Homeowner Documents

Homeowners of a single-family home who are acting as their own general contractor, and who have met eligibility requirements, can apply for a residential construction permit as an owner-occupier and hire licensed subcontractors.

You will need…

- A written letter of request to act in the capacity of general contractor. Please fill out the letter template on page 2, or write your own letter which must include:
  - the name(s) of the property owners,
  - the property address,
  - a statement that you intend to live in the property for 12 months after construction is complete, and
  - a statement that you will hire contractors licensed in the City and County of Denver to perform any work you are not doing yourself.

- A signed "notice of requirements for owner-occupier permits" form (located on page 3)

- A valid Colorado driver's license or photo I.D. that matches the property owner name listed in the Denver Assessor's database, which you must show in order to pick up your permit(s)

- An application and construction drawings. If you have not already, visit the "Home Projects" section of www.denvergov.org/DS to learn more about what building and zoning plans may be required for your project.

Questions?

For more information, please reference the ADMIN 131.3 building code policy available at www.denvergov.org/BuildingCode or the "Homeowner Permits" webpage at www.denvergov.org/DS.

Or contact Residential Plan Review at:
residentialpermits@denvergov.org
720-865-2710

Please leave a detailed message and allow up to 48 hours for a response.
Messages are returned in the order they are received.

Homeowner Documents

E-mail this letter and the signed notice on page 3 to PlanReview@denvergov.org or include these documents with your permit submittal.

Attention: Eric Browning, Building Official
Residential One- and Two-Family
201 W. Colfax Ave., Dept. #205
Denver, CO 80202

Date: _____

Dear Mr. Browning,

I am requesting to act as my own general contractor for my personal residence, which is a single-unit dwelling, located at:

_____
Address

I am the homeowner of record per the Denver Assessor Office's property records, and the home is listed under my name, not an LLC or a trust. I agree to reside in the dwelling as my primary residence for a minimum of 12 months after the certificate of occupancy is issued.

I agree to hire only contractors licensed in Denver to obtain their own separate permits for all electrical, mechanical, and plumbing work.

Thank you,

_____
Print name of Homeowner

_____
Signature of Homeowner

_____
Building Official Approval