



Commercial zoning permits are required before the construction or alteration of any permanent commercial or multifamily structure. Submittal requirements are determined by the type and complexity of the project.

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.

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

Construction of a New Primary Structure

New commercial construction typically requires Site Development Plan (SDP) review, during which a project receives zoning permits. Please see the SDP page at www.denvergov.org/DS for applications and requirements.

Construction of a New Detached Accessory Structure (S/F/E)

A zoning permit is required before building a new, detached accessory structure for a commercial use. Examples include a new garage or storage unit, swimming pool or dumpster enclosure. Construction of accessory dwelling units (ADUs) typically fall under residential permitting—contact residentialpermits@denvergov.org for more information. Any construction located 3 feet or less from a property line and requiring a building permit will require a survey.

Commercial Additions and Expansions (S/F/E)

A zoning permit is required if you are proposing an addition to an existing commercial building. In cases where a new or amended SDP is required, zoning permits may be processed through your SDP Project Coordinator. Additional off-street parking and landscaping requirements may apply depending on your proposal (e.g., expanding office or restaurant square footage). Elevations are required if exterior work is proposed to the building façade. Construction 3 feet or less from a property line and requiring a building permit will require a survey.

Exterior Modifications (S/E)

Modifications to the exterior of a structure require a zoning construction permit. Modifications may include but are not limited to the following:

1. Changes to the façade
2. New or modified door or windows
3. Adding or changing an outdoor railing, step or ramp
4. Rooftop equipment like flues, vents, or mechanical equipment
5. Ground-mounted HVAC or mechanical equipment

The applicant must demonstrate compliance with the code requirements for transparency calculations, rooftop screening requirements, and height. Please refer to the applicable zone district standards for more information.

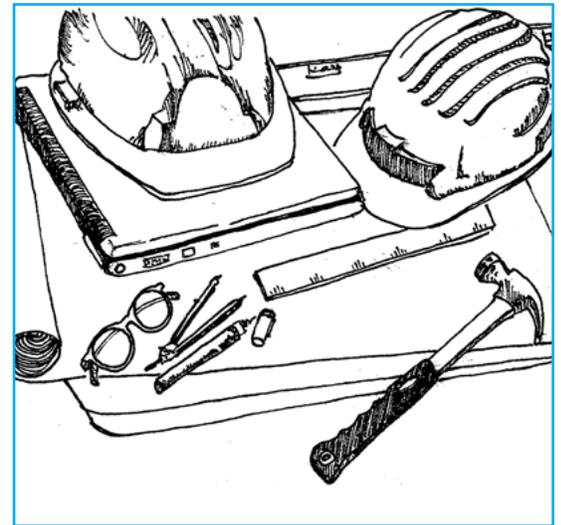
Interior Remodels/Tenant Improvement or Finish

Changes to the interior of a structure will not typically require a zoning construction permit. However, a zoning use permit is required if the use is new or expanding. Zoning issues use permits when there is a change in tenant, owner, or use. Exterior work is prohibited under a zoning permit issued only for a change of name or use. If you must submit a floor plan requiring a zoning stamp to Excise and Licenses, then these interior renovations must also be submitted to Commercial Zoning to update existing permit records.

Site Improvements (S)

Denver considers any improvements to land other than construction or modification of buildings or structures to be “site improvements.” These include but are not limited to the following:

1. New or expanded parking areas
2. Changes to existing parking areas
3. Changes to landscaping
4. New or modified outdoor lighting
5. Changes to pedestrian circulation on-site



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

Structure: Anything which is constructed or erected and the use of which requires more or less permanent location on ground or attachment to something having permanent location on ground, not, however, including wheels; an edifice or a building of any kind; any production or piece of work, artificially built up or composed of parts and joined together in some definite manner. (Entrances not more than 2 feet above grade and vents not more than 3 feet above grade, which are features of bomb or fallout shelters, shall not be considered a structure or structural feature for purposes of setback computations.)

