



CITY AND COUNTY OF DENVER
DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE (DOTI)
RIGHT-OF-WAY SERVICES - SURVEY & ADDRESSING

**Right-of-Way Services -
 Survey & Addressing**
 201 W Colfax Ave, Dept 507
 Denver, Colorado 80202
 720-865-3002
www.denvergov.org/doti

Entrance Requirements to Retire Address

Authority:	Revised Municipal Code, Chapter 49, Article IV
Purpose:	The City Engineer or designee has the authority to assign addresses within the boundaries of the City & County of Denver per Sec. 49-56 (Code 1950 341.2) of the Denver Revised Municipal Code (DRMC) and per the Engineering Addressing Policy dated 02/01/2010.
Document Date:	01/01/2024
Address Date:	Addresses previously issued for structures, utilities, and other purposes are in effect until: <ul style="list-style-type: none"> • Required to be retired for permit purposes, ex: <ul style="list-style-type: none"> ○ Tenant spaces combined ○ Relocation of utilities ○ Other
Request:	The request to retire address(es)/unit(s) may be made before logging in for permits or as a requirement for permit purposes. Zoning approval may be required before retiring the address(es).
Customer Interface:	Communication with the Addressing Specialists may be done via: <ul style="list-style-type: none"> • Email, Addressing@denvergov.org • Phone, 720-865-3002 • E-permits, https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home
Affiliated Departments & Agencies:	<ul style="list-style-type: none"> • Community Planning & Development • Denver Assessor’s Office • Denver Fire Department • Excise & Licensing • DOTI: Development Engineering Services Survey • DOTI: Wastewater • DOTI: Solid Waste Management
Considerations:	All requests are handled in the order they are received.
Electronic Submittals:	The address request may be submitted via E-Permits: <ul style="list-style-type: none"> • https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home
Submittal Requirements:	Retire Address: For tenant space changes or relocation of utilities, applicant must furnish a site plan and/or plot plan. All plans shall include the north arrow and surrounding streets designations. For permit purposes, please include record number related to the project. Other documents may be required.
Fees:	\$60 per address and/or \$60 per unit. Payment Options: <ul style="list-style-type: none"> • E-permits: see Electronic Submittals section • Phone: 720-865-2780 • In-Person: 201 W Colfax Ave, 2nd floor • Mail-in Payment: Must include the invoice with the check. Mail it to: City & County of Denver Revenue Accounting/Cashier 201 W Colfax Ave, Dept 205 Denver, CO 80202 Check or money orders are made payable to Manager of Finance . Payments accepted: Cash, check, money order, Discover, Master Card & Visa.