



The Denver Zoning Code (DZC) regulates land use and differentiates between a primary use, accessory use, and temporary use. This guide is for permitting primary and accessory uses, and may be used in combination with other project guides. For permitting temporary uses, refer to the TP-01 and TP-02 project guides available at www.denvergov.org/commercialzoning.

Find the description below that best fits your project and then refer to the key (**S/F/E/R**) to know which plans are required in your zoning plan set. Include all of the information from page 2 on those plans. Refer to the use and parking tables in DZC, Articles 3-9 or FC 59, Section 59-87 for a detailed list of use types.

S=Site Plan/F=Floor Plan/E=Elevations/R=Roof Plan

Establish the primary use(s) for your new primary structure (S/F)

This most often applies when you are building a new primary structure. Commercial Zoning will issue use permits following Site Development Plan (SDP) approval. For projects currently in SDP review, use permits are processed through your Project Coordinator. Elevations are required if exterior work is proposed to the building façade.

Establish new primary use(s) as a tenant of a multi-tenant structure (S/F)

This applies when you are the first occupant of a tenant space in a new primary structure. These projects must be logged in for a commercial zoning review. Elevations are required if exterior work is proposed to the building façade.

Change the primary use for your property (S/F)

This most often applies if the building's or tenant space's use will be different than in the past (for example, if you are opening a restaurant in a structure previously occupied by a retail store). Additional off-street parking requirements may apply if you are changing to a use category with a higher parking requirement. These projects must be logged in for a commercial zoning review. Elevations are required if exterior work is proposed to the building façade.

Change the square footage of your use or structure (S/F/E)

This applies if you are proposing an addition to an existing building or if you are acquiring additional tenant space in the same structure. Additional off-street parking requirements may apply depending on your proposal (for example, expanding an office or restaurant square footage). If a new or amended SDP is required, use permits are processed through the Project Coordinator.

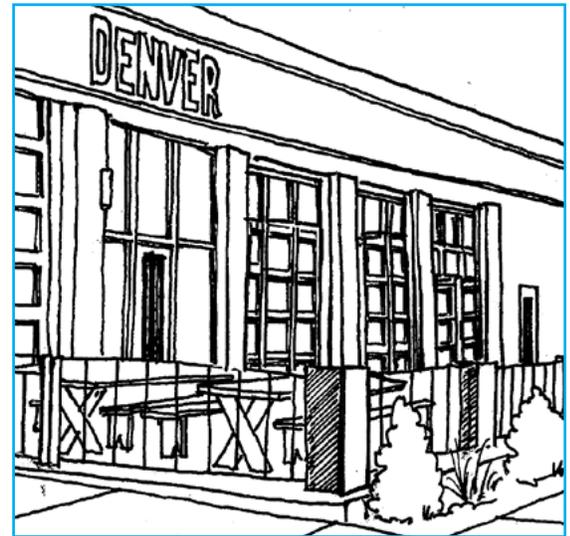
Establish or change an accessory use/structure (S/F/E)

Whether a zoning permit is required for a new or changed accessory use/structure is listed in the use and parking tables in DZC, Articles 3-9 or FC 59, Section 59-87. Examples of zoning permits required for accessory uses/structures include starting a home business, adding outdoor storage to a place of business, or adding outdoor seating to a restaurant. In most cases, these zoning permits may be issued at the counter if your application is complete when you arrive.

Establish a temporary use on any structure or land (S)

This most often applies when your use will only be established for a fixed period of time (for example, selling Christmas trees in a parking lot, a seasonal farmer's market, or a mobile food business). Most of these permits can be issued at the counter if your application is complete when you arrive. Refer to the temporary use project guides TP-01 and TP-02 for more details.

Don't see your project above? Visit www.denvergov.org/commercialzoning for a full list of all commercial zoning project guides.



ARTICLE 13: DENVER ZONING CODE
DEFINITIONS OF WORDS, TERMS & PHRASES

Use: The purpose for which land or structures thereon is designed, arranged or intended to be occupied or used, or for which it is occupied, maintained, rented or leased.

