



# CITY AND COUNTY OF DENVER

## DEPARTMENT OF DEVELOPMENT SERVICES

Development Services  
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[www.denvergov.org/developmentservices](http://www.denvergov.org/developmentservices)

**DENVER**  
 THE MILE HIGH CITY

### Tenant Finish/Alteration (Commercial) Entrance Requirements

<b>Authority:</b>	<ul style="list-style-type: none"> <li>✚ Revised Municipal Code, Chapter 56, Article III, Division 3, Section 56-103, 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, SU&amp;DP Application &amp; Issue; E-3130-509, SUDP Application &amp; Issue; and P-4400-502, Disposal of Swimming Waste Waters.</li> <li>✚ 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.</li> </ul>
<b>Document Date:</b>	December 30, 2009
<b>Customer Interface:</b>	<i>Most</i> communications between the City and the customer will be done through Development Services 720-865-2982.
<b>Definition of Tenant Finish vs. Alteration:</b>	<ul style="list-style-type: none"> <li>✚ <b>Tenant Finish:</b> 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.</li> <li>✚ <b>Alteration:</b> Any change, interior, exterior, or of the use, to an existing building or site, including, but not limited to, sewer and water connections.</li> </ul>
<b>Considerations:</b>	<ul style="list-style-type: none"> <li>✚ 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).</li> <li>✚ Refer to the Commercial Multi-Residential General Guidelines for detailed information for exterior work.</li> </ul>
<b>Approval Process:</b>	<ul style="list-style-type: none"> <li>✚ Submit application &amp; plans.</li> <li>✚ 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.</li> <li>✚ Development Services does not normally require signed and stamped plans, but the plans must be “For Construction.” Plans marked “Not for Construction” cannot be reviewed.</li> <li>✚ If the application and plans must be logged-in, Development Services will route the submittal to the engineer’s for their approval. Development Services will contact the authorized agent to pick up the permit.</li> <li>✚ If there is insufficient information for the engineers to complete the review, the authorized agent will be emailed a copy of the “Application Conditions To Be Met Prior To Issuance of Sewer Use &amp; Drainage Permit”. The requested information must be submitted to Development Services and routed to the requesting engineer for final approval.</li> </ul>
<b>Certificate of Occupancy:</b>	<ul style="list-style-type: none"> <li>✚ Development Services 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. Prior to PW Wastewater signing the CO card, the following conditions must be met:           <ul style="list-style-type: none"> <li>• All Contractors associated with the project may NOT be on the delinquent list. All delinquencies must be paid prior to CO or TCO inspection.</li> <li>• All Permit Conditions on the Sewer Use &amp; Drainage Permit must have been met.</li> <li>• All inspections must have been made and properly signed off.</li> <li>• All referenced Development Services permit numbers must be finalized.</li> </ul> </li> <li>✚ 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 Development Services, must be made <b>prior</b> to authorization of a TCO. The written request must include the Sewer Use &amp; Drainage Permit (SUDP) number; job address; and list the Development Services 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).</li> <li>✚ 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.</li> </ul>
<b>Fees:</b>	<ul style="list-style-type: none"> <li>✚ A \$100 application fee is due at the time of submittal.</li> <li>✚ Additional fees may apply.</li> <li>✚ All checks should be made payable to Manager of Finance.</li> </ul>