

CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT BUILDING PERMIT POLICY		
Subject: <b>DEMOLITION OR MOVING PERMIT: PROCEDURE FOR OBTAINING PERMIT</b>		
Approved: <b>Scott V. Prisco, AIA, Building Official</b>		
Number: <b>IBC 3303 and DBCA 126.4</b>	Effective Date: <b>August 29, 2008</b> Revised Date: <b>June 9, 2017</b>	Page 1 of 3

**Reference: Denver Building Code Administrative Section 126.4, IBC Amended Section 3303 and 3307.1**

**Prior to obtaining a demolition or moving permit, the following procedure shall be implemented:**

1. Submit a completed demolition permit application for each building that includes, but is not limited to, the following information:
  - a. The exact address of the building to be demolished.
  - b. Name, address and telephone number of the building owner.
  - c. Name, address, license number, class of license, expiration date of license and telephone number of the contractor.
  - d. Exact use of the building (when building is used for any type of dwelling, show the exact number of dwelling units) or living units.
  - e. Total number of square feet of floor area of building (to include all levels), the maximum height above grade, and valuation of work as defined in Chapter 2 of the Denver Building Code.
  - f. When the demolition includes the proposed removal of an existing foundation less than 5 feet from the adjacent property lines, plans and reports detailing the protection of the adjacent property shall be submitted for approval by the Building Official. This includes a plot plan locating the footprint of the building and the distances to the property lines, street and alley in relation to the footprint. Include the location of the adjacent buildings and the distances to the common property lines.
  - g. A copy of the demolition approval notice issued by the State shall be provided to the city prior to issuance of the demolition permit. Contact the Colorado Department of Public Health & Environment for information at 4300 Cherry Creek Drive South, in Denver 303-692-3100 Fax: 303-782-0278, e-mail: [asbestos@state.co.us](mailto:asbestos@state.co.us).
  - h. Proof of utility removal. Please call the following companies prior to demolition to ensure that utilities have been properly terminated.

<b>UTILITIES</b>	<b>COMPANY</b>	<b>TELEPHONE</b>
Gas, electric, steam	Xcel Energy	303-425-3949
	Xcel-general questions	1-800-895-4999
Water	Denver Water Board	303-893-2444
Sewer	Wastewater Management	303-446-3759
Telephone	CenturyLinkQwest Communications	1-877-348-9004
Cable TV	Call your cable service provider	

**UTILITY NOTIFICATION CENTER 1-800-922-1987 OR 8-1-1  
FOR THE LOCATION OF UNDERGROUND UTILITIES, CALL TWO FULL WORKING DAYS  
BEFORE YOU DIG, GRADE OR EXCAVATE.**

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2. Authorized signature from:

1. LANDMARK COMMISSION – 720-865-2709  
201 West Colfax Avenue, 2<sup>nd</sup> Floor  
Denver, CO 80202
2. CITY FORESTRY – 720-913-0651  
201 West Colfax Avenue, 6<sup>th</sup> Floor  
Denver, CO 80202
3. WASTEWATER MANAGEMENT DIVISION – 303-446-3759  
2000 West 3<sup>rd</sup> Avenue  
Denver, CO 80223  
(Licensed Contractor Must Call for Sewer Cut-off Inspection)
4. CONSTRUCTION ENGINEERING – 303-446-3469  
(Required when occupying the public Right of Way)  
2000 West 3<sup>rd</sup> Avenue, 3<sup>rd</sup> Floor  
Denver, CO 80223
5. DENVER WATER – 303-893-2444  
1600 West 12<sup>th</sup> Avenue  
Denver, CO 80204-3412

**REQUIRED FOR ALL STRUCTURES,**  
except accessory structures under 1.5 stories that are  
not located in an area locally designated for preservation.

3. An approved demolition affidavit and application must be on file with Community Planning and Development to ensure the site is properly protected to prevent the entry of unauthorized persons, to verify the electric and gas service is properly terminated and to determine any unusual site conditions that must be addressed by the applicant prior to issuance of the demolition permit.
4. Provide notification to adjacent property owners prior to the excavation, demolition, or relocation in accordance with DBCA Section 3307.1.1 and its corresponding building policy (IBC 3307.1.1 policy).
5. Provide evidence of insurance for demolition or moving operations in the format of an ACORD certificate that shows the insurance coverage types and limits listed below. The permit applicant shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its liabilities. Insurance must be valid during the demolition of the building. Name of insured must be the same as written on the contractor's license. The City may revise required insurance coverage types and limits at any time. In addition, the City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements.

**Required Insurance Coverage Types and Limits**

- a. Demolition of a structure that does not exceed 200 square feet and a maximum height of 8 feet does not require a review, permits or inspections with the City, unless it is a locally designated structure for preservation or is located in a locally designated district for preservation.

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- b. Demolition of single-family or duplex structures, and partial demolition resulting in the removal of 40% or more of the exterior façade, without the use of cranes, explosives or displacement of utilities:
  - i. Property insurance including homeowners' liability insurance in the amount of at least \$300,000
  - ii. If a demolition contractor is used, the minimum amount of insurance coverage shall be \$500,000 for Building Class A and Demolition Class A contractors; or \$300,000 for Building Class B, Building Class C, Demolition Class B, and Moving contractors. The Certificate of Insurance shall state "for demolition operation," and the amount of insurance coverage required shall cover explosion, collapse, and underground.
- c. Demolition of any commercial structure, partial or complete demolition of an existing structure, without the use of explosives:
  - i. Commercial general liability insurance with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate
  - ii. Business auto liability insurance with limits of \$1,000,000 combined single limit
  - iii. Workers' compensation insurance with limits of \$100,000/\$500,000 as per Colorado statute
  - iv. If applicable, Contractor's Pollution Liability with Business Auto Pollution Coverage endorsement
- d. Commercial or residential demolition in which explosives are used:
  - i. Commercial general liability insurance with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate
  - ii. Business auto liability insurance with limits of \$1,000,000 combined single limit
  - iii. Workers' compensation insurance with limits of \$100,000/\$500,000 as per Colorado statute
  - iv. If applicable, Contractor's Pollution Liability with Business Auto Pollution Coverage endorsement
  - v. Excess/Umbrella liability with minimum limits of \$10,000,000

**6. Specific additional requirements for moving permits:**

- a. An approved moving permit must be on the job site before starting any work to prepare a building for moving. The disconnecting of all utilities is allowed prior to issuing a permit.
- b. An approved "Inspection Request for Moving Permit" shall be filed with the Building Department prior to issuing a moving permit. This request is required for all buildings located within Denver.
- c. Submit a "Letter of Structural Integrity" by a Colorado licensed professional engineer for any building that will be moved, either from outside to within the City limits, or within the City limits. The letter shall verify that the building can be moved "as is" or recommends required structural work that must be done prior to moving the building.
- d. A "Foundation/Renovation Permit" for the new site shall be issued prior to approving any moving permit unless the building or structure is being relocated outside the boundaries of Denver.

**END OF DOCUMENT**