Structure, Completely Enclosed: A structure enclosed by a permanent roof and by solid exterior walls pierced only by windows and customary entrance and exit doors.

Structure, Partially Enclosed: A structure that is enclosed by a roof or enclosed on three or more sides with fences or walls that are greater than 6 feet in height and less than 50% open.

Structure, Open: A structure that is at least 50% open to the sky; and if it has fences or walls, there are no more than two sides with fences or walls that are greater than 6 feet in height and less than 50% open (e.g., trellis, balcony, deck).

Structure, Conforming: When originally constructed, was in full compliance with all zoning regulations applicable to structures, and complies with current regulations.

Structure, Compliant: A legally established structure that does not comply with one or more zoning building form standards or was legally established under Former Chapter 59 but does not currently comply with Denver Zoning Code.



REQUIRED CHECKLIST FOR DETACHED ACCESSORY STRUCTURES, ADDITIONS AND EXPANSIONS, AND EXTERIOR MODIFICATIONS

- Complete the general application (page 4), construction application (page 5), and the statement of valuation (page 6)
- Identify all structures on site plan and label with current and proposed uses
- Include a property legal description (on a separate sheet is acceptable)
- Dimension the distance of all structures from zone lot lines, including any building, parking lot, shed or enclosure
- Dimension all setbacks and required buffers if applicable
- Identify the number of parking stalls and provide dimensions
- 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). Make sure that all work described in the narrative is shown on the plans.
- Identify all items from the proposed scope of work in graphic form on the site plan, elevations, and/or floor plan (as required)
- Provide total gross floor area for all zoning land uses, structures, and parking lots
- Label all adjacent streets and alleys
- Identify all landscape areas and provide gross area
- For multi-tenant spaces, indicate the location of the subject use within the structure and the gross floor area of that use
- Provide business name, site address, applicant and date on all plans
- An owner representative affidavit may be required
- Email completed applications and plans to zoning.review@denvergov.org
- Pay fees when invoiced (fee information available at www.denvergov.org/dsfees)

REQUIRED CHECKLIST FOR SITE IMPROVEMENTS

- Complete the general application (page 4), construction application (page 5), and the statement of valuation (page 6)
- Identify all structures on site plan and label with current and proposed uses
- Include a property legal description (on a separate sheet is acceptable)
- Dimension all setbacks and required buffers if applicable
- Identify the number of parking stalls and provide dimensions for all parking stalls, drive aisles, and backup spaces
- Include a written narrative describing the scope of work and how all applicable use limitations are being met, if any (on a separate sheet is acceptable). Make sure that all work described in the narrative is shown on the plans.
- Identify all items from the proposed scope of work on the site plan
- Identify all landscaping, site improvements, and parking lots and provide gross areas
- Label all adjacent streets and alleys
- Provide business name, site address, applicant and date on all plans
- An owner representative affidavit may be required when not signed by the owner
- Include the maintenance agreement signed by the owner of the zone lot
- Email completed applications and plans to zoning.review@denvergov.org
- Pay fees when invoiced (fee information available at www.denvergov.org/dsfees)

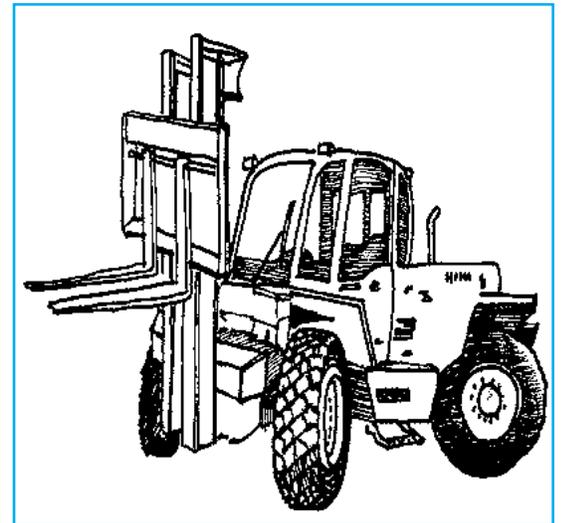
Applications are accepted at 201 W. Colfax, 2nd floor permit counter from 8am – noon (M-F) or save a trip and submit online.

