

This guide contains electronic submittal requirements to obtain construction related fire permits that require a plan review and do not qualify as a *walk-through* or *quick permit*; including Fire Suppression, Low Voltage & Fire Alarm, Generator, Tanks, inert gas system installation (i.e., CO2), and High Pile Storage fire permit types. Please note that the information enclosed represents the minimum documentation that is necessary to submit electronically for Fire permits. Specific information to be submitted for each permit submittal type is included elsewhere in other standards, codes, or policies such as Denver Fire Code Appendix N or NFPA 13 requirements for shop drawings. As every project is unique, additional information may be requested of you when necessary to show compliance with current codes and policies.

How to Submit

Email electronic permit submittals to PlanReview@denvergov.org following the below guidelines:

- Include a completed permit application found attached at the end of this document.
- All drawings must be scalable and legible. No JPEGs or other non-PDF file types can be reviewed.
- Multiple drawing submittals need to be combined into one single PDF document where under the responsibility of a single licensed design professional or where no design professional is required. Otherwise, where multiple design professionals are responsible different drawings sheets, each design professional must combine drawings under their responsibility into a single PDF for digital authentication purposes. All drawings within the PDF document shall be oriented in landscape view as shown below.



- Calculations, manufacturer data sheets, response letters, or other documents must be submitted in PDF format separate from drawings.
- All documents and plans prepared by a Colorado licensed architect or engineer must have a valid encrypted electronic signature. Request our easy-to-follow guide for creating electronic signatures, if needed.
- Please help us maintain file organization by using the following PDF document naming convention:

S# – DATE – ADDRESS – EXPLANATION – DESCRIPTOR.pdf


S#	Use this field to indicate the submittal number i.e. S1, S2, S3...
DATE	Indicate the date of the submittal in the form (Year)(Month)(Day) i.e., 20171201 for December 1, 2017
ADDRESS	Enter the street address of the project; city, state, and zip is not needed. i.e. 201 W Colfax
EXPLANATION	Give a brief description of the file. i.e., Sprinkler Shop Drawings, Calcs and Cut Sheets, Application Form, etc.
DESCRIPTOR	Using one of the codes below, give a description of the file type: DWGS – drawings DOCS – documents such as manufacturer data sheets, calculations, response letters, etc. APPS – Applications or submittal forms, contact info, etc.


Below are examples using the document naming convention:


First submittal of fire alarm shop drawings

Third submittal response letter to plan review comments

2nd submittal of hydraulic calculations

 S1 – 20171201 – 201 W Colfax – FA Shop Dwgs – DWGS.pdf

 S3 – 20171215 – 201 W Colfax – Response Letter – DOCS.pdf

 S2 – 20171220 – 201 W Colfax – Calcs – DOCS.pdf

Once the initial submittal has been received and meets minimum log-in requirements for review, an email will be sent to the applicant with directions to pay log-in fees and the assigned project number in the format 2017-FIRE-0000000. **Note: Log-In fees must be paid to initiate the plan review process.**

Re-Submittals

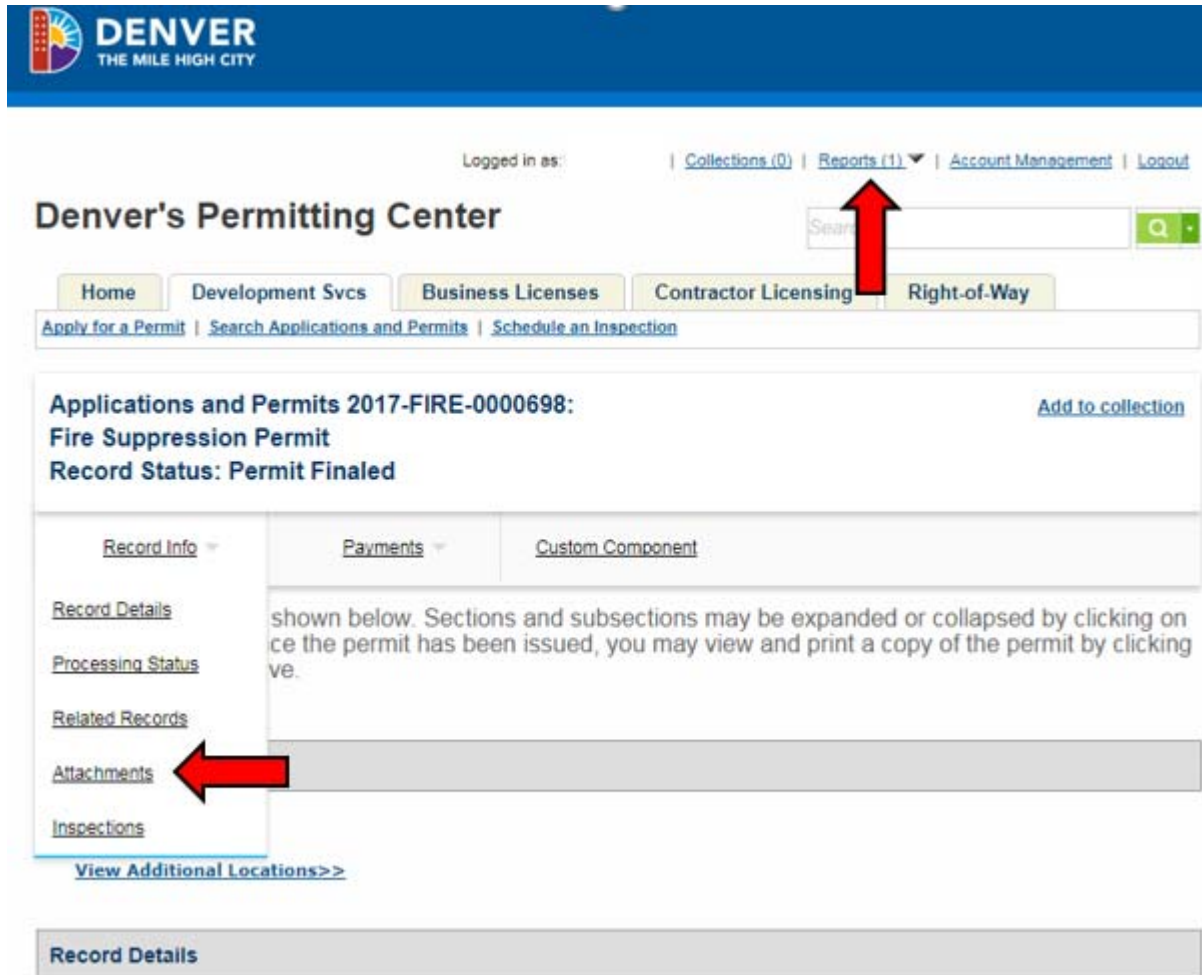
Resubmittals to already logged-in projects must be submitted to PlanReview@denvergov.org using the same document submittal requirements noted above. Resubmittals sent directly to the plan reviewer will be rejected and the applicant will be asked to resubmit through the PlanReview email address. Once a project has been submitted electronically, all resubmittals must be submitted electronically, hard copy submittals will not be accepted. Please include “Resubmittal to Project Number 2017-FIRE-0000000” (using your project number) in the email subject line. The project number will be issued after the initial submittal has been logged-in and will be indicated on any plan review correspondence with the project reviewer.

