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| CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT BUILDING PERMIT POLICY | | |
| Subject: DEMOLITION PERMIT OR MOVING PERMIT: PROCEDURE FOR OBTAINING PERMIT | | |
| Approved: Michael Roach, P.E., Building Official | | |
| Number: IBC 3303 | Revised Date: August 29, 2008 | Page: 1 of 4 |

Reference: Administration Chapter 1, IBC Amended Section 3303 and 3307.1

Section 3307.1 shall be amended to read as follows:

3307.1 Protection required. Adjoining public and private property shall be protected from damage during construction, remodeling, demolition and building relocation work. Protection is the responsibility of the person doing said construction, remodeling, demolition or building relocation work. Protection shall be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction, demolition or relocation activities.

Prior to obtaining a demolition or moving permit, the following procedure shall be implemented:

1. Submit a completed #1D permit application for each building that shall contain the following information, but not be limited to the following:
 - a. The exact address of the building to be demolished.
 - b. Name, address and telephone number of the building owner.
 - c. Name, address, license number, class of license, expiration date of license and telephone number of the contractor.
 - d. Exact use of the building (when building is used for any type of dwelling, show the exact number of dwelling units) or living units.
 - e. Total number of square feet of floor area of building (to include all levels), the maximum height above grade, and valuation of work as defined in Chapter 2 of the Denver Building Code.

2. **3307.1.1 Notification.** The person making or causing an excavation, demolition or relocation to be made shall provide written notice to the owners of adjacent properties, by certified mail with a return receipt, by personal notification or other means calculated to ensure the adjacent owners have actual notice, advising them that the excavation demolition or relocation is to be made providing contact information for the person doing the excavation, demolition or relocation and that person doing the excavation, demolition or relocation shall protect adjacent properties as required by section 3307.1. Written evidence of notification of adjacent owners or a written, signed statement as to why actual notice could not be given, must be given to the building official ten (10) working days before an excavation, demolition or relocation permit is issued.

3. **Removal of Existing Foundations/basement walls:** When proposed removal of the existing foundation is less than 5' from the adjacent property lines, a detailed report shall be provided and approved by this Department detailing the protection of the adjacent property. Provide plot plan locating the foot print of the building and the distances to the property lines,

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street and alley in relation to the foot print. Include the location of the adjacent buildings and the distances to the common property lines.

4. Permitting of the Removal of the Foundations shall be according to the "Excavation and Shoring Procedure for Permitting and Inspections" procedures. Permit issuance and inspections shall follow those procedures.
5. Asbestos inspection and Freon recovery required before remodel, demolition or moving of a structure. Dust control also required. Contact the Colorado Department of Public Health & Environment for information at 4300 Cherry Creek Drive South, in Denver 303-692-3100 Fax: 303-782-0278, e-mail: asbestos@state.co.us. A copy of the demolition approval notice issued by the State shall be provided to the city prior to issuance of the 1-D permit.
6. Utilities must be removed – Any demolition work started prior to all gas, steam, electric, water, sewer and other service lines being shut off, cut off, removed, capped or otherwise controlled outside of the property line will be subject to the penalties described in Section 111 of the Denver Building Code. Please call the following companies prior to demolition to insure that utilities have been properly terminated.

| UTILITIES | COMPANY | TELEPHONE |
|----------------------|----------------------------------|------------------|
| Gas, electric, steam | Xcel Energy | 303-425-3949 |
| | Xcel-general questions | 1-800-895-4999 |
| Water | Denver Water Board | 303-893-2444 |
| Sewer | Wastewater Management | 303-446-3759 |
| Telephone | Qwest Communications | 1-877-348-9004 |
| Cable TV | Call your cable service provider | |

**UTILITY NOTIFICATION CENTER 1-800-922-1987
FOR THE LOCATION OF UNDERGROUND UTILITIES, CALL TWO FULL WORKING DAYS
BEFORE YOU DIG, GRADE OR EXCAVATE.**

