Permitting Checklist for New Homes and Additions

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Introduction

Who is this document for?

Customers building a new single-family residence, duplex, or accessory dwelling unit, or customers creating additions to these structures should use this checklist as a guide in their permit application process.

How to use this document?

This guide consists of a checklist of required submittal documents and key resources to help customers move through the permit application process.

1. Review the list of required documents on the next page and verify which apply to your project.
2. Review the detailed checklist, and work with your design team to gather and complete these requirements for permit application. The checklist is organized by discipline and then by suggested sheet. Presentation of required information is at the discretion of the design team
3. Use the code reference links on this page to look up specific code sections shown in the checklist.
4. Submit the documents outlined in this checklist to apply for building and zoning permits.
5. Identify other permits and approvals that are required for your project. Use the referenced websites to locate application procedures and checklists for those permits and approvals.

Code References

Zoning Codes

Denver Zoning Codes, Policies, and Interpretations Website	denvergov.org/zoning
2010 Denver Zoning Code (DZC)	Denver Zoning Code
Former Chapter 59 (FC59)	Former Chapter 59

Building Codes

Denver Building Codes, Policies, and Guides Website	denvergov.org/buildingcode
2025 Denver Building Code (DBC)	2025 Denver Building Code (Adopted I-Codes & Amendments)
2025 Denver Commercial Building Code (DCBC)	2024 International Building Code & Amendments
2025 Denver Residential Code (DRC)	2024 International Residential Code & Amendments
2025 Denver Energy Code (DEC)	2021 International Energy Conservation Code & Amendments

Building and Zoning Code Submittal Checklist

Requirements for plan review are described in the checklist below. All items listed are required for plan review as applicable to your project type. Each project is different, so your reviewers may ask for additional items during the plan review process.

This checklist is only a summary of the code requirements. It is the applicant's responsibility to meet all code requirements as they are written in the adopted codes. Completing the drawings to these standards can be difficult for many homeowner applicants. It is recommended and encouraged to hire design professionals to develop the necessary documents.

List of Required Documents:

☐ Survey and Geotechnical Soils Report – All new dwelling construction projects, and some addition projects, require a survey and a geotechnical soils report.

☐ Architectural Drawings – The drawings must accurately show the proposed design scope of work, and the design must meet all health, safety, egress, fire, and structural requirements of the code to receive a permit for construction.

☐ Structural Drawings and Calculations - Buildings and structures shall be constructed to safely support all loads. Structural drawings shall show a complete load path meeting the requirements for the transfer of loads from their point of origin through the load-resisting elements to the foundation. Any structural designs which are not prescribed by the Denver Residential Code must be engineered and demonstrate compliance with the Denver Commercial Building Code.

☐ Excavation, Sloping, Benching, and Shoring Documents – Designs for excavation, sloping, benching, and shoring are reviewed during your application for building permits. In some cases, a separate permit will be issued. Required documents include plan and section drawings showing the method and extent of excavation. Some projects will require a geotechnical soils report or engineered plans and calculations. Excavation documents are not a deferred submittal.

☐ Energy Documents – Projects must meet the residential provisions of the Denver Energy Code. Required documents include a Denver Energy Code Residential Checklist, Manuals J, S, and D reports for new heating and cooling equipment, and any supporting energy reports required for the selected compliance path.

☐ Other Permits and Approvals –Depending on the specific scope of work, design elements, and site location, projects may require additional permits or approvals. Review this checklist to verify any that may apply to your project.

Survey & Geotechnical Soils Report

Requirement	Details	References
Survey	• A Boundary Survey, Land Survey Plat, or Improvement Survey Plat is required for construction of a new dwelling on vacant land. • An Improvement Survey Plat is required for additions to existing dwellings when the exterior wall of the proposed work is located less than three feet from the lot line. • Improvement Location Certificates (ILC) are not accepted if a survey is required.	DCBC 133.2.2 DCBC 133.3
Geotechnical Soils Report	A current Geotechnical Soils (Investigation) Report is required for the following projects: 1. Construction of new dwellings, townhouses, and conditioned accessory structures. 2. When required by policy DCBC 130, 131, and 3307 for excavation, benching, sloping, or shoring. 3. Additions to existing DRC structures when a deep foundation is used. 4. Additions to existing DRC structures built over areas of excavation as determined by the building official. 5. When expansive soils, compressible soils, shifting soils, or other questionable soil characteristics are likely to be present.	Building Code Policy DRC R401.4

Requirements for All Project Submittals

Requirement	Details	References
Address	List the address of the building.	DCBC 133.2(1)
Legal Description	List the property and zone lot legal description.	DZC 1.2.2.2.C(1)
Design Contact	List the name of the person or firm responsible for preparing the drawings and specifications.	DCBC 133.2(2)
Seals and Signatures	If a licensed design professional prepares drawings and specifications, the construction documents shall bear the seal and signature of the licensed design professional. Utilize the Electronic Signatures Guide located under building guides on the Denver Building and Fire Code website.	DCBC 133.1
Project Scope	Describe the scope of the project using a written narrative.	DCBC 133.2
Adopted Codes	List the adopted codes applicable to the project: • 2025 Denver Building Code (DBC) • 2024 International Residential Code (IRC) • 2024 International Building Code (IBC) – If used for structural engineering. • 2021 International Energy Conservation Code (IECC) • 2010 Denver Zoning Code (DZC) • Former Chapter 59 (FC59) – Only if project has a zone district in Former Chapter 59	DCBC 101.1 DZC FC59
Plan Graphics	• Graphic scale - drawings must use a common graphic or engineering/architectural scale • North arrow • Graphic legend or key for all line types, symbols, and abbreviations used in drawings • Callouts or tags for all physical elements shown in drawings • Dimensions	DCBC 133.2

