This policy outlines the requirements for permitting and installation drawing submittal for any construction conveyance installation or alteration in the City and County of Denver. Prior to commencing work, a licensed installation contractor is required to submit plans for approval and shall obtain an Installation or Alteration Permit from the Denver Fire Department (DFD). This policy applies to personnel hoists and employee elevators on construction and demolition sites as described in ANSI/ASSE A10.4.

Permanent passenger or freight elevators installed in buildings under construction, modification or demolition may be used for carrying workers or materials or both provided the elevators are approved for such use and a permit is issued for the class of service for which approval is granted by the Department. When elevators handle personnel during construction and operate in permanent hoistways on permanent guide rails, these elevators shall conform to the applicable requirements of State of Colorado Conveyance Regulation 7CCR1101-8 Section 2-3-1(7) and 2-3-1(8).

Questions can be addressed by contacting the Fire Prevention Division between 7:00 a.m. and 4:00 p.m. Monday thru Friday at 720-913-3474. Walk-in hours are 7:00 a.m. to 9:30 a.m. ONLY, Monday - Friday, at 745 W. Colfax Ave.

I. WHAT TO SUBMIT

The following items must be included in the installation plan submittal to the DFD:

A. A completed Application for Plan Review.

B. A Complete Set of Installation or Erection Drawing(s). Construction conveyances require submittal to DFD of one set of hard copy installation/erection drawings and verification of contractor expertise for proper installation. Submittal without contractor competence verification shall be stamped and signed by a registered professional engineer.

1. Drawings shall be dimensional and indicate that the conveyance meets the requirements set out in ANSI/ASSE A10.4 2007. Any drawings not indicating the proper code edition will be returned immediately to the contractor.

2. Layout drawings shall also include the following:

   a. Building name and address

   b. Installation contractor name, address, responsible party and contact phone number
c. Required clearances and basic dimensions.
d. Equipment rated and operating speed.
e. Equipment load rating.
f. Total number of stops.
g. Overall rise.
h. Identification of welding in conjunction with work. Hot work permit is required (other than for tack welds).
i. Equipment Manufacturer’s Specification Sheets showing that all equipment is listed and labeled for the intended use.

II. FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installations</td>
<td>$300 per conveyance</td>
</tr>
<tr>
<td>Re-Submittal Fees</td>
<td></td>
</tr>
<tr>
<td>Installations</td>
<td>$300 per conveyance</td>
</tr>
<tr>
<td>2nd and subsequent Re-Submittal Fees</td>
<td></td>
</tr>
<tr>
<td>Installations</td>
<td>$125/per hr. – 2 hr. minimum</td>
</tr>
<tr>
<td>Fee for installation without a permit</td>
<td>Double applicable permit fee</td>
</tr>
</tbody>
</table>

All permit fees will be collected when plans are submitted—no exceptions. Permit fees are non-refundable. Make checks payable to “Denver Manager of Finance.”

III. WHERE TO SUBMIT

All plan documents shall be submitted to: Denver Fire Department
Fire Prevention – 2nd Floor
745 W. Colfax Avenue
Denver CO 80204

IV. TURNAROUND TIME

Denver Fire Department’s goal for completion of the plan review process is no more than 20 working days; however, we reserve the option of a longer completion time depending upon the complexity and size of the project being reviewed. Remember, the review process does not begin until all components of the submittal are received and complete.

END OF DOCUMENT