architectural site plan,
- floor plans including mezzanines,
- elevations (if exterior improvements are proposed), and
- roof plans.

Project-specific zoning submittal requirements are located at www.denvergov.org/CommercialZoning.

Exclusions. The following projects require additional approvals during their permitting process, and as a result, cannot apply for a simultaneous zoning and building code review:

- Landmark/historic structures (unless it is a tenant finish or change of use that has no exterior work or has already received a Landmark Certificate of Appropriateness) – Landmark/historic projects must start the permitting process with an approval from Landmark Preservation (www.denvergov.org/landmark);
- Projects located in a design review district or subject to city-adopted urban design standards and guidelines (unless it is a tenant finish or change of use that has no exterior work) – Projects in a design review district should contact the project coordinator assigned to that area;
- Special zoning reviews, such as a zoning permit with informational notice (ZPIN), zoning permit with special exception (ZPSE), or an administrative review; and
- Projects with an SDP under review. Projects in the SDP process already receive a zoning code review and may begin a building code review once they have the approval of their assigned project coordinator.

Note that additional fees may be due if a review is completed by one entity and another entity requires changes to the submitted documents, necessitating a re-review by the team that previously reviewed and approved the project. Additional fees will be charged on an hourly basis, using standard rates. Visit www.denvergov.org/DSfees to view fee structures.



EXPANDED PREP DEMO/NON-STRUCTURAL FRAMING PERMITS FOR TENANT-FINISH PROJECTS

(ADMIN POLICY 131B – Preparatory Demolition, Non-Structural Framing, Electrical, Mechanical, Plumbing, Fire Suppression, and Fire Alarm Permit(S) - for Tenant Finish Projects Only)

For interior work only:

With the expanded prep demo permit, commercial tenant-finish projects can expedite construction by starting interior preparatory demolition (“prep demo”) and rough non-structural framing, electrical, mechanical, plumbing, fire suppression and alarm work before building plans receive final approval. This is a time saver allowing you to take advantage of the time plans are under review.

To be eligible, projects must be classified as IBC Group B or M occupancies (or some S1 and S2 occupancies), must have a full plan set already logged in for building/SUDP/zoning review, and must have an affidavit signed by the architect or engineer stating that the plans submitted for review are 100% complete. Projects in landmark or historic structures, containing any type of marijuana use, involving an occupancy not listed above, or a change of occupancy are not eligible for the expanded prep demo permit.

Construction can only include interior, non-structural work up to the point of rough inspection. ADMIN policy 131B describes specifically what framing, electrical, mechanical, plumbing, and fire systems work is allowed. **Work conducted during plan review still requires permitting.**

Risks:

The prep demo permit is predicated on the understanding that building, zoning, SUDP, and fire code review of submitted plans is not complete. Changes may be required to items installed under these expedited permits based on plan review comments. The general contractor, owner, developer, and subcontractors may bear the risk of increased costs and delays due to change orders as a result of changes required to be made once the plans are approved. The City and County of Denver assumes no responsibility or liability for work completed under the expanded prep demo permit that requires corrective measures and/or remediation.

Steps to obtain an expanded prep demo permit:

- (1) Submit in the whole tenant-finish project for a commercial building/zoning/SUDP review. The architect/engineer of record must attest that construction drawings submitted were 100% complete and fully code compliant. The plans must include fire suppression and alarm system shop drawings if you intend to use the prep demo permit to work on these systems.
 - If this is a first-time occupancy, applicants will need to request a “zoning verification letter” through e-permits and receive approval from the architectural plan reviewer before continuing to step 2. This letter and approval does not substitute for zoning or building reviews of the logged-in plans. (Note: If you have already received a valid zoning use permit, the zoning verification letter is not necessary.)
- (2) Apply for the prep demo permit through e-permits. Register for an account, then go to Development Services > Apply for a Permit, (accept the terms of use), and then select the “Building Log” option. Make sure to check the “Commercial Walk Through Project” box when prompted. You will need:
 - Log number,
 - Contractors’ names and license numbers,
 - The prep demo application, and
 - Signed affidavits from the architects/engineers of record (valid electronic signatures only, no copies).
- (3) After approval, licensed general, electrical, mechanical, plumbing, fire alarm and fire suppression contractors can pull their appropriate permits.

Consult ADMIN policy 131B at www.denvergov.org/BuildingCode for details on scope, criteria, and to print the required affidavit(s).