Architectural Drawings

Building Code Data Table

Requirement	Details	References
Climatic and Geographic Design Criteria	List the information from the Climatic, Geographic, and Manual J Design Criteria in DRC Table R301.2 on the plan set including the wind design, ground snow load Pg and Pg(ASD), seismic design category, winter design temperature, ice barrier, flood hazard, air freezing index and mean annual temperature.	DRC Table R301.2
Gross Floor Area (GFA) Table – Per Building Code	Provide a table that lists the gross floor area of each floor of every building, including basements. For additions, the table must list the existing and proposed gross floor area of each floor. • GFA is measured from the inside perimeter of the exterior walls as defined in the DCBC. • GFA is used to determine affordable housing fees and verify building and zoning permit fees.	DCBC Ch. 2 GFA Calculation Guide

Zoning Code Data Table

Requirement	Details	References
Zone District	List the zone district and any overlay districts for the subject property. • For zone district determination: https://www.denvergov.org/maps/map/zoning	DZC 2.5 DZC Articles 3-9
Building Form	List the building form used for each structure (primary and accessory structures). • The building form is selected by the applicant unless previously assigned. • Verify the building form is allowed in the subject zone district.	DZC 1.4.1-2 DZC Articles 3-9
Use	List the use of each structure (e.g., single-unit dwelling, two-unit dwelling, garage). • Verify each use is allowed in the subject zone district and by the assigned building form.	DZC Articles 3-9 DZC Article 11
Zoning Lot Area	List the zone lot area in square feet. If providing a survey, use survey measurements.	DZC 13.1.5.D
Building Coverage Calculation	List the building coverage as a percentage calculated by dividing area of building footprints by zone lot area. See exceptions in specific zoning code articles for allowed reductions in building coverage calculation.	DZC Articles 3-9 DZC 13.1.5.13 DZC 13.1.5.14
Gross Floor Area of Attached Accessory Dwelling Unit Use (ADU)	When proposing an attached accessory dwelling unit (ADU), list the gross floor area (GFA) of the area of the structure used as an ADU, measured from exterior face of exterior walls enclosing the use. • When no exterior wall is present, then the ADU use GFA shall be measured to the interior wall face of the dwelling unit, or the edge of a floor plate when no wall is present. • Enclosed areas used for ADU storage or mechanical equipment must be included in the GFA. • The space under stairs is counted as GFA on the lower floor, and the stairs are counted as GFA on the upper floor that the stairs lead to.	DZC 11.2 DZC 13.1.5.18.B DZC 13.3

