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Mayor

CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS

Public Works Permit Operations
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Entrance Requirements for Change of Appearance of Private Property

Authority:	Revised Municipal Code, Sections 49 and/or 54.
Document Date:	April 28, 2003, Version 1.0
Permit/Process Type:	Change of Appearance of Private Property. Supplement to Building Permit Application checklist, when changing the appearance of a property
Purpose of Document:	Describe some of the process considerations for customers applying for a CPD, Building Inspection Change of Appearance, and the role that Public Works, Development Engineering Services has in the process.
Customer Interface:	Most communication will be done either through Public Works Permit Operations and/or Public Works Plans Review Services.
Affiliated Departments & Agencies, and Roles:	<ul style="list-style-type: none"> ▪ Public Works Permit Operations (PWPO). 2000 W. 3rd Avenue, Room 107; Denver, CO 80223-1027. 303-446-3759. ▪ Public Works Plans Review Services (PWPRS). 201 W. Colfax Avenue, Room 2.H.10, Dept. 202; Denver, CO 80202. ▪ Right-of-Way Inspection. 2000 W. 3rd Avenue, 2nd Floor; Denver, CO 80223-1023. 303-446-3469. ▪ Community Planning & Development (CPD): Building Inspection. 201 West Colfax Avenue, 2nd Floor, Dept. 205; Denver, CO 80202. 720-865-2710. ▪ Contractor Licensing. 201 W. Colfax Avenue, 2nd Floor, Dept. 203; Denver, CO 80202. 720-865-2770.
Considerations:	<ol style="list-style-type: none"> 1. Contractors must have a current license(s) and bond(s) to perform this type of work in the City and County of Denver. These license(s) &/or bond(s) are required for general contractor work, work in the public right-of-way, plumber and utility cuts, concrete and asphalt work, and others. If contractor needs assistance or to renew licenses, contact the office of Contractor Licensing at 720-865-2770. 2. Obtain the appropriate Building Permit Application Checklist for your type of property. This is available from CPD, Building Inspection at 201 West Colfax Avenue, 2nd Floor, Dept. 205; Denver, Colorado 80202, 720-865-2710. Follow the required steps to complete the necessary processes from the CPD Building, Public Works Development Engineering Services, Wastewater, Zoning, and other applicable departments. 3. Be prepared to submit 4 sets of signed and stamped and engineering drawings for review by the Development Engineering Services (DES), on the 2nd floor of the Webb Building, at 720-865-2782. These must be signed by the property owner or a legal representative. As a result of this 2nd action, a written TEP document may be created. READ the TEP carefully and follow ALL of its instructions, in addition to the plans approved by DES (plans review: 720-865-2782). The TEP often requires that specific actions must be completed prior to obtaining any permits to begin work. Keep one copy of approved plans and TEP on job site at all times. 4. For all right-of-way work impeding flow of traffic or pedestrians, you must obtain your Street Occupancy Permit from PWPO at 2000 W. 3rd Ave., Room 107, Denver, CO, 80223, 303-446-3759. The street occupancy permit requires Traffic Control Plan(s) (TCP) meeting MUTCD guidelines. Keep your copy on job site at all times. 5. Call your Right-of-Way Inspector before beginning work, at 303-446-3469, 48 hours in advance, for appointments, permits, and inspections. Keep your copy of permits on job site at all times. These permits allow you to work legally on the public rights-of-way; which include the areas from the property line

	<p>toward the street or alley, curbs & gutters, sidewalks, handicap ramps, and all public streets, alleys, etc.</p> <ol style="list-style-type: none"> 6. After obtaining permits, contact the Public Works Materials Lab 48 hours in advance at 720-865-4040, to schedule separate soil compaction and concrete tests for right-of-way areas only. In some situations, you must hire private testers to perform the testing work. 7. Contact Forestry at 720-913-0651 to determine if there are any impacts that construction may have on trees in the public right-of-way and to obtain a permit to work around these trees. Contact a private consulting arborist to develop a tree protection plan if there are other trees on the property. 8. Each phase of the process can take from two days to 1 month. Begin early, make sure all documentation is fully prepared <u>before</u> submitting it to the appropriate agency, and follow all checklists to make sure nothing has been forgotten. Review all approved plans and TEP(s) to be certain you have performed any additional requirements, before calling for permits. 9. The right-of-way must be brought up to current city standards to obtain a certificate of occupancy. 10. Contact UNCC (1-800-922-1987) and other Utilities before excavating to determine if there are utilities in the right-of-way. It is the applicant's responsibility to research this issue. 11. This document does not supercede current Denver codes and/or specifications.
Fees:	<p>For the current <i>Schedule of Fees</i>, please refer to the charges listed at:</p>
Document Location:	<p>http://www.denvergov.com/PWTransportation/152911604template3jump.asp H:\DES Web Sites Info\PWPO Web Documentation\Engineering ER DOC format\Change in Property Apperance 042803.doc</p>