DEFERRED AND PHASED CONSTRUCTION (ADMIN POLICY 133.4 & 135)

A deferred submittal covers portions of a project that are not submitted with the initial application but are submitted either (1) at the time of the first resubmittal prior to permit issuance, or (2) are reviewed and permitted separately. Deferred submittal items might include precast concrete elements, wood and light gauge metal trusses, shop-fabricated stairs, fire alarm systems, etc. Multiple deferred submittals may help larger projects avoid the potential for construction delays.

- All items to be deferred must be listed in one place in the project's initial Code Analysis as well as referenced on the relevant architectural and/or engineering discipline plan sheets.
- All deferred items must be permitted and inspected before a project can receive a certificate of occupancy (CO). Each project is responsible for ensuring plans are submitted, and permits received, for any item not included in the scope of the initial building permit. A failure to do so will delay inspections and ability to obtain a CO.

There are also procedures in place for large projects (valuation over \$1 million) to apply for building permits in phases ("phased construction permits"), provided the project has submitted a detailed proposal and received approval from the Building Official. Fee premiums apply. Consult ADMIN policy 133.4 & 135 (all included in one policy) at www.denvergov.org/BuildingCode for details on phased construction permits.

DENVER'S GREEN BUILDINGS ORDINANCE

As of November 2018, Denver has a mandatory Green Buildings Ordinance (Denver Revised Municipal Code, Article XIII, Chapter 10) that applies to each of the following project types:

- New buildings with 25,000 square feet or more in gross floor area (GFA)
- Roof permits for existing buildings with 25,000 square feet of GFA or more
- Additions with 25,000 square feet of GFA or more

Applications for construction or roof permits for the above building types must be logged in for review. Roof permits for these buildings cannot be issued as quick permits. Under the Green Buildings Ordinance, buildings and additions of 25,000 square feet or more in GFA must install a "cool roof" and choose one of the flexible compliance options mandated by the ordinance. These options include installing a green roof or green space on the ground, using renewable energy, designing for greater energy efficiency, pursuing LEED or another green building certification, enrolling in an innovative Energy Program (existing buildings only), or funding the development of off-site green space.

The Green Buildings Ordinance does NOT apply to parking structures, temporary buildings, air-supported structures, greenhouses, single-family homes, duplexes, or dwelling units constructed in a group of three or more attached units, where each unit extends from foundation to roof and is not more than three stories above grade plane.

Green Buildings Declaration Form and Submittal Requirements. Any project meeting one of the three bullet points above must submit the Green Building Declaration Form available for download from www.denvergov.org/GreenRoofs.

Visit www.denvergov.org/GreenRoofs to read the ordinance and accompanying rules and regulations, and for the most current information on permitting for green buildings including submittal requirements.

SHORING AND EXCAVATION PERMITS

Any benching, shoring, or excavation less than 4' from a lot line, or over 4' deep, or with wall slopes steeper than 1.5' horizontal to 1' vertical requires a separate shoring and excavation permit. For commercial/multifamily and IRC townhome projects, this is a separate submittal from the building permit plans and may be submitted at any time during the building plan review process. The applicant must submit shoring calculations and design drawings, and/or drawings on how benching will occur.

The Denver Building and Fire Code (DBC) and the building code policies referenced below are available for download at www.denvergov.org/BuildingCode.

What to submit

- Benching, shoring, or excavation plans and details, electronically signed and sealed by a Colorado professional engineer
- Structural calculations electronically signed and sealed by a Colorado professional engineer
- A soils report electronically signed and sealed by a Colorado professional engineer. For soils reports older than two years see building code policy ADMIN 130, 131 & DCBC 3307.
- A field survey (see DBC Section 133.3 for details), electronically signed and sealed by a Colorado licensed land surveyor
- A civil and architectural site plan, which locates the benching, shoring, or excavation and the building footprint relative to the surrounding property lines, roads, alleys, utilities, and limits of the excavation, benching, or shoring (including tiebacks and soil nails)
- An official city-issued address
- A current building code reference
- Statement of Valuation Form
- **For IRC townhomes:** IRC townhomes are subject to the submittal and other requirements outlined in the building code policy titled ADMIN 130, 131 & DCBC 3307 Excavation, Benching, and Shoring for IRC Structures.

