



WELLINGTON E. WEBB  
Mayor

# CITY AND COUNTY OF DENVER

## DEPARTMENT OF PUBLIC WORKS Development Engineering Services

Public Works Permit Operations  
2000 W. 3<sup>rd</sup> Avenue, Room 107  
Denver, Colorado 80223-1027  
Phone: (303) 446-3759  
Facsimile: (303) 446-3755  
www.denvergov.org/PWPermits

### Superstructure & Shell (Commercial) Entrance Requirements

<b>Authority:</b>	<ul style="list-style-type: none"> <li>➤ Revised Municipal Code, Chapter 56, Section 103, Permits &amp; Fees.</li> <li>➤ Public Works Rules &amp; Regulations Governing Sewerage Charges &amp; Fees &amp; Management of Wastewater, Chapter 2, Sections 1 &amp; 17; and Chapter 9, Section 4.</li> <li>➤ WMD Procedures: E-3130-103 &amp; E-3130-509, SU&amp;DP Application &amp; Issue; P-4400-502, Disposal of Swimming Waste Waters; E-3130-104, Covenant Process; E-313-105, Mainline Public Sanitary or Storm Sewer Extensions Projects; E-3130-107, Minor Public Sanitary or Storm Construction Projects; E-3130-109, Planning, Design, Construction &amp; Inspection of Private Storm &amp; Sanitary Sewer Systems; E-3130-110, Payment of Metro Wastewater Reclamation District (Metro) Sewer Connection Charge; E-3200-502, As-Constructed Drawings (As-Builts); E-3130-504, Special Category Permits &amp; Requests; E-3130-508, Sanitary Sewer Service Availability Fee (SAFE).</li> <li>➤ Standard Details: Drawing #S-966, Single Compartment Sand &amp; Oil Interceptor; #SX-34-50.21, Type A Grease Interceptor; #SX-34-50.2b, Type B Grease Interceptor.</li> <li>➤ Standard P-440-501, Requirements for Grease Interceptors.</li> <li>➤ Metro Wastewater Reclamation District, Rules &amp; Regulations.</li> <li>➤ 1994 Uniform Building Code (UBC), Section 109 and the 1999 Amendments to the 1997 Uniform Building Code, Section 160, Certificate of Occupancies.</li> </ul>
<b>Purpose of Authority:</b>	To define the responsibility of public compliance to permit issuance, and regulate the permitting processes.
<b>Document Date:</b>	May 7, 2003, Version 1.3
<b>Permit Types:</b>	Sewer Use and Drainage Permits (SUDP).
<b>Permit &amp; Application Dates:</b>	<ul style="list-style-type: none"> <li>➤ The application for permit becomes void 6 months from date of submittal if the permit is not issued.</li> <li>➤ If work under this permit is not commenced within one year from the date of issuance or, if after partial completion, the work is discontinued for a period of one year, the permit shall become void.</li> <li>➤ If work under the permit is not properly completed, the permit shall become void.</li> </ul>
<b>Customer Interface:</b>	<i>Most</i> communications between the City and the customer will be done through Public Works Permit Operations (PWPO) 303-446-3759. The customer may also have cause to speak with Public Works Engineers and Inspectors.
<b>Definition of Superstructure &amp; Shell Permits:</b>	<ul style="list-style-type: none"> <li>➤ Superstructure or shell is used to describe any building where the permits have been divided into separate permits: Foundation, Superstructure or Shell, and/or Tenant Finish.</li> <li>➤ The developer of the complex is responsible for having the leasee, buyer, or occupants obtain supplemental SUDP if any part of the project is modified or approved for use as a salon, restaurant, laundry, medical, or any other enterprise which contributes other than domestic sewage (human wastes) to the sewerage system.</li> </ul>
<b>Affiliated Departments &amp; Agencies, and Roles:</b>	<ul style="list-style-type: none"> <li>➤ Other departments that may require permits:             <ul style="list-style-type: none"> <li>• Community Planning &amp; Development (CPDA), Building Inspection Division (BID), Fire, BID Health. All these departments may be reached at (720) 865-2500.</li> <li>• Landmark (all proposed work to a designated landmark/historical structure) (720) 865-2944</li> <li>• Metro Wastewater Reclamation District (303) 286-3000 (WMD will inform you if you are required to contact this department.)</li> <li>• Public Works Plans Review Services (PWPRS) (address assignment slips, revocable permits) (720) 865-2782</li> <li>• Construction Inspections, DES (sidewalks, driveways, setbacks, etc.) (303) 446-3469</li> <li>• Transportation Division, DES (720) 865-3100</li> <li>• Denver Water Board (domestic water tap permit) (303) 628-6100</li> <li>• Zoning Administration (720) 865-3057</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ Licensing for work and inspections: <ul style="list-style-type: none"> <li>• BID–Plumbing A &amp; B, ROW, Excavation Licenses, etc. (720) 865-2770</li> <li>• PW Wastewater–Sewer Contractor License &amp; Journeyman Drainlayer (303) 446-3759</li> </ul> </li> </ul>