Use, Primary or Principal: The main or primary purpose for which land and the structures thereon are used, or for which land and the structures thereon may be maintained or occupied.

Use, Accessory: A subordinate use, clearly incidental and related to the primary use of the land, and, unless otherwise permitted by the Denver Zoning Code, located on the same zone lot as that of the primary use.

Use, Temporary: A use established for a fixed period of time with the intent to discontinue such use upon the expiration of the time period.

Use, Permitted: Any use listed as a primary use, a temporary use, a home occupation, an accessory use, a use subject to special exception review, or a use subject to limitations, as approved according to the required use review procedure.

Use, Prohibited: A use that is not permitted in a Zone District ("NP" in the Use and Parking Tables).

Use and Parking Tables: Tables found in Articles 3, 4, 5, 6, 7, 8, and 9 of the Denver Zoning Code, which list: (a) the principal, accessory, and temporary uses permitted in each Zone District, (b) the type of review procedure (e.g., zoning permit, zoning permit review with informational notice, special exception review) required prior to the use's establishment, and (c) the bicycle and vehicle parking requirements for each use.

FOR ADDITIONAL INFORMATION, ALSO SEE:
GENERAL DESIGN STANDARDS ARTICLE 10



Applicable limitations can be found in the use and parking tables of the Denver Zoning Code at www.denvergov.org/zoning.

WHAT TYPE OF WORK ARE YOU DOING:

(ALL WORK MUST BE SHOWN ON THE PLANS.)

- Expanding existing/current uses and/or structures
- Changing the use to a different use (e.g., office to restaurant)
- New use
- Change of ownership/business name
- Exterior wall improvements (facade changes)
- Adding/removing/changing exterior windows, doors, ramps, or railings
- Changing exterior pedestrian/user entrances
- Other _____

REQUIRED CHECKLIST:

(ALL WORK MUST BE SHOWN ON THE PLANS.)

- Complete the general application (page 3)
- Dimension all minimum setbacks, build-to lines, and required buffers if applicable
- Include a written narrative describing the scope of work and how all applicable use limitations are being met, if any (a separate sheet is acceptable)
- Identify all items from the proposed scope of work in graphic form on the site plan, elevations, and/or floor plan
- Provide total gross floor area for all zoning land uses and structures
- Identify all landscape areas and provide gross area
- Provide business name, site address, applicant and date on all plans
- Distance and spacing may be required for some uses. Check use limitations in the zoning code to identify when this is applicable
- An owner representative affidavit may be required for applicants who are not the property owner
- Email completed applications and plans to zoning.review@denvergov.org
- Pay fees when invoiced (fee information available at www.denvergov.org/dsfees)

Plans that do not meet these requirements will not be accepted as a complete application. The zoning reviewer may request additional information when it is necessary to evaluate an application for compliance with regulations. It is recommended that plans be prepared by a qualified design professional. The applicant is responsible for compliance with all zoning code requirements, whether or not described by this guide. This guide should not be used as a substitute for codes and regulations.

Sample plans are available online at www.denvergov.org/commercialzoning or at the commercial zoning permit counter.



Applications are accepted at 201 W. Colfax, 2nd floor permit counter from 8am – noon (M-F) or save a trip and submit online.

A complete list of permit types, applications, and instructions can be found at www.denvergov.org/commercialzoning.

Complete applications can be emailed to zoning.review@denvergov.org.

If you have any questions, please leave a detailed message at (720) 865-3000.

Incomplete applications, including missing required plans, may be returned without processing.

Zoning approval does not necessarily mean city approval of your project.