Site Plan		
Requirement	Details	References
Property Lines / Zone Lot Lines	• Show and label the zone lot lines as primary street, side street, side interior, or rear. • Dimension the length of each property and zone lot line. If a survey is provided, show surveyed and recorded dimensions. If a survey is not provided, use the subdivision plat recorded dimensions.	DZC 13.1.5.2 DZC 13.1.5.1.D.4
Streets and Alleys	Show and label all streets, alleys, and public sidewalks abutting the subject zone lot. Label if alleys are private or public, and label alley width.	DCBC 133.2
Structures	Show, label, and dimension the size and location of all existing and proposed structures on the site, including accessory structures, garages, carports, decks, patios, pergolas, swimming pools, hot tubs, window wells, sheds, decks, patios, mechanical equipment (AC units), and any roof/overhang elements.	DCBC 133.2.2
Driveways	Show, label, and dimension new and existing driveways.	DZC 13.1.5.16
Sidewalks	Show all proposed sidewalks, patios, and flatwork. Show a sidewalk from the street to the building entry.	DZC 13.1.6.3.B
Site Stairs	Show and dimension site stairs. Provide spot elevations for landings and adjacent grades. See Details/Enlarged Drawings for additional requirements.	DRC R318.7.8 DRC R321.1
Landscaping	• Show all permanent planters and site features (e.g., fire pits and outdoor kitchens). • For properties not located in SU and TU zone districts, graphically show and label the landscape material in open areas within a required setback or build-to. Open areas must be landscaped with at least 50% live material, and the remaining 50% landscaped with either live or non-live material.	DZC 10.5.4 DZC 10.5.4.2
Walls	Show and dimension location of walls and retaining walls. See Details/Enlarged Drawings and Structural Documents for additional requirements.	DZC 10.5.5 DZC 10.5.6
Fences and Gates	Show and label fences. Label the fence material and height.	DZC 10.5.5
Reference Lots	• Show the reference lots used to determine the minimum primary street setback for the subject zone lot. • Show the location of the primary street-facing facade of the primary structure on each reference lot. • Dimension from the primary street zone lot line to the nearest primary-street facing façade of each primary structure on each reference lot.	DZC 13.1.5.9
Setbacks	• Show, label, and dimension all minimum required setbacks for each building form. • Dimension the distance from the zone lot line to the nearest exterior face of each structure. • For setback exceptions, dimension the extent a structure encroaches into the setback.	DZC Articles 3-9 DZC 13.1.5.8 DZC 13.1.5.9
Setback Verification	• Required when the exterior wall of the proposed structure is located less than 3 feet from the minimum required zone district setback or Former Chapter 59 building separation. • Provide dimensions from the property lines/zone lot lines or the required building separation to the outside face of the foundation wall, exterior wall, roof overhangs (fascia), and any other building elements.	Building Code Policy DCBC 133.3
Front/Rear Zone Lot Depth	Show and the 65%/35% zone lot depth line (or 80%/20% where required) separating the front and rear of the zone lot.	DZC 13.1.2.2
Attached Garage	• Show and dimension that at least 65% of the primary street facing facade enclosing the primary use (excluding the garage width) is closer to the primary street zone lot line than the attached garage. • Dimension the total width of street-facing garage doors.	DZC Articles 3-9 DZC 13.1.6.1.L
Spot Grades	Label original spot grade elevations at the following locations: • Corners of zone lot. • The points along the side interior zone lot lines measured 20' from the primary street zone lot line.	DZC 13.1.2.2.B.1
Grade Changes	If proposing to change the grade in the primary street or side interior setbacks, show and label the extent of the grade change.	DZC 10.6
Transportation Details and Notes	• Include the curb cut detail and notes on plans where a new or altered curb is being proposed. • Show and label dedications, vacations, and easements.	Transportation Engineering website
Tree Details and Notes	• Show all existing established trees located in the right-of-way, primary street setback and side street setback. Label the diameter of each tree. Note if a tree is proposed to be removed. • At a minimum, include the tree protection detail, tree planting detail, and standard notes on the plans.	Office of the City Forester website
Parkway Requirements	Required if the property is adjacent to a parkway. • Show and label the parkway setback on the site plan. • Show and label the ground landscaping material, plants, and trees within the parkway setback and adjacent right-of-way on the site plan. A landscape plan is required for properties abutting a city park. • Demonstrate compliance with parkway design guidelines, rules and regulations, and restrictions.	Parkways website Parkway map

Demolition Floor Plans and Elevations for Additions		
Requirement	Details	References
Floor plans	Dimension and label the function and use of each room (e.g., bedroom, office, kitchen).	DRC R312.1
Identify Demolished Areas	Show and label any elements being demolished from those that will remain (use poche, hatch, line weight, or similar).	DCBC 133.2.2
Demolition Calculation	Calculate the area of exterior wall assemblies being demolished as a percentage of the total square footage of the existing exterior wall assemblies.	DCBC 130.1 DZC 13.1.12.1
Floor Plans / Reflected Ceiling Plans		
Requirement	Details	References
Architecture Elements	Show and label permanent physical elements in area of work (e.g., walls, doors, windows, stairs, plumbing fixtures, kitchen appliances, fireplaces, closets, attic and/or crawl space access, etc.).	DCBC 133.2
Rooms	Dimension and label the function and use of each room (e.g., bedroom, office, kitchen).	DRC R312
Kitchens / Bars	When providing more than one kitchen or a bar, note if the space is a full kitchen or partial kitchen. • A full kitchen contains either (1) a stove/cook top, range, or oven, or (2) one or more 220-volt or greater electrical outlets or a gas connection. All other kitchens are partial kitchens.	DZC 11.8.9
Toilet, Bath and Shower Spaces	• Show plumbing fixtures. Note or dimension spacing and required clearances. • Note that nonabsorbent surfaces are required at bathtub and shower floors and walls.	DRC R327
Fire Rated Walls and Separations	• Label fire rated walls and projections with fire rating. Provide a UL listing number, an ICC-ES report, or identify a prescriptive fire resistance assembly from DCBC Section 721. Provide opening analysis in exterior walls as required. • Label fire separation between garage and dwelling unit and between dwelling units. • Label accessible spaces under stairs will be protected with ½" gypsum board. • Label fire protection at floor assemblies.	DRC R302
Ceiling Height	Label the ceiling height.	DRC R313
Egress	Provide a continuous and unobstructed path of egress travel from all portions of the dwelling unit to a required egress door. • Dimension landings, stair clear width, and hallway width.	DRC R318
Guard Rails	Show location of any required guard rails. Describe the height and materials.	DRC R321.1
Emergency Escape and Rescue Openings	Show at least one emergency escape and rescue opening in the basement, habitable attic, and in every sleeping room. • Label or dimension the width and height of each window. • Dimension length and width of window (area) wells. Ensure compliance with zoning setback exceptions.	DRC R319 DZC Articles 3-9
Glazing	• Dimension the width and height of each exterior window and door. • Dimension or label sill height. • Describe the window or door operation (e.g., fixed, sliding, single or double hung, casement, etc.). • Identify safety glazing where required. • List U-values of all glazing. Reference the Denver Energy Code Checklist. • Calculate area of glazing as a percentage of floor area. Reference the Denver Energy Code Checklist.	DRC R324 DEC R103.2
Ventilation	• Note method of ventilation: natural ventilation, whole-house mechanical ventilation system, or a mechanical ventilation system capable of producing .35 air changes per hour in habitable rooms. • Provide natural ventilation or a local exhaust system in each bathroom and kitchen. • For vented crawl spaces, provide a ventilation calculation. Show, label, and dimension vents.	DRC R325 M1505 R408.2
Radon Mitigation	• Show and label vent pipe location on floor plans. The vent pipe shall extend up through the building floors and terminate above the roof. The vent pipe may not be located in an exterior wall. • Use general notes to describe subfloor preparation, soil gas retarder, and power source.	DRC Appendix BE
Attic Access	Show and dimension attic access.	DRC R807
Smoke and CO2 Alarms	Show and label smoke and CO2 alarms on reflected ceiling plans or use a general note to describe locations.	DRC R310 DRC R311
Lighting	Add a lighting general note, "All outdoor lighting shall have light sources that are concealed by a full cutoff lighting fixture so that the light source is not visible from any street right-of-way or adjacent properties."	DZC 10.7.4