<p><b>Certificate of Occupancy:</b></p>	<ul style="list-style-type: none"> <li>➤ BID requires a Certificate of Occupancy (C/O) for new buildings, the first tenant into a new building or space, additions over 1,000 sq. ft., and changes of occupancy. The requirement for the C/O is noted on the #1C Permit from BID. Prior to Public Works Wastewater signing the C/O card, the following conditions must be met: <ul style="list-style-type: none"> <li>• None of the contractors calling for any inspection may be on the delinquent list.</li> <li>• All "Conditions" on the SUDP must have been met.</li> <li>• All inspections must have been made and properly signed off, and the paperwork back into the office.</li> <li>• All referenced PWPO permit numbers must be finalized.</li> </ul> </li> <li>➤ If the owner is unable to meet the requirements, a Temporary Certificate of Occupancy (TCO) may be requested. A written request, to the PW DES Engineering Supervisor, must be made prior to authorization of a TCO. The written request must include the Sewer Use &amp; Drainage Permit (SUDP) number; job address; and list the PW Wastewater permit condition(s) that cannot be met, the reason that the condition(s) cannot be fulfilled, and the date of proposed finalization for the condition(s). Once this letter has received approval (usually 1 working day), WMD will sign the TCO card.</li> <li>➤ Interior work only may be signed in the office. All other C/Os or TCOs must be signed in the field and require a request for C/O inspection by calling PWPO at (303) 446-3759 prior to 3:30 p.m. of the previous workday.</li> </ul>
<p><b>Considerations:</b></p>	<ul style="list-style-type: none"> <li>➤ To fill out an application for permit the customer must know the address of the job, the legal description if there is a new sewer connection being made, use of the building, and the tenant's name (if applicable), and the owner of the property, their address, and phone number.</li> <li>➤ All submittals for superstructure or shell require the submittal of: <ul style="list-style-type: none"> <li>• An <i>Address Assignment Slip</i> (all new buildings) from PWPRS (720) 865-2782</li> <li>• A site plan is required. The site plan (2 copies to scale, NO FREEHAND DRAWINGS) must depict the location of the structure with respect to property lines, streets, alleys, north arrow, etc. Show existing and proposed water taps, water lines, and sewer services (with sizes), cleanouts, storm drainage at the site – including perimeter drains, an all underground roof and foundation drainage lines, location and size of hard surface to be constructed (parking areas, sidewalks, etc.), and points of connection of the sewer and water lines to the mains. Show location and size of any existing or proposed pretreatment devices (grease interceptors, sand &amp; oil interceptors, holding tanks, etc.).</li> <li>• A complete set of architectural floor plans. Room schedule must be shown.</li> <li>• Complete plumbing plans for the waste system, to include vent and riser (isometric) diagram (must show routing through any pretreatment device, if applicable). The type of plumbing fixture must be indicated on the plans and/or specifications.</li> <li>• Addresses, demolition dates, and water tap sizes of existing buildings to be demolished, as required for credit.</li> </ul> </li> <li>➤ Other submittals that might be required are: <ul style="list-style-type: none"> <li>• A <i>Stormwater Quality Control Plan</i> (SQCP) must be provided for sites 1 acre or larger. A <i>Construction Activities Stormwater Management Plan</i> (CASMP) must be provided for sites 5 acres or larger, or for sites that are part of a development of 5 acres or larger. If a CASMP is required, a separate SU&amp;DP must be obtained for the site covering construction activities. More information can be obtained by contacting the DES Construction Sites for NPDES at (303) 446-3598.</li> <li>• Private or public sanitary and/or storm mainline construction. Contact PWPRS at (720) 895-2782 for sanitary mainline construction and storm construction information.</li> <li>• Planned Building Groups (PBG) or Planned Unit Development (PUD): Contact PWPRS at (720) 865-2782.</li> <li>• Restaurants: <ul style="list-style-type: none"> <li>✓ Location, purpose, and size of the food preparation or service areas, including seating capacity and number of meals served per day. Also submit a copy of the menu stating what foods are prepared on site.</li> <li>✓ Grease Interceptor Variance Requests. Some food establishments have automatic variances that are granted so that the installation of a grease interceptor is not required. Automatic variances include all convenience stores, pizza preparation for delivery and walk-in only (no seating), ice cream and yogurt</li> </ul> </li> </ul> </li> </ul>