7. Authorized signature from:

- a. LANDMARK COMMISSION – 720-865-2985
201 West Colfax Avenue, 2nd Floor
Denver, CO 80202

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| REQUIRED FOR <u>ALL STRUCTURES</u> |
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- b. CITY FORESTRY – 720-913-0651 or e-mail lori.biewick@denvergov.org
(Required for all single unit dwellings/duplexes--in R-0, R-1 and R-2 zone districts)
201 West Colfax Avenue, 6th Floor
Denver, CO 80202

- c. WASTEWATER MANAGEMENT DIVISION – 303-446-3759
2000 West 3rd Avenue
Denver, CO 80223
(Licensed Contractor Must Call for Sewer Cut-off Inspection)

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- d. DENVER WATER BOARD – 303-893-2444
1600 West 12th Avenue
Denver, CO 80204-3412
 - e. CONSTRUCTION ENGINEERING – 303-446-3469
(Required when occupying the public Right of Way)
2000 West 3RD Avenue, 3rd Floor
Denver, CO 80223
8. An approved demolition affidavit must be on file at the Building Inspection Permit Counter to ensure the site is properly protected to prevent the entry of unauthorized persons, to verify the electric and gas service is properly terminated and to determine any unusual site conditions that must be addressed by the permittee prior to issuance of the #1-D permit. Call the Public Safety Inspector for site inspection after all utilities have been properly terminated. *This inspection is required prior to issuance of a demo permit.
 9. Provide proper insurance for demolition or moving operations with a copy of insurance certificate on file with the Division. Insurance must be valid during the demolition of the building. Reference Section 127.3 Demolition and Moving Liability Insurance per 2008 Denver Building Code Amendments. Name of Insured shall be the same as written on contractor's license.
 10. Additional requirements for moving permits:
 - a. An approved moving permit must be on the job site before starting any work to prepare a building for moving. The disconnecting of all utilities is allowed prior to issuing a permit.
 - b. An approved "Inspection Request for Moving Permit" shall be filed at the Building Inspection Division Permit Counter prior to issuing a moving permit. This request is required for all buildings located within Denver.
 - c. Submit a "Letter of Structural Integrity" by an engineer for any building that will be moved from outside of the Denver City limits to within the City limits. The letter shall verify that the building can be moved "as is" or recommends required structural work that must be done prior to moving the building.
 - d. A "Foundation/Renovation Permit" for the new site shall be issued prior to approving any moving permit unless the building or structure is being relocated outside the boundaries of Denver.
 11. Other items that may be required for any specific demolition project (engineer's report, etc.). Reference: Section 155.2 of the Denver Building Code Amendments.

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12. FILLING OF HOLES OR BASEMENTS RESULTING FROM DEMOLITION OR MOVING OF STRUCTURES.

The policy regarding filling of holes or basements resulting from demolition or moving of structures is as follows:

3303.4 AFTER REMOVAL

Upon completion of the removal of a building, structure or utility, either by demolition or moving, the ground shall be left in a clean, smooth condition. Holes, basements or cellars shall be filled with an inorganic material; provided, however, that the top one foot of fill shall be clean earth. The filling of such excavations shall not be required when a building permit has been issued for a new building on the site and construction is to be started within 60 days after completion of the demolition or moving operations. The holder of the building permit shall provide a temporary barricade protecting the excavation on all sides as specified for safety by the Department. The temporary barricade may remain in position for a time not exceeding 3 days, after which a solid barricade, or fence shall be provided or the excavation filled.

NOTE: Inorganic fill material, up to the top one foot, can be from the demolition site or can be hauled in from other sites. Inorganic fill is define as earth, sand, gravel, concrete and similar material. Large slabs of concrete that would create voids and prevent total filling of the hole cannot be used. Wet concrete cannot be used.

END OF DOCUMENT