

CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT BUILDING PERMIT POLICY		
Subject: <b>PLAN REVIEW AND PERMIT CANCELLATION</b>		
Approved: <b>Scott V. Prisco, AIA, Building Official</b>		
Number: <b>ADMIN 131.1, 131.5 &amp; 131.6</b>	Effective Date: <b>June 14, 2016</b> Revised Date: <b>March 13, 2017</b>	Page 1 of 2

**Scope:** This policy establishes the procedure for withdrawing an application for a permit and cancelling an issued permit, as well as the process to change a contractor.

**Policy:** The following individuals are allowed to withdraw an application for a permit or cancel an issued permit:

1. The licensed contractor, building owner, tenant of a tenant improvement project, owner's agent or person issued a homeowner's permit under DBC Section 131.3.
2. The Building Official or a designee.

**Procedure:**

1. Withdrawing of a permit application (DBC Section 131.1)
  - a. Prior to permit issuance, during the plan review phase the only person who can withdraw an application for a permit is the building owner or tenant for commercial projects. The homeowner is the only person allowed to withdraw an application for a permit for a residential project. This withdrawal shall be requested in writing by the owner and this request shall identify the project, log-in number, address, and the reason for the withdrawal. This written request can be submitted either electronically, postal delivery or hand delivery. Proof of ownership of the project or property is required. This written request and documentation will be reviewed by the Building Official or designated personnel.
  - b. Per DBC Section 131.2, if a plan review has no activity for 180 days, the application shall expire and the plans may be returned to the applicant or destroyed. The Agency shall send a letter to the identified contact notifying them that the 180 days has been reached, and if the applicant provides a written request asking for an extension showing that circumstances beyond their control have prevented action, then the Building Official may grant an extension. If no response is received, the Building Official or designee may cancel the plan review and any associated permits that may have been created.
2. Cancellation of a building permit and/or change of contractor after permit issuance (DBC Section 131.5)
  - a. **Contractor(s) canceling their own permits:** Contractor(s) must submit a written request to cancel a permit. A contractor may use the Permit Cancellation Form attached to this policy. If a written request to cancel a permit is received from a contractor, staff will first conduct permit research and may conduct a site

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inspection. The owner or a new contractor must follow the procedure in 2.b. below before continuing work.

- b. **Owner or commercial tenant changing contractors:** An owner/tenant must request to change a contractor(s) in writing. The owner/tenant may request this without the former contractor having cancelled the initial permit. The owner’s or commercial tenant’s written request shall require the following: (1) an explanation as to why the change is requested, and (2) the name of the new contractor, their contact information, and their license number.
  - c. If a contractor/owner has requested cancellation of a permit in accordance with the requirements of 2.a. and 2.b. above, and work has not been completed under that issued permit, then the Agency will put the permit on hold and no further inspections or work will be allowed under the issued permit to be cancelled.
  - d. The owner/tenant must have another contractor apply for a change of contractor permit if work is going to continue. The owner or tenant must request this in writing. The new contractor must first provide proof that it has an approved contractor set of drawings or must request a copy of the Agency’s record set prior to issuance of the change of contractor permit. The new permit will reference the previously issued permit and the new contractor must pay any applicable fees.
  - e. After the project has been completed and all work under the new permit has been inspected and approved by the Agency, the initial permit will be cancelled.
3. Cancellation of permit after permit issuance for inactivity (DBC Section 131.6)
- a. If a project permit has been issued and no work or inspections have been completed within a 60-day period following the date of permit issuance or the date work commenced, then a permit shall be cancelled. The Chief Inspector(s) will provide written notification to the contractor to whom the permit was issued following the 60-day period. If no response has been received as to why the permit should remain open, the permit shall be cancelled 15 days after the date of the written notification.

Encl. #1 Permit Cancellation Form

**DEVELOPMENT SERVICES**  
Permit & Inspection Services  
Zoning & Neighborhood Services

**TO CHANGE THE ADDRESS ON A PERMIT,  
PLEASE COMPLETE THE FOLLOWING SECTION.**  
*(ONE ADDRESS PER CHANGE FORM)*

<b>Permit Change Of Address Form</b>	
Change Address From:	
Change Address To:	
Inspector District:	
Permit Number:	
Permit Type:	
Your Name and Email:	
Daytime Phone Number:	(     )
Reason For Change:	

**TO CANCEL A PERMIT,  
PLEASE COMPLETE THE FOLLOWING SECTIONS.**  
*(ONE ADDRESS PER CANCELLATION FORM)*

<b>Cancel Permit Form</b>	
Site Address:	
Contractor's Name:	
Contractor's Phone:	
Permit Number:	
Permit Type:	
Your Name and Email:	
Daytime Phone:	(     )
Signature:	
Date:	
Reason For Cancellation:	

**RETURN THIS FORM TO:**

**MAIL:** 201 West Colfax Ave. Dept 303/307, Denver, CO 80202

**FAX:** (720) 865-3287

**E-MAIL:** Building.InspectionService@DenverGov.org