	<p>shops, small candy and cookie shops, coffee shops, sushi bars, any bars that have no grills, most sub sandwich shops (without grills &amp; deep fryers), and daycare centers. Any restaurant not wishing to install a grease interceptor may fill out an <i>Application For Variance To Grease Interceptor</i> and submit it with a copy of the menu for the Quality Control Plan Reviewer to determine whether a variance may be granted for that specific restaurant or food establishment.</p> <ul style="list-style-type: none"> <li>• Medical, Dental, Printing Establishments: <ul style="list-style-type: none"> <li>✓ All medical and dental offices that have x-ray processing, and all printing establishments, must submit an Industrial Waste Survey (IWS). The IWS must list the type and use of any noxious chemical or hazardous waste stored, produced, processed, or deposited of, type of pretreatment if any, and the name, address, and phone number of the company picking up the waste material.</li> <li>✓ Medical offices that include cast work, and dental offices that have lab sinks, and optical labs that grind lenses must show plaster/solids interceptors on all sinks.</li> </ul> </li> <li>• Art Studios, Classrooms, etc.: <ul style="list-style-type: none"> <li>✓ Must show plaster/solids interceptors on all sinks and floor drains/sinks in areas where there is ceramic work.</li> </ul> </li> <li>• Vehicle Maintenance &amp; Repair: <ul style="list-style-type: none"> <li>✓ Location, size, use &amp; configuration of vehicle or machinery repair or service areas. All floor drains, floor sinks, mop sinks, etc., must be located on the architectural/plumbing floor plans.</li> </ul> </li> <li>• Barbershops, salons, animal grooming businesses, animal shelters, etc.: <ul style="list-style-type: none"> <li>✓ Must show hair traps on all sinks, tubs, and floor drains/sinks.</li> </ul> </li> <li>• Pools &amp; Spas: <ul style="list-style-type: none"> <li>✓ Show the location of swimming pools, therapy pools, spas, etc. Exterior installation must be on a site plan, and interior must be on the architectural and plumbing floor plans. Show the equipment room and the water, sanitary, storm connections from the equipment room, deck drains, etc., if applicable. A Pool Information Sheet must be submitted at the time of application. A handout is available, "Disposal of Swimming Waste Waters", for proper disposal of the waters.</li> </ul> </li> </ul>
<b>Fees:</b>	<ul style="list-style-type: none"> <li>➤ Application fee of \$100.00 at the time of submittal.</li> <li>➤ Commercial fees are based on the domestic water tap size (see Fee Schedule).</li> <li>➤ All checks should be made payable to Wastewater Management Division.</li> </ul>
<b>Approval Process:</b>	<ul style="list-style-type: none"> <li>➤ Submit application &amp; plans.</li> <li>➤ The SUDP does not have to be submitted by a certain individual. Whomever submits the permit or certificate is considered the "Authorized Agent", and must include their name, company name, address, and phone number on the application.</li> <li>➤ PW DES does not require stamped plans, but the plans must be not be marked for anything other than for construction.</li> <li>➤ When the application and plans have been logged-in, PWPO will route the submittal to the engineer's for their approval. This process usually takes 7-10 working days. If the engineers are able to approve their portion of the review - Sanitary and Storm Planning, Water Quality Control (any alterations requiring the breaking of the ground for construction or moving of dirt), and Quality Control (pretreatment devices and the plumbing routed through them, pools/spas, etc.), then the PWPO office will call the authorized agent to pick up the permit.</li> <li>➤ Be sure to resubmit to PWPO any site plan and/or architectural/plumbing floor plans revised for another department.</li> <li>➤ If there is insufficient information for the engineers to complete the review, the authorized agent will be mailed and faxed a copy of the <i>Application Conditions To Be Met Prior To Issuance of Sewer Use &amp; Drainage Permit</i>. The requested information must be submitted to the PWPO office and routed to the requesting engineer for final approval. This process could take 1-2 working days per engineer requirement.</li> </ul>
<b>Document Location:</b>	<p>Public Works Permit Operations and  S:\Permit Counter Stuff\WMD Policies &amp; Procedures\Entrance Requirements\Ready for Handout DOC format\Superstructure &amp; Shell (Commercial).doc</p>