Notifying Neighbors in Advance of an Excavation. At least 10 working days prior to the scheduled starting date of the benching, shoring, or excavation, the applicant must have provided written notice to adjacent property owners via USPS (or similar) certified mail with a return receipt or by personal notification, advising neighbors of the excavation, providing contact information for the person doing the excavation, and agreeing to protect adjacent properties. Written evidence of this notice must be supplied to the Building Official at least 10 working days before the benching, shoring, or excavation permit can be issued. Further details are in DCBC Section 3307.1.

Excavation Bond. Denver Department of Transportation and Infrastructure may require an indemnity bond for shoring/excavation work abutting the ROW. This is required before receiving a shoring and excavation permit if the excavation will extend within one foot of the angle of repose or a slope of one to one under any public sidewalk, street, alley or other public property. The amount of the bond is determined by the Department of Transportation and Infrastructure and the City Attorney, but this page has more information, including a calculator for proposed bond amounts: www.denvergov.org/content/denvergov/en/right-of-way-services/construction-inspection/fees-bonds-licenses.html. Excavation bonds will be determined during the SUDP review.

Inspections. Before a shoring and excavation permit can be finalized, the customer must hire a special inspector to inspect the shoring installation or benching and provide a report to their Denver building inspector. Prior to release of the excavation bond by Denver Department of Transportation and Infrastructure, a ROW inspection is required. Specific information on this will be included on the issued SUDP.

New Buildings, Additions & Change of Occupancy

All documents must be original; copies will NOT be accepted.

Visit www.denvergov.org/epermits to submit the following:

Code References*	Items to Upload								
	<input type="checkbox"/> For a simultaneous zoning and building code review , include the following: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Zoning site plan</td> <td><input type="checkbox"/> Floor plans with mezzanines</td> </tr> <tr> <td><input type="checkbox"/> Elevations (if exterior improvements are proposed)</td> <td><input type="checkbox"/> Roof plans (if applicable)</td> </tr> </table> Find zoning requirements at www.denvergov.org/CommercialZoning . Projects in a design review district or that need a special zoning review (ZPIN, ZPSE, variance, special use review) cannot do a simultaneous zoning/building review.	<input type="checkbox"/> Zoning site plan	<input type="checkbox"/> Floor plans with mezzanines	<input type="checkbox"/> Elevations (if exterior improvements are proposed)	<input type="checkbox"/> Roof plans (if applicable)				
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DRMC 27-153	<input type="checkbox"/> Affordable Housing Fee Application								
DBC Admin 133.2	<input type="checkbox"/> An official assigned address by DOTI (Include this address on all pages/documents submitted)								
DBC Admin 133.1 and 133.2	<input type="checkbox"/> Construction drawings bearing the seal and valid electronic signature of the architect or engineer of record. Include the seal on each sheet and the electronic signature on the cover page. <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Architectural/structural drawings</td> <td><input type="checkbox"/> Plot plan locating all buildings relative to each other and to property lines</td> </tr> <tr> <td><input type="checkbox"/> Mechanical/plumbing drawings</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Electrical drawings</td> <td></td> </tr> </table>	<input type="checkbox"/> Architectural/structural drawings	<input type="checkbox"/> Plot plan locating all buildings relative to each other and to property lines	<input type="checkbox"/> Mechanical/plumbing drawings		<input type="checkbox"/> Electrical drawings			
