

**CITY & COUNTY OF DENVER  
COMMUNITY PLANNING & DEVELOPMENT  
BUILDING PERMIT POLICY**

**Subject: TEMPORARY OCCUPANCIES WITHIN EXISTING BUILDINGS**

**Approved: Michael Roach, P.E., Building Official**

**Number: ADMIN 132C**

**Effective Date: October 14, 2008  
Revised Date: October 17, 2011**

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**Reference: ADMIN Section 132,**

**Scope:** This establishes the Denver Building Department policy for the temporary occupancy of existing buildings, or portions thereof, for purposes different from that listed on the Certificate of Occupancy.

**Policy:**

Temporary occupancies may be issued 1D Special Construction Permits for associated construction and temporary occupancy, indicating the period of the temporary occupancy approved by the Building Official. The temporary occupancy of buildings, or portions thereof, will require a Temporary Certificate of Occupancy.

**Application requirements.** Application for permit shall include:

1. The Fire Department Special Events Permit
2. A letter of request provided to the Building Official, signed by the representative of the organization that is requesting the temporary occupancy. The letter of request shall:
  - a. describe the activities associated with the special event
  - b. describe how toilet facilities will be provided
  - c. specify the set up period
  - d. specify the period of installation/occupancy (not to exceed 180 days)
  - e. specify the strike period
3. Two drawing sets containing:
  - a. Site plan showing outdoor areas associated with the special event
  - b. Complete code analysis and plans showing the:
    - i. complete Code Analysis for the entire building with the temporary occupancy
    - ii. total floor plans for floors where the temporary occupancy occurs
    - iii. areas for which the temporary occupancy is requested
    - iv. areas impacted by the temporary occupancy
    - v. occupant load for each space of the temporary occupancy
    - vi. total occupant load
    - vii. toilet facilities
    - viii. exit scheme - exit routes, exit width, exit doors and door hardware
    - ix. special equipment, processes and coverings
    - x. portable fire extinguishers
    - xi. emergency egress lighting equipment
    - xii. lighted exit signage
4. A complete list of special equipment, processes, wall coverings, and floor coverings to be used, including material and equipment cut sheets.

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5. Verification that the building floor system meets minimum live load requirements specified in Table 1607.1 of the 2009 International Building Code for the temporary occupancy, signed and sealed by a Colorado Registered Design Professional.
6. A certificate of insurance as evidence of minimum \$1 million limits in comprehensive general liability and comprehensive auto liability insurance and as evidence of workers' compensation insurance. The City and County of Denver shall be included as an additional insured on the liability insurance, and a copy of the endorsement included with the completed City and County of Denver certificate of insurance. This certificate is to be forwarded to the City's Risk Management Division for that office's review.

**Temporary Certificate of Occupancy.** No temporary occupancies permitted under this policy shall be used or occupied until a Temporary Certificate of Occupancy (TCO) is issued by the Building Official, indicating the specific location, use, occupancy, and approved period of occupancy for which the certificate is issued. A change to any of those details voids the TCO.

**Extension of approved period of occupancy.** Prior to expiration of the TCO a written request to extend the approved period of occupancy may be submitted for consideration by the Building Official. Such requests shall contain an updated Letter of Request. The written request shall demonstrate that there have been no complaints or hazards as a result of this temporary occupancy.

**END OF DOCUMENT**