



**What to expect during a zoning business license inspection or a Certificate of Occupancy (CO) zoning inspection**

**Before requesting a zoning inspection, make sure you have completed each of the following:**

- Know what type of inspection you need and how to request it
  - For a CO or Temporary Certificate of Occupancy (TCO), go to [denvergov.org/buildinginspections](http://denvergov.org/buildinginspections) to schedule your inspection online. You'll need either a residential or commercial construction permit number (a "RESCON" or "COMMCON") to schedule zoning inspections online.
  - For a zoning inspection on a business license (e.g., for marijuana facilities), dial 3-1-1 (720-913-1311 if you are outside of Denver) to request this inspection by phone. Please be specific about what you need inspected. You'll need an Excise & Licenses record number to schedule this inspection.
- Have your approved zoning site plan and floor plan ready to show the inspector
- Ensure all parking is paved and striped with wheel stops installed
- Ensure handicap spaces are painted and delineated with an upright handicap sign in front of the space
- Ensure you have zoning approval for all roof-top units (RTUs) (e.g., A/C units, roof-top mechanical equipment)
- Ensure you have zoning approval for any exterior façade changes, including new signs
- If landscaping was required, make sure it has been installed if the inspection is during the growing season of April 1–Oct. 1. From Oct. 2–March 31, if landscaping is not installed, make sure you have a notarized letter on company letterhead to give to your inspector that states your intent to install the landscaping by May 15<sup>th</sup>.

**The inspector will check each of these items, noting that this may not be an exhaustive list for all scenarios:**

- Does the inside of the business match the approved floor plan(s)?
- Have all RTUs been approved and permitted by zoning?
- Do the use(s) being conducted at the site match what was approved? Has the use been expanded without permits?
- Has the required parking (vehicular and bike, if applicable) been provided and appropriately striped, including designating and signing handicap spaces? Are there bumper wheel stops in places where there are no curbs?
- Was landscaping required, and if so, does the installed landscaping match the approved site plan?
- Do all outdoor lighting fixtures have full cutoff fixtures attached to prevent glare or light expelling from one zone lot to another (unless lights were previously permitted under different standards)? In industrial zone districts, free-standing light fixtures cannot exceed 35' in height.
- Are all trash storage areas screened and placed flush or behind a street-facing façade (or placed as shown on approved zoning plans)? In industrial zone districts, screening is not required but dumpster locations must be shown on the site plan, since dumpsters are over 12" in height so they are considered to be a structure.
- If there is any outdoor storage, is it shown on the permit and does its location match the approved site plan?
- If there is a fence, is there a permit for the fence and is it shown on the site plan? Barbed wire or razor wire is only allowed if the Fire Department has approved it in industrial zone districts.
- If there have been any changes to the exterior façade, have these been reviewed and approved by zoning?
- If there are signs erected, have they been permitted, and do they match what is described on the permit?
- If the project involves phased construction, does the current portion have enough off-street parking for the use?
- Does the Xcel transformer placement match the approved site plan? Are there any zoning violations with its placement?