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DBC Admin 133.2	<input type="checkbox"/> A complete IBC and DBC Code Analysis on the architectural plan that lists the following: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Scope of Work</td> <td><input type="checkbox"/> Energy Code Compliance Method</td> </tr> <tr> <td><input type="checkbox"/> Construction Type of Building</td> <td><input type="checkbox"/> For Mixed Occupancy: Occupant load for each use</td> </tr> <tr> <td><input type="checkbox"/> Occupancy Classification</td> <td><input type="checkbox"/> Fire Sprinkler, Alarm, & Detection</td> </tr> <tr> <td><input type="checkbox"/> Height of Building & # of Stories</td> <td><input type="checkbox"/> Gross Area in Sq. Ft. for Each Occupant</td> </tr> </table> <input type="checkbox"/> For SUDP: A Utility Site Plan showing the size, type, and location of water, storm sewer, and sanitary sewer lines. Visit www.denvergov.org/SUDP for details.	<input type="checkbox"/> Scope of Work	<input type="checkbox"/> Energy Code Compliance Method	<input type="checkbox"/> Construction Type of Building	<input type="checkbox"/> For Mixed Occupancy: Occupant load for each use	<input type="checkbox"/> Occupancy Classification	<input type="checkbox"/> Fire Sprinkler, Alarm, & Detection	<input type="checkbox"/> Height of Building & # of Stories	<input type="checkbox"/> Gross Area in Sq. Ft. for Each Occupant
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<input type="checkbox"/> Height of Building & # of Stories	<input type="checkbox"/> Gross Area in Sq. Ft. for Each Occupant								
DBC Admin 133.3	<input type="checkbox"/> Survey, signed, dated, and with the seal of a registered land surveyor for New Buildings and Additions (Boundary survey including legal description and location of utilities.)								
DBC Admin 133.2	<input type="checkbox"/> Project Specifications/Project Manual with architect and engineer seals, signatures & date of anyone of who helped with the design parameters								
DBC Admin 133.2	<input type="checkbox"/> Structural Engineering Calculations, including a summary of design parameters with engineer's seal/signature/date, a table of contents, and page numbers on set of calculations (required when structural sheets are submitted)								
DBC Admin 133.2	<input type="checkbox"/> Soils Report, signed, sealed, and dated (see building code policy Admin 130.2A for reports older than 2 years)								
DRMC 10-301	<input type="checkbox"/> Green Building Declaration Form (only required for buildings/additions of 25,000 square feet or more in gross floor area). Visit www.denvergov.org/GreenRoofs to download a declaration form and review submittal requirements. <input type="checkbox"/> Denver Green Code Limited Mandatory Use Checklist, signed. Visit www.denvergov.org/GreenCode to download the checklist. <input type="checkbox"/> Energy Compliance Package including the following items: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Appropriate stamped and signed completed checklist</td> <td><input type="checkbox"/> All applicable stamped and signed COMcheck forms</td> </tr> <tr> <td><input type="checkbox"/> Energy Model submittal</td> <td></td> </tr> </table>	<input type="checkbox"/> Appropriate stamped and signed completed checklist	<input type="checkbox"/> All applicable stamped and signed COMcheck forms	<input type="checkbox"/> Energy Model submittal					
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Additional items for restaurants, other food/ice	<input type="checkbox"/> Health Plan Review Application (available at www.denvergov.org/RestaurantPermits) and other food service-specific items (menu/product list, kitchen equipment specifications, floor plan) listed in the restaurant plan review application								

