

CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT BUILDING PERMIT POLICY		
Subject: TEMPORARY BUILDING - PERMIT APPLICATION REQUIREMENTS		
Approved: Eric Browning, P.E., Building Official		Drafted by: K. Peetz
Number: ADMIN 134	Effective Date: February 22, 2023	Page: 1 of 2

Reference: ADMIN Section 134

Scope: This policy establishes the submittal requirements for an application to erect or install a temporary building.

Temporary buildings for use by licensed contractors at the construction or demolition site do not require a building permit and therefore are not subject to the provisions of this policy.

Definitions:

BUILDING, TEMPORARY. A building erected or installed for a period of up to 180 days that will be removed at the end of the approved time of installation.

Policy:

The application for permit shall contain the items listed below in addition to the items required for submittal by the Denver Building Code (DBC) Article 1 Section 1 Administration, (ADMIN) Section 133.

Substantiating letter. The applicant shall provide a letter signed by the owner/tenant substantiating the need for a temporary building.

The letter shall specify the period of installation, not to exceed 180 days, or as otherwise allowed by ADMIN Section 134.2, for which the temporary building will be needed. The temporary building must be completely removed from the property on or before the end date of the period indicated in the substantiating letter.

The letter shall specify how toilet facilities will be provided for the occupants of the temporary building. The number of fixtures provided shall meet the minimum required by the DBC for the type of occupancy. If toilet facilities are to be in an adjacent building, the accessible path of travel from the temporary building to the toilet facilities shall not exceed 500 feet. If portable toilets are to be provided to meet toilet fixture requirements, they must be specifically approved by the Building Official.

Plot plan. The application shall include a plot plan of the site showing the location of the temporary building with dimensions to adjacent buildings/structures and property lines. If toilet facilities are to be provided in an adjacent building, the accessible path of travel from the temporary building to the toilet facilities shall be shown on the plot plan.

The plot plan shall show the locations of utilities.

Electrical service. A one-line diagram shall be included to show sizes and ratings of service equipment. If the temporary building is being fed from an existing building's electrical system or is fed from a new service exceeding 200 amps, electrical engineering design shall be submitted for review, including a one-line diagram, panel schedules, load calculations and any additional information deemed necessary by the Building Official. Design shall be signed and sealed by a Colorado licensed electrical engineer.

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Water and sanitary sewer. If flush toilets are provided within the temporary building it is necessary to obtain Denver Water and wastewater management permits.

Other agencies. Approval from other city agencies is required, including but not limited to Zoning, Department of Transportation and Infrastructure, and the Fire Department.

Manufactured or factory-built buildings. Manufactured or factory-built buildings used for temporary buildings must be compliant with the requirements of Denver Commercial Building Code (DCBC) Section 3116. Construction documents for the factory-built building shall be provided in accordance with DCBC Section 3116.3.

Code compliance. Temporary buildings shall comply with DCBC Section 3103 and with the requirements and limitations of any other City ordinance or rule and regulation.

Foundations. Temporary buildings shall be provided with foundations for stability. Details of the foundations are to be submitted as part of the required plans. Mud sills are acceptable as foundations for temporary buildings. Tie-downs are required and shall be inspected. Provide foundations drawings showing the number, type, size and capacity of tie downs and mud sills.

Skirting. Skirts around the bottom of temporary buildings shall be installed to the ground.

Valuation. The valuation of work shall be based on the cost of the building purchase or lease for the approved period of installation.

Temporary Building Certificate of Occupancy. No new temporary buildings permitted under this policy shall be used or occupied until a Temporary Building Certificate of Occupancy (TBCO) is issued by the Building Official, indicating the specific location, use, occupancy, and approved period of installation for which the certificate is issued. A change to any of those details voids the TBCO.

Extension of approved period of installation. Prior to expiration of the TBCO, a written request to extend the approved period of installation may be submitted for consideration by the Building Official. Such requests shall contain an updated substantiating letter. The written request shall demonstrate that there have been no complaints or hazards as a result of this temporary building.

Fees. The fee for any extension of the approved period of installation shall be established on the same basis as the original approved period of installation.

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