Roof Plan		
Requirement	Details	References
Ventilation	Provide attic ventilation calculation. Show, label, and dimension vents. Verify vents are not located in fire-rated roof overhangs.	DRC R806 DEC R402.2
Skylights	Show and dimension skylights. List U-values of skylights.	DEC Table R402.1.2
Crickets	Show and dimension crickets or saddles.	DRC R903.2.2
Drainage	Show and note type of drainage (gutter/downspout, scupper, drains/overflow drains, etc.). Show location of emergency overflow roof drainage at flat roofs.	DRC R903.4
Roof Overhangs	Dimension roof overhang. If within 5 feet of the property line, note and/or detail fire resistance rating information.	DRC R302.1
Roof Slope	List the roof slope as a ratio expressed as vertical dimension to horizontal dimension (e.g., 3:12).	DZC 13.3
Solar Ready Zone	Required if a renewable solar system is not included on a new construction project. Reference the Denver Energy Code Checklist for requirements.	DEC R404.6
Radon Vent Pipe	Show and label radon vent pipe termination.	DRC Appendix BE 103.5-103.8

Exterior Elevations		
Requirement	Details	References
Show All Structures	Show, label, and dimension all existing and proposed structures including sheds, decks, patios, and any roof/overhang elements.	DCBC 133.2
Finished Grade	Show location of exterior finished grade and how it interacts with the proposed structure.	DZC 10.6.3
Overhang Dimensions	Dimension or note the depth of roof overhangs and the distance from an overhang to the property line. If within 5 feet of property line, note and/or detail fire resistance rating information.	DRC R302.1
Opening Analysis	If wall is fire rated, calculate the openings in the wall (windows, doors, vents, etc.) as a percentage of the wall area.	DRC R302.1
Chimney Height and Dimensions	Dimension height of chimney above roof and/or crickets, horizontal clearance distance from roof, and dimension crickets at the chimney, where required.	DRC R1003.9 Table R1003.20
Roof Slope/Pitch	Describe the roof slope using either a ratio, degrees, or percentage, e.g.: (ratio = 3:12), (degrees = 14°), or (percentage = 25%).	DZC 13.3
Zone Lot Lines	Draw vertical dashed lines depicting the zone lot lines. Label the zone lot lines using designations per DZC (primary street, side, side interior, rear).	DZC 13.1.5.2
Setbacks	• Show, label, and dimension all minimum required setbacks for each building form. • Dimension the distance from the zone lot line to the nearest exterior face of each structure. • For setback exceptions, dimension the extent a structure encroaches into the setback.	DZC Articles 3-9 DZC 13.1.5.8 DZC 13.1.5.9
Setback Verification	• Include setback verification dimensions on drawings when the exterior wall of the proposed structure is less than 3 feet from the required zone district setback or Former Chapter 59 building separation. • Provide dimensions from the property lines/zone lot lines or the required building separation to the outside face of foundation wall, exterior wall, roof overhangs (fascia), and any other building elements.	Building Code Policy DCBC 133.3
Front/Rear Zone Lot Depth	Show the 65%/35% zone lot depth line (or 80%/20% where required) separating the front and rear of the zone lot.	DZC 13.1.2.2
Front and Rear Base Planes	Show and label the front and rear base planes.	DZC 13.1.2 - 13.1.3
Height in Feet and Stories	Show and dimension the maximum height permitted. Dimension the maximum height of each structure, measured from the front and rear base planes.	DZC Articles 3-9
Bulk Planes	Show, label, and dimension the required bulk plane for each structure, measured from the front and rear base planes.	DZC Articles 3-9
Upper Story Setback	Show, label, and dimension required upper story setbacks.	DZC 13.1.6.1.G
Upper Story Stepback	Show and dimension the height and depth of any required upper story stepback for structures with a low sloped roof.	DZC 13.1.6.1.H
Rooftop Mech. Equipment	Show the location of all proposed mechanical equipment on the roof and any screening required.	DZC 10.5.7.2 DZC 13.1.9