Plans must be submitted separately by the applicant to the following, if applicable:

- Shoring & excavation log in – A separate log in submittal of shoring and excavation plans is required and a separate permit will be issued.
- Zoning permit (if not applying with a building submittal) or project coordinator (PC) approval to log in 720-865-3000
- ROW Encroachment Permit if a building encroachment into the ROW is proposed 720-865-3003

*DBC Admin is the Administrative Section of the 2019 Denver Building and Fire Code available at www.denvergov.org/buildingcode.

Tenant Finish & Remodel

All documents must be original; copies will NOT be accepted.

Visit www.denvergov.org/epermits to submit the following:

Code References*	Items to Upload
	<input type="checkbox"/> For a simultaneous zoning and building code review, include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Zoning site plan <input type="checkbox"/> Elevations (if exterior improvements are proposed) <input type="checkbox"/> Floor plans with mezzanines <input type="checkbox"/> Roof plans (if applicable) <p>Find zoning requirements at www.denvergov.org/CommercialZoning. Projects in a design review district or that need a special zoning review (ZPIN, ZPSE, variance, special use review) cannot do a simultaneous zoning/building review.</p>
DRMC 27-153	<input type="checkbox"/> Affordable Housing Fee Application
DBC Admin 133.2	<input type="checkbox"/> Building Address (must be provided on all pages of all plans and documents)
DBC Admin 133.1 and 133.2	<input type="checkbox"/> Construction drawings bearing the seal and valid electronic signature of the architect or engineer of record. Include the seal on each sheet and the electronic signature on the cover page. <ul style="list-style-type: none"> <input type="checkbox"/> Architectural/structural drawings <input type="checkbox"/> Mechanical/plumbing drawings <input type="checkbox"/> Electrical drawings <input type="checkbox"/> Plot plan locating all buildings relative to each other and to property lines
DBC Admin 133.2	<input type="checkbox"/> A complete IBC and DBC Code Analysis on the architectural plan that lists the following: <ul style="list-style-type: none"> <input type="checkbox"/> Scope of Work <input type="checkbox"/> Construction Type of Building <input type="checkbox"/> Number of Stories <input type="checkbox"/> Gross Area in Sq. Ft. for Each Occupancy <input type="checkbox"/> Allowable Area for Each Occupancy / Mixed Occupancy <input type="checkbox"/> Energy Code Compliance Method <input type="checkbox"/> Occupancy Classification <input type="checkbox"/> Automatic Sprinkler Systems <input type="checkbox"/> Occupant Load for Each Use <input type="checkbox"/> Fire Alarm & Detection
	<input type="checkbox"/> For SUDP: A Utility Site Plan showing the size, type, and location of water, storm sewer, and sanitary sewer lines. Visit www.denvergov.org/SUDP for details.
DBC Admin 133.2	<input type="checkbox"/> Project Specifications/Project Manual including a cover, title page, and table of contents, and it must be signed, sealed, and dated.
DBC Admin 133.2	<input type="checkbox"/> Structural Calculations with a summary of design parameters for structural changes including live load changes. It must be signed, sealed, and dated with a table of contents and page numbers on set of calculations.
DRMC 10-301	<input type="checkbox"/> Green Building Declaration Form (only required for buildings of 25,000 square feet or more in gross floor area that are replacing or recovering 5% or more of the existing roof). Visit www.denvergov.org/GreenRoofs to download a declaration form and review submittal requirements. <input type="checkbox"/> Denver Green Code Limited Mandatory Use Checklist, signed, for major commercial renovations per 2022 Denver Green Code definition. Visit www.denvergov.org/GreenCode to download the checklist. <input type="checkbox"/> Energy Compliance Package including the following items: <ul style="list-style-type: none"> <input type="checkbox"/> Appropriate stamped and signed completed checklist <input type="checkbox"/> Energy Model submittal <input type="checkbox"/> All applicable stamped and signed COMcheck forms
Additional items for restaurants, other food/ice	<input type="checkbox"/> Health Plan Review Application (available at www.denvergov.org/RestaurantPermits) and other food service-specific items (menu/product list, kitchen equipment specifications, floor plan) listed in the restaurant plan review application

Plans must also be submitted separately by the applicant to the following, if applicable:

Zoning permit (if not applying with a building submittal) or project coordinator (PC) approval to log in 720-865-3000

Resubmittals

Projects in e-permits can upload resubmittal documents to the “attachments” page of their online record. Instructions at www.denvergov.org/epermits.

Resubmittal Checklist

- _____ Your Log number, date, and name(s) of the plan reviewer who needs to see the resubmittal.
- _____ Written response(s) (letter format) that address each and every comment from the plan review team. Incomplete resubmittals that do not address all comments will be turned away until they are ready for submission.
- _____ Submit only those drawings that have been revised. All drawings must be electronically signed and sealed by the Architect or Engineer of Record.
- _____ Make sure all electronic files are saved as PDFs and use the following naming convention:
<DocumentName>_<Address>_<Date>

NOTE: Verify that your permit has not been issued. If the permit has been issued, you cannot do a resubmittal. Instead, you will need to submit “modified drawings” to Log In for review for a new permit. You will get a new log number.

Statement of Valuation (Building Permits)

Only needed if the valuation has changed

Be Advised: Valuation shall be based on the total replacement cost to the owner (including labor, profit, overhead, materials, equipment, and installation). The provided valuation will be checked against current construction costs provided by the International Code Council, Engineering News Records, or other means available to determine if the valuation is in line with current market costs.

Signed by _____

Date _____

Address of Work _____

Type of Work	Permit	Amount	Type of Work	Permit	Amount
Construction	COMMCON or RESCON		Oil Burner / A/C & Refrigeration	BoilerAC	
Retaining Wall	COMMCON		Steam / Water Htg / Cooling Tower	BoilerAC	
Demo / Prep Work	DEMO		Ventilating / Warm Air Heating	MECH	
Electrical	ELEC		Gas Piping (if done by H & V Contractor)	MECH	
Plumbing / Gas Piping (if done by plumbing contractor)	PLUMB		Shoring (if applicable)		
Green Roof (if applicable)	COMMCON		Green Roof Irrigation (if applicable)	PLUMB	

Subtotal \$ _____

Project Gross Square Footage _____

SEPARATE LOG-INS:

Fire Alarm (ELEC permit) \$ _____

Access Control (COMMCON permit) \$ _____

Fire Protection (FIRE permit) \$ _____

Grand Total \$ _____

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