SUBJECT PROPERTY/ZONE LOT			
Property Address:		Zone District (denvergov.org/zoning):	
Legal Description (www.denvergov.org/property):			
Property Owner as defined by DZC 13.3 or FC 59-2 (189)	Owner Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:
GENERAL ZONING PERMIT TYPE (CHECK ALL THAT APPLY/SEE PROJECT GUIDES FOR DETAILS)			
Zoning Use Permits <input type="checkbox"/> UP-01 New Use/Change of Use (including expanding an existing use) <input type="checkbox"/> UP-02 Marijuana Businesses	Zoning Temporary Use Permits <input type="checkbox"/> TP-01 Special Event Parking <input type="checkbox"/> TP-02 Temporary Uses	Zoning Construction Permits <input type="checkbox"/> CP-01 New Commercial Structures / Commercial Structure Expansions or Additions / Detached Accessory Structures / Exterior Modifications / Site Improvements (e.g., new or expanded surface parking lot, new outdoor lighting, new parking lot landscaping) <input type="checkbox"/> Floor Plan Modifications (no exterior work, for business license renewal)	
CHANGE OF OWNER OR BUSINESS NAME			
Do you have a current use permit on file? (If so, the business name on file must match the current business name.)	<input type="checkbox"/> Yes Permit Number: _____ Business Name on File: _____ <input type="checkbox"/> No (Please fill out the business name information below to apply for a new use permit.)		
A separate use permit application is not required for change of owner or for change of business name only.	<input type="checkbox"/> New Business Name: _____ <input type="checkbox"/> Current Use(s): _____ <input type="checkbox"/> Number of Bicycle and Vehicle Parking Spaces Provided: _____ <input type="checkbox"/> Gross Floor Area of Current Use: _____		
APPLICANT (BUSINESS OWNER)/AGENT CONTACT INFORMATION (IF NOT PROPERTY OWNER)			
Applicant as described in DZC 12.3.3.1 or FC 59-2 (189)	Business Name:		
	Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:
Agent (if different from applicant)	Business Name:		
	Name (Last, First):		Phone:
	Address:		Email:
	City:	State:	Zip:



PROPOSAL (MAY ALSO BE PROVIDED ON SITE PLAN OR SUBMIT A SEPARATE SHEET)

Provide a detailed description of the full scope, including use(s), and gross floor areas of your project in a narrative below or attached.

Will a ZPIN or ZPSE be required, refer to the *Use and Required Minimum Parking* table found in articles 3-9? (typically related to care facilities, industrial uses, unlisted home occupations, and outdoor eating/serving areas)

Uses to Remain (include gross floor area and indicate if they are enclosed or unenclosed):

Business Name:

Zone Lot Size:	# Existing Structures:	# Structures To Remain:	# Proposed Structures:
Proposed Building Height (Stories):	Proposed Building Height (Feet):		
Transparency Provided (Primary Street):	Transparency Provided (Side Street):		
Standard Parking Spaces Required:	Standard Parking Spaces Provided:		
Compact Parking Spaces Required:	Compact Parking Spaces Provided:		
Accessible Parking Spaces Required:	Accessible Parking Spaces Provided:		
Total Parking Spaces Required:	Total Parking Spaces Provided:		
Bicycle Parking Spaces Required:	Bicycle Parking Spaces Provided:		

SIGNATURES REQUIRED

This project or the applicant accepts full responsibility for compliance with all Denver zoning codes and all other city regulations as applicable. A zoning permit for use or construction will automatically expire 180 days from issue date unless a building permit is issued or the permitted use is legally established. Zoning inspections may be required before occupancy is permitted.

By my signature, I attest to the best of my knowledge and belief that the information stated in this application and in all supporting plans and documents is true and consistent with the standards and limitations of the City and County of Denver.

Signature (Owner or Authorized Agent): _____

Full Name (Print): _____ Date: _____

Visit www.denvergov.org/ds for permit counter hours and information on special zoning processes.

The applicant is responsible for submitting accurate plans that document compliance with all zoning code regulations. Plans must meet the minimum requirements as outlined in the individual guides. The zoning reviewer may request additional information when it is necessary to evaluate an application for compliance with code regulations. It is recommended that plan submittals be completed by a qualified design professional. Visit www.denvergov.org/commercialzoning to view illustrations of sample plans.