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.



Structure, Nonconforming: A structure or building that was lawful but fails to conform to the present requirements for a conforming structure or a compliant structure in the zone district in which such structure or building is located.

Structure, Accessory: A structure located on the same zone lot as the primary structure. Accessory structures may include structures with walls and roofs, along with structures with no walls or roofs, including, but not limited to detached garages, fences, walls, gazebos, decks and patios.

Structure, Detached: A structure having no party wall or common wall with another structure. Bridges, tunnels, breezeways and other similar means of connecting structures to one another shall not be considered a party wall or common wall.

Structure, Permanent: A structure that is built of such materials and in such a way that it would commonly be expected to last and remain useful for a period of time.

Structure, Permitted: A structure meeting all the requirements established by this code for the zone district in which the structure is located.

Structure, Primary: The main or primary structure or building in which the primary use of a property is conducted or operated.

Structure, Principal: See "Structure, Primary."

Structure, Residential: Any building or part of a building constructed with or as sleeping accommodations for a person or group of persons. Other housekeeping accommodations also may be provided.

Structure, Temporary: A structure that is built of such materials and in such a way that it would commonly be expected to have a relatively short life, or is built for a purpose that would commonly be expected to be relatively short, or any structure intended for nonpermanent use or occupancy.



Sample plans are available online at www.denvergov.org/commercialzoning or from the commercial zoning permit counter. Any use limitations that might apply can be found in the District Specific Standards sections of the Denver Zoning Code, available from www.denvergov.org/zoning.

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.

Minimum Plan Submittal Requirements

The applicant is responsible for submitting accurate plans that document compliance with all zoning code regulations.

Plans must meet the minimum requirements outlined below. 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.

SITE PLAN

- Provide all additional required site information (as listed).
- Site plan must be complete and accurate. Plans prepared by a qualified design professional are preferred; however, stamped plans are not required for zoning submittals.
- Provide a fully dimensioned, black line site plan showing all existing and proposed structures. Show all required building setbacks and build-to lines/dimensions.
- Must be drawn to a commonly recognized scale. Scale must be included on the plan(s). Drawings that are subsequently reduced/scanned and cannot be verified for dimensions will be rejected.
- North arrow.
- Title block with business name, site address, applicant name and date.
- Label all zone lot lines (e.g., Primary Street, Side Street, Rear).
- Identify all site features, including vehicular ingress and egress, landscape areas, additions, sheds/exterior storage, trash enclosures, transformers, bollards, new vents/flues/rooftop mechanical equipment, canopies, patios, fences, railings, and ramps.
- Spot grade elevations and base plane calculations may be required when exterior modifications are proposed.
- Multi-tenant spaces must indicate the number of parking spaces allocated for the business or show the entire parking lot on the site plan.

FLOOR PLAN(S)

- Provide a legend and list the zone district, primary use(s), accessory use(s) as applicable, and gross floor area by permitted zoning use and floor.
- Drawing must be complete and accurate. Plans prepared by a qualified design professional are preferred; however, stamped plans are not required for zoning submittals.
- Must be drawn to a commonly recognized scale. Scale must be included on the plan(s). Drawings that are subsequently reduced/scanned and cannot be verified for dimensions will be rejected.
- The total gross floor area of the proposed use stated on the application must match the dimensions shown on the submitted floor plans. Any discrepancies must be corrected prior to the issuance of the requested permit.
- Dimension all floors of the proposed project, including the roof if work is being proposed on the roof (e.g., new rooftop mechanical equipment).
- Label all areas with existing and proposed use or activity and the gross floor area as defined by the DZC, Sec. 13.3.11 or FC 59, Sec. 59-2 (131).
- Identify all points of pedestrian and vehicular access to the structure.
- Title block with business name, site address, applicant name and date.