Building Sections		
Requirement	Details	References
Building Volume and Components	Show, label, and dimension building volume and components: • Foundation (basement, SOG, crawl space, etc.), venting, water proofing, drainage • Structural members • Attic volume, access, and ventilation • Vertical circulation - stairs, ramps, and elevators • Windows and doors • Label spaces and their intended use • Dimension ceiling heights	DRC Ch. 4 DRC Ch. 4,5,6,8 DRC R806 DRC R318 DRC R319 DRC R312 DRC R313
Details / Enlarged Drawings		
Requirement	Details	References
Wall Sections	Show using detail drawing and/or describe using a plan note: • Size and material of structural members • Insulation type/material, location, dimension, and R-value • Fire blocking and draft stopping • Air barrier, vapor retarder, water resistive barrier, damp proofing • Sheathing • Exterior materials • Interior finish materials • Rafter/attic ventilation, as applicable • Match to listed fire rated assemblies, where required	DRC R602.3 DEC R103.2, R402.1.3 DRC R302.11-302.12 DEC Table R402.4.1.1, DRC R702.7 & R703.2 DRC Table R602.3(3) DRC R703.1 DRC R702.1 DRC R806 DRC R302.1
Foundation Details	Show and label: • Foundation material, dimensions • Dimension depth of foundation • Wall anchorage • Show how frost protection is achieved, where required • Exterior grade elevation and slope • Foundation drainage, where required • Damp proofing / waterproofing • Slab edge insulation type/material, dimension, and R-value, where required	DRC R402 DRC R403.1 DRC R602.11 DRC R403.3 DRC R401.3 DRC R405 DRC R406 DEC R402.2.9
Roof Details	Show and label: • Exterior materials • Sheathing • Framing members • Insulation type/material, location, dimension, and R-value • Weather protection and flashing • Ventilation • Coping at parapet walls, where required • Drainage • Describe fire rated assemblies, where required	DRC R904-905 DRC R803 DRC R802.2 DEC R103.2, R402.1.3 DRC R903 DRC R806 DRC R903.3 DRC R903.4 DRC R302.1
Stairs	Show, label, and dimension: • Width of stairs • Headroom • Stair risers and treads • Overall vertical rise • Landings • Handrails	DRC R318.7.1 DRC R318.7.2 DRC R318.7.3-5 DRC R318.7.3 DRC R318.7.6 DRC R318.7.8
Site Walls and Retaining Walls	• Provide a section detail to illustrate wall height, materials, foundation, and elevation of grade on each side of the wall. • Label spot grade elevations at the lowest grade at the base of the retaining wall, and topmost point of finished grade where the wall no longer retains earth.	DRC R404 DZC 10.5.6 DZC 13.1.8

Structural Documents

General Requirements - Structural

Requirement	Details	References
Load Information	List the live, dead, snow, and wind loads; seismic design category; soil information (from referenced soils report or prescriptive values from IRC Table R401.4.1 where soils report is not required); loads used for engineered design from DCBC Chapter 16. • ASCE 7-22 introduces two ground snow load figures for each site: Pg and Pg(ASD). These figures can be found using the ASCE Hazard Tool. • Apply the Pg strength level load figure when using ASCE 7-22 load combinations for engineered designs. Use the Pg(ASD) when referencing IRC prescriptive tables for structural member sizing.	DRC Table R301.2 DCBC Chapter 16
Material Strength & Properties	List concrete strengths subject to severe weathering; wood and engineered lumber species and grades; sheathing type, thickness, and nailing patterns; and steel and reinforcement properties and grades.	DRC Chapters 4-6, 8
Special Inspections	Provide a statement of special inspections when required.	DCBC 1704-1705
Structural Observations	List structural observations required by the engineer or building official.	DCBC 1704.6
Letter of Integrity	Provide a signed and sealed letter of inspection and integrity from a licensed engineer if loads added to an existing structure are increased by more than 5%. The letter shall state the engineer personally inspected the structure and finds it structurally adequate.	DCBC 133.2.2

Structural Foundation Plans

Requirement	Details	References
Foundation Type	Identify, dimension, and detail foundation type for buildings, structures, and site walls.	DRC Chapter 4
Reinforcement	Show, label, and dimension foundation reinforcement, including at openings. Provide structural calculations if reinforcement does not meet IRC prescriptive requirements.	DRC R404.1.3.2
Hardware	Show and label hardware including hold downs and post bases.	DRC R403.1.6
Details	Detail all unique foundation types and configurations and key to the plan view.	DRC Chapter 4

Structural Framing Plans

Requirement	Details	References
Wall Type	List stud size and spacing; sheathing thickness, type, and nailing patterns; and anchor bolt size and spacing.	DRC Chapter 6
Structural Members	• Show, label and size headers, beams, and posts. • Call out required number of king studs and trimmers.	DRC Chapters 5, 6, 8
Hardware	Show and label hardware including hold-downs, hangers, post caps and bases.	DRC Chapters 4-6, 8
Floor Framing	Show and describe floor system including member sizes & spacing; connection details; sheathing thickness, type, and nailing patterns; overhang details; deck framing; and identification of live loads and equipment loads.	DRC Chapter 5
Roof Framing	Show and describe the roof system including member sizes and spacing; connection details; sheathing thickness, type, and nailing patterns; and overhang details.	DRC Chapter 8
Trusses	Truss designs are not required at time of application but must be available on site at time of building inspection. Designs must show the truss layout by supplier and be signed and sealed by an engineer.	DRC R802.10.1
Lateral Bracing	• Show, label, and dimension prescriptive braced wall lines and braced wall panels. List method used. • Non-prescriptive lateral bracing requires details and structural calculations to be included.	DRC R602.10 DRC R301.1.1
Details	• Detail all unique framing configurations and key to the plan view (e.g., floor to foundation; floor to wall; roof to wall; post to beam; post to foundation; overhangs; and steel connections including weld, anchor size, and type). • Detail shear walls and/or prescriptive braced walls.	DRC Chapters 4-6, 8 DRC R301.1.1

