

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

Subject: NOTIFICATION PRIOR TO EXCAVATION, DEMOLITION OR RELOCATION

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

Number: IBC 3307.1.1

Effective Date: September 09, 2013

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Reference: IBC 3307.1.1

Scope: This policy establishes alternative criteria for acceptance of proof of adjacent neighbor notification prior to excavation, demolition or building relocation, when U.S. Postal Service return of receipt is delayed.

Procedure:

Prior to permit issuance the owners of adjacent properties shall be notified in accordance with IBC 3307.1.1. When notification is sent by U.S. Postal Service (USPS), it shall be sent as Certified Mail with Return Receipt. No other form of USPS delivery is accepted. Acceptable standard proof of notification by USPS is:

1. The return receipt, showing name and address of property owner notified and signature of accepting party, or
2. The returned notification, including unsigned receipt, indicating attempted and failed delivery by the USPS.

When either the signed return receipt or return of the notification is delayed by the USPS, acceptable alternative proof of notification is:

1. A USPS tracking report indicating notification was sent by Certified Mail with Return Receipt, showing the USPS assigned tracking number and date of first attempted delivery not less than 21 days prior, and
2. A letter or form (such as attached), signed by the contractor, which correlates the USPS assigned tracking number to the name and address of the notified property owner, and states that personal contact with the property owner has been unsuccessfully attempted

By submitting this alternative proof of notification the contractor is accepting full responsibility for the attempted notification, and acknowledges his/her responsibility to provide true and accurate information.

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NOTIFICATION PRIOR TO EXCAVATION, DEMOLITION OR RELOCATION

Date: _____

From:
Contractor Name _____

License Number _____

Re:
Property Owner Name _____

Address _____

USPS Tracking Number _____

I certify:

- The attached USPS tracking report, with the above tracking number, represents notification sent to the above adjacent property owner by Certified Mail with Return Receipt.
- USPS made attempt to deliver this notification not less than 21 days prior.
- Personal notification of the property owner has been attempted and failed.

I understand that it is unlawful to provide any false information in any application for a permit, and that to do so will result in the suspension or revocation of my license and certificate.

Signature _____