

CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT BUILDING PERMIT POLICY		
<b>Subject: TEMPORARY SALES OFFICE WITHIN A MODEL HOME</b>		
<b>Approved: Eric Browning, PE, Building Official</b>		<b>Drafted by: K.Peetz</b>
<b>Number: ADMIN 134B</b>	<b>Effective Date: October 2, 2019</b> <b>Revised Date: March 1, 2023</b>	<b>Page: 1 of 2</b>

**Scope:**

This policy outlines the procedure that guides the review and approval of a request to install a temporary sales office within a model home.

**Policy:**

The applicant must possess a Zoning Use Permit approving the structure for use as a sales office.

A Residential Construction (ResCon) Permit for the structure serving to provide the space for the sales office must have been issued.

After the ResCon Permit has been issued, the structure is eligible to be issued a Commercial Construction (CommCon) Permit to authorize the temporary sales office use and any alterations necessary for the conversion of a portion of the dwelling unit to sales office use.

The dwelling unit proposed to be occupied by the sales office must be eligible to obtain a Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO) for use as a dwelling unit prior to being approved for use as a sales office. A hybrid TCO will be issued for the temporary sales office use. See attached example of the hybrid TCO.

The layout of the interior of sales office must comply with the Accessibility provisions of Chapter 11 of the Denver Commercial Building Code (DCBC). The sales office must possess an accessible entrance.

Public toilet facilities must be provided. The facilities must be able to accommodate a person with a physical disability. If toilet facilities are on an adjacent property, then the travel distance from the sales office to the toilet facilities must be shown and may not exceed 500 feet. Portable toilets are approved for year-round use.

**Sales Office Construction Document Submittal Requirements:**

1. Floor plan of the sales office.
2. If the required public toilet facilities are not within the structure containing the sales office, provide a site plan indicating the location of the toilet facilities and distance of the toilet facilities from the sales office.


The conditions of use, duration of time the sales office will occupy the structure, and the date the sales office is to be removed is to be stated in the Remarks portion of the CommCon Permit issued for the sales office. The following additional statement is to be included in the remarks on the Permit, "During the period of time the sales office occupies a portion of the dwelling unit, the unit is not approved for residential occupancy."

If there are no construction alterations associated with the sales office conversion request, the CommCon Permit may be issued to the owner of the dwelling unit.

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The Building Inspection Division construction inspector is responsible for determining – prior to granting approval to issue the hybrid TCO – if alterations to the unit’s mechanical and or electrical systems are necessary to enable the unit to safely accommodate sales office use; if such alterations will require plans review approval; and if additional mechanical and/or electrical inspection is required.

Hybrid TCO:



CITY AND COUNTY OF DENVER

## Temporary Certificate of Occupancy



Issued by the City and County of Denver Development Services on this date, XX/XX/XXXX,  
for the building or portion located at:

**5668 N Show Home St**

Expiration Date: XX/XX/XXXX

The expiration date is the date stated in the Remarks on the COMMCON permit that the sales office is to be removed from the dwelling unit.

This document certifies that as of this date, this building or portion described below has been inspected for compliance with the Denver Building Code and other ordinances of the City and County of Denver regulating building construction and use of this building for:

**OCCUPANCY/USE:** IRC/ SUD (with a temporary Group B Sales Office located in the XXXXX portion of the dwelling unit)

**TYPE OF CONSTRUCTION:**

**BUILDING CODE USED:** 2015 IRC / 2016 DBC / 20XX IBC

**SPECIAL CONDITIONS:** During the period of time the sales office occupies a portion of the dwelling unit, the unit is not approved for residential occupancy.

**PERMIT NUMBER:** 2018-RESCON-0007029 / 2018-COMMCON-000ZZZZZ

**DATE PERMIT ISSUED:**

**INSPECTOR:** John Smith

*Alexander Hamilton*

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Chief Building Official

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Chief Inspector

**OFFICE USE ONLY**

Reason(s) for Request: Project deferred due to: (Check all that apply)

<input type="checkbox"/> Waste Water Mgmt.	<input type="checkbox"/> Constr. Engineer	<input type="checkbox"/> Enviro. Health	<input type="checkbox"/> Fire Dept.	<input type="checkbox"/> Zoning Admin.	<input type="checkbox"/> Phased Const.
<input type="checkbox"/> Other (specify)					

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