Structural Calculations

Non-Prescriptive Elements	Provide structural calculations for all non-prescriptive elements of a design (e.g., steel elements and connections; non-prescriptive foundations, framing, and lateral design elements; retaining walls that retain more than 24 inches of soil or are greater than four feet in height measured from the bottom of footing; and masonry site walls greater than 6 feet in height).	DRC R301.1.1

Excavation, Sloping, Benching, and Shoring Documents		
Policy requirements	Read the *Excavation, Sloping, Benching, and Shoring for DRC Structures* policy located under the building code policies on the Denver Building and Fire Code website to verify all requirements. Excavation permits are not a deferred submittal. A permit for excavation will be issued separate from and prior to the construction permit once the entire project has received approval from all applicable agencies. • All structures designed and permitted under the DRC require an excavation permit, unless it meets an exception listed in the policy. • Exceptions may require the documents listed below. Read the policy to verify requirements.	Building Code Policy DCBC 130, 131, and 3307
Excavation Plan and Sections (Where an engineer stamp is not required)	Required for the following: • Sloped excavations that are more than 4' deep. • To show project meets requirements for policy exceptions 1 and 2.	Building Code Policy DCBC 130, 131, and 3307
Engineer Stamped and Signed Construction Documents	Construction documents must be provided by an engineer for the following excavation designs: • Benching designs. • Shoring designs. • Underpinning.	Building Code Policy DCBC 130, 131, and 3307
Geotechnical Soils Report	A geotechnical soils report is required for: • Benching designs. • Shoring designs. • Sloped excavations that are more than 4' deep where the sloping design is steeper than 1.5 feet horizontal to 1 foot vertical. • Underpinning.	Building Code Policy DRC R401.4
Affidavit(s) from Adjacent property owners	• Required if proposing to use the adjacent property for excavation, or when an excavation angle of repose extends into an adjacent property. • Affidavit form is included in the *Excavation, Sloping, Benching, and Shoring for DRC Structures* policy. • A copy of the adjacent property title is required if the owner's information differs from that shown in the Denver Property Taxation and Assessment System.	Building Code Policy DCBC 130, 131, and 3307
Special Inspection	• Required for engineered benching or shoring design. • Name and phone number of the special inspector or engineer inspecting the installation.	DCBC 1704
Statement of Valuation	• Required if an excavation permit is required. • The valuation for excavation and shoring is based on full replacement cost to the owner including labor, profit, overhead, materials, equipment, and installation. List an accurate valuation in line with the current market costs.	DCBC 138.1
Energy Documents		
Residential Compliance Checklist	Show compliance with all minimum submittal requirements outlined in the Denver Energy Code Residential Checklist. A completed checklist must be submitted for the following projects. • New construction • Additions and/or alterations with an above grade area increase greater than or equal to 20% of the existing above grade gross floor area, or 300 square feet, whichever is less.	Energy Code Checklists
Energy Compliance Declarations	• List the selected energy compliance pathway. • Note whether the project will be an all-electric property.	Energy Compliance Pathways
Systems Table	An optional proposed systems table describing the proposed mechanical systems, water-heating equipment, and appliances may be submitted.	Proposed Systems Table Template
Manuals J/S/D	• Submit ACCA Manual J, Manual S, and Manual D packages for the HVAC equipment and systems. • Required if project scope includes a new HVAC system (equipment and duct systems). Exception: Manual J, S, and D are not required for projects that are interior renovations only, or for above grade additions not exceeding 20% of the existing above grade GFA or 300 S.F., whichever is less.	DEC R103.2 DEC R403.7
Compliance Reports per Energy Pathway	• None are required for the prescriptive tables' compliance pathway. • Submit a REScheck report for the prescriptive Total UA compliance pathway. • Total Building Performance compliance pathway requires an energy model compliance report (such as Ekotrope, REMRate, Energy Gage, Wrightsoft, etc.) prepared by an approved third party. • Energy Rating Index compliance pathway requires a rating report prepared by an approved third party.	DEC R402.1.5 DEC R405.3.2 DEC R406

