

CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT BUILDING PERMIT POLICY		
Subject: CANCELLATION OF APPLICATIONS AND PERMITS & TRANSFER OF A PERMIT TO ANOTHER CONTRACTOR		
Approved: Eric D. Browning, PE, Chief Building Official		Drafted by: Firnhaber, Peetz
Number: ADMIN 131C	Publication Date: June 14, 2016 Revision Date: July 10, 2024	Page 1 of 2

Scope: This policy establishes the procedure for the withdrawal or cancelation of an application for a permit, cancelation an issued permit, and the process to transfer a permit to another contractor.

1. The following individuals may withdraw an application for a permit:
 - a. The property owner for one- and two- family dwellings and IRC townhouses, or
 - b. The property owner, owner’s agent, or commercial tenant for all other projects.

2. The following individuals may cancel an issued permit:
 - a. The licensed contractor, property owner, commercial tenant, owner’s agent, or person issued a Homeowner’s permit under DBC Admin Chapter 1.

Procedures:

1. **Requests to withdraw a permit application** are received by the CPD Intake team. A letter requesting the withdrawal shall be emailed to: planreview@denvergov.org and must be made by the property owner, owner’s agent, or the commercial tenant.

2. **To cancel an issued permit**, follow the instructions found on the Denvergov.org webpage at this link [Cancel a permit or change the address on a permit.](#)
 - a. Requests to cancel an issued permit will be processed by the CPD Inspections team.
 - b. In accordance with DBC Admin. Chapter 1, no refunds will be issued.
 - c. If the work is going to continue, the owner or tenant must have another contractor apply for a new permit to transfer the scope of work prior to continuing that work. For instructions regarding how to transfer a permit to another contractor see item 3 below.

 - d. The person submitting the Cancel Permit request will be notified of the Inspections team receipt of the cancellation request. Once reviewed, the permit will be canceled, or the requestor will be notified of any outstanding information needed which is preventing cancellation of the permit.

CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT BUILDING PERMIT POLICY		
Subject: CANCELLATION OF APPLICATIONS AND PERMITS & TRANSFER OF A PERMIT TO ANOTHER CONTRACTOR		
Approved: Eric D. Browning, PE, Chief Building Official		Drafted by: Firnhaber, Peetz
Number: ADMIN 131C	Publication Date: June 14, 2016 Revision Date: July 10, 2024	Page 2 of 2

3. **Transfer a permit to another contractor.** The request to change a contractor must come in writing from the owner or tenant, not the Contractor nor the Applicant. A changed contractor must be issued a new permit prior to a previously issued permit being cancelled. The new permit will reference the previously issued permit and the new contractor must pay any applicable fees. To transfer a permit to another Contractor follow the instructions found on the Denvergov.org webpage at this link [Transfer a permit to another Contractor](#).

4. **Cancellation of a permit application due to inactivity.** (DBC Admin. Chapter 1)
If a permit application has no plan review activity for 180 days, the application may expire. The Agency will send correspondence to the applicant notifying them that the 180 days has been reached, and if the applicant provides a written request asking for an extension showing that circumstances beyond their control have prevented action, then the Building Official may grant an extension. If no response is received, the Building Official or his designee may cancel the permit application and any associated permits that may have been created.

5. **Cancellation of permit after permit issuance for inactivity** (DBC Admin Chapter 1)
If a permit for a project has been issued and no work or inspections have been completed within a 60-day period following the date of permit issuance or the date work commenced, then a permit may be cancelled. A CPD Chief Inspector will provide written notification to the contractor to whom the permit was issued following the 60-day period. If no response is provided to the CPD Inspector as to why the permit should remain open, the permit may be cancelled 15 days after the date of the written notification.

END OF DOCUMENT