



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

Utility Address Entrance Requirements

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 issued for specific utilities are in effect until: <ul style="list-style-type: none"> • The building or structure has been demolished • The applicant requests to retire the address
Request:	The request for a utility address may be made before logging in for permits or as a requirement for permit purposes.
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 Check 'Submittal Requirements' before submitting request
Submittal Requirements:	Utility: <ul style="list-style-type: none"> • <u>Small Cell</u>: Xcel must approve the location before submitting address request. Applicant must furnish a 1A or Xcel plan set • <u>Telecommunication</u>: Applicant must furnish a utility plan or site plan • <u>Electric or Water</u>: Applicant must furnish a utility plan or site plan. Some examples are electric or irrigation meters or a utility cabinet. • <u>Sewer Use and Drainage Permit (SUDP)</u> purposes. Applicant must furnish a site plan and/or utility plan. <ul style="list-style-type: none"> ○ Example: certain alterations to accessory structures may result in the need for an address for SUD Permit purposes. Your SUDP reviewer will let you know if you need an address.
Fees	\$60 per address and/or \$60 per utility sub-address. 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.