Other Permits and Approvals, As Required Per Project		
Address Assignment	Address requests must be made prior to permit application. Address assignments are required if: • Adding a new dwelling unit to the property, including attached or detached accessory dwelling units. • An existing dwelling is being demolished and rebuilt.	Addressing website
Conveyance Permit	A conveyance permit from Denver Fire Department is required if the project includes an elevator. For more information email DFDconveyances@denvergov.org or call 720-913-3474.	Conveyance Program website
Demolition Permit	Demolition review is a multi-agency process involving local and state authorities. The process can take up to two months. A demolition permit is required for: • Complete removal of an existing structure, or • Removal of 40% or more of the exterior wall area of an existing structure.	Demolition Permits website DCBC Chapter 33
Dedication	Transportation Engineering may require a dedication for alley or sidewalk improvements if the number of primary dwelling units increases on a property.	Transportation Engineering website
Encroachment Permits - Revocable Review	Submit a ROW encroachment application if you are proposing work in the right-of-way. Visit the Right-of-Way & General Permits website and select Encroachments for more information on permit and submittal requirements. For more information email DOTI.ER@denvergov.org or call 720-865-3003.	Right-of-Way & General Permits website
Fire Sprinkler Permit	A fire sprinkler permit from Denver Fire Department is required if the project includes fire sprinklers.	Fire website
Landmark Certificate of Appropriateness	Landmark preservation design review is required for proposed development to locally designated landmarks and properties located in a historic district. Once a project has been reviewed and approved, Landmark staff issues a Certificate of Appropriateness (COA) and a consolidated set of approved application materials. A COA is required prior to building and/or zoning permit approval.	Landmark Preservation Design Review Process website
Over-Height Fence Request	• Required when requesting a fence or wall that exceeds the maximum height allowance. • Provide a narrative as to why the over height fence is requested, referring to the review criteria in the *Exception to Maximum Height* code section.	DZC 10.5.5.1.C
Owner Occupancy for ADUs in SU Zone Districts	• Required when building an ADU in a SU zone district, except when a structure containing an ADU use is being constructed at the same time as the primary single unit dwelling. • At the time of the ADU permit application, at least one owner must occupy either the primary dwelling as documented by at least two of the following: motor vehicle registration, driver's license, Colorado State ID, voter registration, tax documents or utility bill. Only submit documents when requested.	DZC 11.8.2.2
Second Full Kitchen Acknowledgement	Submit a copy of the recorded second full kitchen form, "*Acknowledgement of Zoning Permit Approval with Conditions for a Second Full Kitchen in as Single-Unit Dwelling,"* if proposing a second kitchen in a single unit dwelling. • A full kitchen contains either (1) a stove/cook top, range, or oven, or (2) one or more 220-volt or greater electrical outlets or a gas line connection.	DZC 11.8.9 DZC 13.3
Sewer Use and Drainage Permit (SUDP)	All development projects will be reviewed by the Sewer Use and Drainage Permit team for compliance with wastewater specific codes, standards, policies, and criteria, including, but not limited to sanitary, storm (grading), floodplain, groundwater, pre-treatment devices, and impacts to the right-of-way (ROW) and private properties. Visit the Sewer Use and Drainage Permits (SUDP) website to learn what to submit.	Sewer Use and Drainage Permits (SUDP) website
Street Tree Permits	Permits are required prior to performing tree removal, tree planting, tree injection, or attaching material to any public or protected tree.	Street Tree Permits website
Transportation Engineering Plan	A transportation engineering plan (TEP) may be required if there are substantial right-of-way changes, or the number of primary dwelling units increases on a property.	Transportation Engineering website
Universal Recycling and Composting Ordinance (URCO)	New construction or additions with a gross floor area over 500 square feet are subject to the Universal Recycling and Composting Ordinance (URCO) Construction and Demolition (C&D) recycling and diversion requirements. • A waste diversion plan and refundable performance security deposit are applicable to most projects. • You may submit requests to modify minimum number of materials and/or diversion percentages, and/or reductions or exemptions of the performance security deposit.	URCO C&D Recycling and Diversion website
Zoning Grade Change Exception Request	• Required if requesting a zoning grade change exception. • A request for a grade change exception to allow proper site drainage may require a report and supporting drawings certified by a qualified professional (e.g., architect or civil engineer licensed in Colorado).	DZC 10.6.3
Zone Lot Amendment	An approved zone lot amendment is required prior to building and zoning permit application if you are proposed to change your zone lot boundaries (e.g., combining or splitting zone lots).	Zone Lot Amendments website
Zoning Relief	When a project or property does not meet all applicable zoning standards, customers may request an administrative adjustment or variance. To be eligible, you must demonstrate that you meet the criteria in DZC Article 12.	Zoning Relief website DZC 12.4.5 DZC 12.4.7

