



WELLINGTON E. WEBB  
Mayor

# CITY AND COUNTY OF DENVER

## DEPARTMENT OF PUBLIC WORKS Development Engineering Services

Public Works Permit Operations  
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### Temporary Sales & Construction Trailers 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. Holding Tanks Requirements Chapters 2 and 7.</li> <li>➤ WMD Procedures E-3130-102, E-3130-103, E-3130-110, E-3130-508, and E-3130-509.</li> <li>➤ 1999 Denver Amendments to the Uniform Building Code (UBC), Chapter 29, Minimum Plumbing Requirements. 1997 UBC, Section 109 and the 1999 Amendments to the UBC, 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>	<ul style="list-style-type: none"> <li>➤ Sewer Use Drainage Permits</li> <li>➤ Wastewater Management Plan Approval Certificates.</li> </ul>
<b>Application &amp; Permit Dates:</b>	<ul style="list-style-type: none"> <li>➤ The application for permit/certificate becomes void 6 months from date of submittal if the permit/certificate is not issued.</li> <li>➤ If work under this permit/certificate 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/certificate shall become void.</li> <li>➤ If work under the permit/certificate is not properly completed, the permit/certificate 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>Affiliated Departments &amp; Agencies, and Roles:</b>	<ul style="list-style-type: none"> <li>➤ Other departments that may require submittal:             <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>• Public Works Plans Review Services (PWPRS) (720) 865-2782</li> <li>• Transportation, DES (720) 865-3100</li> <li>• CPDA, Zoning Administration (720) 865-3057</li> </ul> </li> <li>➤ Licensing for work and inspections:             <ul style="list-style-type: none"> <li>• Building Inspection Division (BID)–Plumbing A &amp; B Licenses (720) 865-2770</li> <li>• PW Wastewater–Sewer Contractor License /Journeyman Drainlayer (303) 446-3759</li> </ul> </li> </ul>
<b>Certificate of Occupancy:</b>	<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 PW 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 <i>Sewer Use &amp; Drainage Permit</i> 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 PW Wastewater permit numbers must be finalized.</li> </ul> </li> <li>➤ If the owner is unable to meet the requirements for some reason, 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;</li> </ul>

	<p>job address; and list the PW Wastewater permit condition(s) that cannot be met, the reason that the conditions(s) cannot be fulfilled, and the date of proposed finalization for the condition(s). Once this letter has received approval (usually 1 working day), PW Wastewater will sign the TCO card.</p> <ul style="list-style-type: none"> <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>➤ BID does not require a permit for construction trailers only sales trailers; PW Wastewater requires permits for both, and the applicant should contact all other departments for their permitting requirements (see Affiliated Departments). Temporary sales trailers are permitted the same as new structures, and require a certificate of occupancy.</li> <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 temporary sales or construction trailers 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> </ul> <p>Typically there are three types of permitting for temporary trailers.</p> <ul style="list-style-type: none"> <li>• Trailers that have no sewer and/or water connections and are using the restroom facilities of a building within 300' of the trailer.</li> <li>• Trailers that have no sewer and/or water connections and are using san-o-lets or holding tanks for the sewer and water supply.</li> <li>• Trailers that have sewer and water connections.</li> </ul> <p>Other submittals that might be required are:</p> <ul style="list-style-type: none"> <li>• All temporary trailers need a letter stating the length of time that they are required on-site. BID requires this letter for temporary sales trailers, and you may submit a copy of that letter to PWPO. Temporary construction trailers will require an original letter to PWPO. Any extensions to this time period must be in writing, and must include the Sewer Use &amp; Drainage Permit (SUDP) number and job site address.</li> <li>• All temporary trailers using san-o-lets or holding tanks: <ul style="list-style-type: none"> <li>⇒ Submit a letter from BID allowing the use of san-o-lets or holding tanks at the trailer site.</li> <li>⇒ Submit a letter stating what company is picking up the wastes from the holding tank or san-o-let. The letter must include the name, address, and phone number of the waste disposal company. A copy of the contract with the waste company will often suffice.</li> <li>⇒ The site plan submitted must show the location of the san-o-let or holding tank, and must show all sewer &amp; water connections from the trailer to the holding tank.</li> </ul> </li> <li>• All temporary trailers using the restroom facilities of a building that is within 300' of the trailer must submit a letter, either a copy of the letter submitted to BID, or an original to PWPO, stating the number of feet away, door to door, the building is from the temporary trailer.</li> </ul>

	<ul style="list-style-type: none"> <li>Trailers that have sewer and water connections can be permitted through submittal of the first five items above.</li> </ul>
<b>Fees:</b>	<ul style="list-style-type: none"> <li>➤ Application fee of \$100.00 at the time of submittal.</li> <li>➤ If there is a sewer and water connection, there will be a permit fee. 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, address, and phone number on the application.</li> <li>➤ PWPO does not require stamped plans, but the plans must be not be marked for anything other than for construction.</li> <li>➤ PWPO will deem whether a Plan Review Certificate can be issued (no inspections required by PW Wastewater), whether the permit can be walked-thru at the counter or if the submittal must be logged-in for full review. New sewer and water connections to the mainlines must always be logged in. Most other temporary trailers can be walked thru by permit or certificate.</li> <li>➤ If the application and plans must be logged-in, PWPO will route the submittal to the engineer's for their approval. This process usually takes 7-10 working days. The engineers must 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 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 are revised for another department.</li> <li>➤ If there is not sufficient 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> <li>➤ No fee is involved for any temporary trailer that does not have a new/revised domestic water tap. Any temporary trailers with new sewer and water taps will have a fee based on the domestic water tap size. Fee schedule handout is available upon request.</li> </ul>
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