



CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS Development Engineering Services

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DENVER
THE MILE HIGH CITY

Tenant Finish/Alteration (Commercial) Entrance Requirements

Authority:	<ul style="list-style-type: none"> ✚ Revised Municipal Code, Chapter 56, Article III, Division 3, Section 56-103, Permits & Fees. ✚ Public Works Rules & Regulations Governing Sewerage Charges & Fees & Management of Wastewater, Chapter 2, Sections 1 & 17; and Chapter 9, Section 4. ✚ WMD Procedures E-3130-103, SU&DP Application & Issue; E-3130-509, SUDP Application & Issue; and P-4400-502, Disposal of Swimming Waste Waters. ✚ 1999 Amendments to the 1997 Uniform Building Code (UBC), Chapter 2, Section 221, Definitions/Tenant. 1997 UBC, Section 109 and the 1999 Amendments to the UBC, Section 160, Certificate of Occupancies.
Purpose:	The purpose of this document is to summarize the key issues and requirements relating to the issuance of a Tenant Finish/Alteration Sewer Use and Drainage Permit.
Document Date:	November 10, 2008
Application & Permit Dates:	<ul style="list-style-type: none"> ✚ Applications become void 6 months from date of submittal if the permit is not issued. ✚ 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. ✚ If work under the permit is not properly completed, the permit shall become void.
Customer Interface:	Most communication between the City and the customer will be done through Public Works Permit Operations (PWPO) 303-446-3759.
Definition of Tenant Finish vs. Alteration:	<ul style="list-style-type: none"> ✚ Tenant Finish: An interior finish, usually non-structural, for a new tenant finishing an existing unoccupied space. A tenant finish in a new structure or shell building, or a change of use to an existing unoccupied space, will require a Certificate of Occupancy from BID. ✚ Alteration: Any change, interior, exterior, or of the use, to an existing building or site, including, but not limited to, sewer and water connections.
Considerations:	<ul style="list-style-type: none"> ✚ All submittals for tenant finish or alteration require the submittal of a complete set of architectural floor plans, complete plumbing plans for the waste system, to include vent and riser (isometric) diagram (must show routing through any pretreatment device, if applicable). ✚ Refer to the General Guidelines for detailed information on the following: <ul style="list-style-type: none"> • Site Plan (required for pretreatment devices and pools installed outside of the building) • Industrial Waste Survey • Restaurant Requirements • Pool and Spa Requirements
Approval Process:	<ul style="list-style-type: none"> ✚ Submit application & plans. ✚ A “Licensed Contractor” is not required to submit a SUDP application. Whoever signs the application for the permit is considered the “Local Authorized Agent”, and must include their name, company name, address, phone and fax numbers, e-mail address and signature on the application. ✚ PWPO does not normally require signed and stamped plans, but the plans must be “For Construction.” Plans marked “Not for Construction” cannot be reviewed. ✚ If the application and plans must be logged-in, PWPO will route the submittal to the engineer’s for their approval. PWPO will contact the authorized agent to pick up the permit. ✚ If there is insufficient information for the engineers to complete the review, the authorized agent will be faxed a copy of the “Application Conditions To Be Met Prior To Issuance of Sewer Use & Drainage Permit”. The requested information must be submitted to PWPO and routed to the requesting engineer for final approval.

<p>Certificate of Occupancy:</p>	<ul style="list-style-type: none"> ✚ BID requires a Certificate of Occupancy (CO) 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 CO is noted on the #1C Permit from BID. Prior to PW Wastewater signing the CO card, the following conditions must be met: <ul style="list-style-type: none"> • All Contractors associated with the project may NOT be on the delinquent list. All delinquencies must be paid prior to CO or TCO inspection. • All Permit Conditions on the Sewer Use & Drainage Permit must have been met. • All inspections must have been made and properly signed off. • All referenced PWPO permit numbers must be finalized. ✚ If the owner is unable to meet the all the requirements for CO, 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 & Drainage Permit (SUDP) number; 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). ✚ Interior work only, without inspections, may be signed in the office. All other COs or TCOs must be signed in the field, and require a request for CO inspection by calling PWPO at (303) 446-3759 prior to 3:30 p.m. of the previous workday.
<p>Fees:</p>	<ul style="list-style-type: none"> ✚ A \$100 application fee is due at the time of submittal. ✚ Additional fees may apply. ✚ All checks should be made payable to Manager of Finance.