Contacts

Community Planning and Development		
Workgroup / Website Link	Services Provided	Contact Information
Affordable Housing	Applies the affordable housing linkage fee.	720-865-3251 Sabrina.Keil@denvergov.org
Building Inspections	Conducts building construction and business license inspections, and issues a building's certificate of occupancy. Investigates complaints about building code issues or doing work without permits.	720-865-2505 Building.inspectionservice@denvergov.org
Intake	Processes the intake of development applications, extensions, quick permits, and homeowner permits. Provides E-permits assistance.	720-865-2720 planreview@denvergov.org
Landmark Preservation	Performs landmark preservation design review for proposed development to locally designated landmarks and properties located in a historic district.	720-865-2709 landmark@denvergov.org
Residential Plan Review	Issues building and zoning permits for one- and two-family structures and their accessory structures.	720-865-2710 residentialpermits@denvergov.org
Rezoning	Processes rezoning requests.	720-865-2974 rezoning@denvergov.org
URCO C&D	Applies the applicability and compliance criteria for construction and demolition projects subject to Universal Recycling and Composting Ordinance (URCO).	CDWasteDiversion@denvergov.org
Zoning Administration	Processes zone lot amendments, administrative adjustments and variances.	720-865-2606 ZoningAdministration@denvergov.org
Zoning Inspections	Conducts zoning inspections on development applications.	720-865-2505 Neighborhood.InspectionService@denvergov.org
Denver Department of Public Health and Environment (DDPHE)		
Workgroup	Services Provided	Contact Information
Environmental Quality	Reviews for environmental quality concerns such as the presence or perceived presence of a hazardous substance, pollutant or contaminant. For more information visit the Brownfield Redevelopment website.	720-865-5452 eqcomments@denvergov.org
Department of Parks and Recreation		
Workgroup	Services Provided	Contact Information
Office of the City Forester (OCF)	Ensures trees located in the public right-of-way, and in the primary or side street setback in residential zone districts are protected and trees are planted in accordance with OCF Rules & Regulations.	720-913-0651 forestryplanreview@denvergov.org
Parkways	Ensures properties adjacent to a parkway or city park comply with parks and recreation guidelines, rules, and regulations.	parkways@denvergov.org
Department of Transportation and Infrastructure		
Workgroup	Services Provided	Contact Information
Addressing	Validates and issues new and additional addresses.	720-865-3002 | addressing@denvergov.org
Assessor	Processes parcel reconfigurations and assess taxes.	720-913-4162 | Assessor@Denvergov.org
Encroachments	Issues permits for construction work in the right-of-way.	720-865-3003 | DOTI.ER@denvergov.org
Floodplain Management Group	Ensures projects located in a regulatory floodplain comply with the City & County of Denver Floodplain Ordinance.	720-865-3215 floodplain@denvergov.org
DOTI Permit Operations	Issues right-of-way permits for dumpsters, special events, street furniture, signs, and street occupancy. Visit the Right-of-Way and General Permits website for more information.	303-446-3759 dotipermitoperations@denvergov.org
Sewer Use and Drainage (SUDP)	Reviews for compliance with wastewater specific codes, standards, policies, and criteria, including, but not limited to sanitary, storm (grading), floodplain, groundwater, pre-treatment devices, and impacts to the right-of-way and private properties.	720-865-3060 wastewaterpermits@denvergov.org
Transportation	Reviews plans for transportation impacts and determines right-of-way improvements that may be required, including sidewalks, driveways, alleys, curb and gutter.	Transportation Engineering and Permitting

Related Agencies (Outside of Denver.org)		
Workgroup	Services Provided	Contact Information
Underground Utilities	Call before you dig to have underground utilities marked.	1-800-922-1987 www.colorado811.org
Xcel Energy	Energy service connections.	1-800-628-2121 | Xcel website
Denver Water	Water service connections, plan reviews, locate lines, etc.	303-628-6100 | Denver Water website
Metro Wastewater Rules and Regulations	Utility locate services and sewer tap approvals.	303-286-3000 www.metrowaterrecovery.com
CDOT access permits	Curb cut and ROW access when property connects to a State Highway such as Federal Blvd, Colfax Ave, or Colorado Blvd.	303-512-4272 CDOT Access Permits website
Mile High Flood District	MHFD will conduct a plan review when a project is located near a floodplain, stream, or major drainageway.	303-455-6277 www.mhfd.org/services
Colorado Department of Public Health and Environment	For projects with asbestos abatement, when the project will disturb one acre or more of land, or when contaminated soil, underground storage tanks, or environmental spills are discovered.	303-692-2000 CDPHE website

Helpful Websites

Helpful Websites		
Website	Website content	Link to Webpage
Colorado Open Records Act (CORA) Requests	Request public records.	Colorado Open Records Act (CORA)
Denver Permitting Office	Provides resources across multiple agencies and departments to ensure that the permitting process for development on private property and the adjacent right-of-way within the City and County of Denver is efficient, consistent, and timely.	Denver Permitting Office
Denver Building Code	View the Denver Building Code, policies, and guides.	Denver Building and Fire Codes
Denver Energy Code	Resources for compliance with the Denver Energy Code including Denver Energy Code Checklist, fact sheets, and training videos.	Denver Energy Code Residential Energy Checklist
Colorado Chapter International Code Council - Building Guides	Review building guides for residential projects.	Building Guides | CCICC – Colorado Chapter of the International Code Council
Denver Zoning Code	View the complete Denver Zoning Code and Former Chapter 59.	Denver Zoning Code
Property Record Search	Property value and key property information.	Property Record Search
GIS Maps	View information about your subject property. A collection of customized public facing maps that provide information commonly requested by citizens, businesses, or others.	Geographic Information Systems
Denver Maps	View information about your subject property.	Denver Maps
Site Development Plans	Search for applicable site development plans and planned building groups.	Denver Maps - Site Development Plans
E-Permits	Denver's online permitting system.	Welcome to E-permits
Building and Land Development Fees	Outlines building and land development fees.	Building and Land Development Fees
Plan Review Dashboard	Displays average review times for all disciplines.	Average Plan Review Times
URCO C&D	Universal Recycling and Composting Ordinance (URCO) Construction and Demolition (C&D) recycling and diversion criteria and requirements.	URCO C&D Recycling and Diversion