ELEVATIONS

- Drawing must be complete and accurate. Plans prepared by a qualified design professional are preferred; however, stamped plans are not required for zoning submittals.
- Must be drawn to a commonly recognized scale. Scale must be included on the plan(s). Drawings that are subsequently reduced/scanned and cannot be verified for dimensions will be rejected.
- Provide fully dimensioned elevations of the project site as proposed, including all structures, mechanical equipment, building penetrations and zone lot lines.
- Label all elevations with building face (e.g., "South Elevation," "North Elevation").
- Title block with business name, site address, applicant name and date.
- Dimension all height from applicable zoning base plane to top of floor/structure, including all proposed mechanical equipment.
- Dimension all floors of the proposed project, including the roof and all mechanical equipment.
- Label all doors and windows.
- Illustrate how screening meets DZC, Sec. 10.5.7.3 or FC 59, Sec. 59-96, when required, and dimension all proposed screening.
- Provide transparency calculations per DZC, Sec. 13.1.6.2 or FC 59, Sec. 59-272, as applicable.



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:



CONSTRUCTION PERMIT TYPE (CHECK ALL THAT APPLY)

Zoning Construction Permits

- | | | |
|---|---|--|
| <input type="checkbox"/> New Commercial Structure | <input type="checkbox"/> Exterior Wall Improvements/Changes | <input type="checkbox"/> New or Expanded Surface Parking Lot |
| <input type="checkbox"/> New Detached Accessory Structure | <input type="checkbox"/> Adding/Removing/Changing Windows | <input type="checkbox"/> New Outdoor Lighting |
| <input type="checkbox"/> Commercial Structure Expansion/Addition | <input type="checkbox"/> Changes to Entrances | <input type="checkbox"/> New Parking Lot Landscaping |
| <input type="checkbox"/> Addition to Detached Accessory Structure | <input type="checkbox"/> No Site Improvements Proposed | <input type="checkbox"/> Other Site Improvements |

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)

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

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: _____



Statement of Valuation

Notes:

- The valuation worksheet must be completed for all construction work requiring a zoning permit. Interior work does not meet the threshold for a zoning construction permit and does not require the valuation worksheet.
- Zoning permit fees are based on the value of the work performed. Sum all equipment, materials, labor, overhead, and profit for this work to the nearest dollar.
- Valuation is based on the total replacement cost to the owner (including labor, profit, overhead, materials, equipment and installation).

ZONING PERMIT VALUATION	
Address:	
Project Gross Floor Area:	
TYPE OF WORK	AMOUNT
Zoning Construction Valuation Total <i>(see below for more information)</i>	\$

The zoning construction valuation is calculated as the sum of the construction permits when building a new structure, detached accessory structure or an expansion of an existing structure. Any exterior modification, site improvements or interior remodel is calculated as the estimated total cost of the work to the customer for all work on the exterior of the structure. This typically includes replacing doors and windows, mechanical equipment, and changes to the façade.

Zoning construction fee calculation

Valuation for Construction Work	Fee
\$1.00 - \$500.00	\$10.00
\$501.00 - \$2,000.00	\$25.00
\$2,001.00 - \$50,000.00	\$35.00 plus \$0.50 per \$1,000.00 in valuation
\$50,001.00 - \$100,000.00	\$100.00 plus \$0.50 per \$1,000.00 in valuation
Over \$100,000.00	\$150.00 plus \$0.50 per \$1,000.00 in valuation

Valuation Examples

Remodel:

Value of interior finish = \$6000.00
 Facade changes and relocating entrance = \$2000.00
 Total cost of remodel = \$8000.00
 Zoning valuation total = \$2000.00
 Zoning permit cost = \$ 25.00

New Detached Accessory Structure:

Construction value = \$35000.00
 Total cost of remodel = \$35000.00
 Zoning valuation total = \$35000.00
 Zoning permit cost = \$ 52.50