Applicants can see the status of their plan review at www.denvergov.org/epermits using this log number.

Permit Issuance

When the permit submittal is approved, the plan reviewer will notify the applicant by email. This email will include instructions on permit fee payments. Once the permit fee is paid, the permit, approved drawings, and other documents can be downloaded at www.denvergov.org/epermits.

After logging into the epermit system and searching using the project number, the permit can be downloaded at the “Reports” link at top of the page indicated below in red. A copy of the permit must be printed and posted at the construction site. Any attached documents to the permit record such as approved drawings, calculations, plan reviews, etc can be downloaded under the “Record Info” drop down menu by selecting “Attachments” indicated below in red.



Denver's Permitting Center

Logged in as: | [Collections \(0\)](#) | [Reports \(1\)](#) | [Account Management](#) | [Logout](#)

Search

[Home](#) | [Development Svcs](#) | [Business Licenses](#) | [Contractor Licensing](#) | [Right-of-Way](#)

[Apply for a Permit](#) | [Search Applications and Permits](#) | [Schedule an Inspection](#)

Applications and Permits 2017-FIRE-0000698: [Add to collection](#)

Fire Suppression Permit
Record Status: Permit Finaled

[Record Info](#) | [Payments](#) | [Custom Component](#)

[Record Details](#)
[Processing Status](#)
[Related Records](#)
[Attachments](#)
[Inspections](#)

shown below. Sections and subsections may be expanded or collapsed by clicking on the plus sign. Once the permit has been issued, you may view and print a copy of the permit by clicking on the print icon.

[View Additional Locations>>](#)

Record Details

Onsite Construction Drawings

The Contractor is responsible for printing one full size hard copy set of the approved documents, available at www.denvergov.org/epermits. These drawings are known as the Contractor's Set as per the 2016 DBC Section 132.5 and shall be available onsite at all times for inspection. Failure to provide these documents will immediately result in the cancelation of the site visit / inspection and the Contractor is responsible for all payments for any re-inspection.

Complete the following application and include a copy in all construction related Fire permit submittals.

PROJECT INFORMATION

PROJECT ADDRESS:
PROJECT NAME:
DESCRIPTION OF WORK:
CONSTRUCTION (COMMCON) PERMIT # OF ASSOCIATED PROJECT (WHERE APPLICABLE):
PROJECT VALUATION: (For High Pile Storage, Suppression, and Low Voltage & Fire Alarm permit types only)

PERMIT TYPE REQUESTED

Permit Type	Permit Description
<input type="checkbox"/> Fire Suppression:	Sprinkler/standpipe systems, fire pumps, special suppression systems (i.e., dry chemical, clean agent, CO2, water based kitchen hood suppression).
<input type="checkbox"/> Low Voltage & Fire Alarm:	Fire alarm systems, two-way communication systems, emergency responder radio enhancement systems, and emergency alarm systems.
<input type="checkbox"/> High Pile Storage Installation:	High pile combustible storage with or without storage rack systems.
<input type="checkbox"/> Generator Installation:	Permanently installed stationary generators.
<input type="checkbox"/> Tank Installation:	Installation of permanent above or below ground tanks containing hazardous materials.
<input type="checkbox"/> Smoke Control:	Smoke control systems.
<input type="checkbox"/> Fire General:	CO2 Beverage Systems, CO2 enrichment systems, Process piping, Inert gas, Temporary membrane structures.

CONTACT INFORMATION

APPLICANT: (FOR PLAN REVIEW CORRESPONDANCE)	Name:	Phone No.:
	Company Name:	Email:
LICENSED ENGINEER OR ARCHITECT:	Name:	Phone No.:
	Company Name:	Email:
CONTRACTOR:	Denver License Number:	Phone No.:
	Company Name:	Email:
SITE CONTACT: (FOR INSPECTIONS)	Name:	Phone No.:
	Company name:	Email:

ADDITIONAL INFORMATION: