

CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT BUILDING PERMIT POLICY		
Subject: PERMIT APPLICATION AND ISSUANCE		
Approved: Scott Prisco, AIA, Building Official		
Number: ADMIN 131	Effective Date: April 01, 2010 Revised: December 29, 2017	Page 1 of 4

Reference: ADMIN Section 131

GENERAL: Application for permits on commercial/multi-family and residential projects may be made in one of three ways: Submission of plans for review in the Major Project Log, submission of plans for review in the Intermediate Project Log, or same day review of plans at either the Commercial/Multi-Family Walk Through counter or Single-Family/Duplex Walk Through counter.

SCOPE: While the default method of application review is the Major Project Log review, this policy establishes the criteria for determining what types of projects may be reviewed through the Intermediate Project Log or as a same day review at the Walk Through counters.

DEFINITIONS:

Projects, Commercial. Activities requiring permits that involve the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of a building or structure or any appurtenances connected or attached to such buildings or structures occupied by commercial enterprises or as multi-unit residential buildings governed by the International Building Code.

Projects, Residential. Activities requiring permits that involve the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of a building or structure or any appurtenances connected or attached to such buildings that are stand-alone structures housing a single dwelling unit including duplexes (including side-by-side paired, attached single dwelling units), and townhomes (attached one family dwelling units) governed by the International Residential Code.

POLICY:

Major Project Log Review: This is the default method of review. It is always appropriate, and preferred that project applications are submitted for review on the Major Project Log, known as the Main Log for commercial projects and the Residential Log for residential projects.

Commercial projects appropriate for the Major Project Log review include:

1. Large developments involving Project Coordinators
2. Construction of a large new building
3. Large additions to existing buildings
4. Large Accessory Structures
5. Major structural modifications to existing buildings
6. Large projects involving Change of Occupancy
7. Projects involving work in multiple buildings or multiple floors
8. Projects involving complicated fire/life safety issues (e.g. large occupant loads, hazardous materials)

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Residential projects appropriate for the Major Project Log review include:

1. New house, tandem house, townhouse or duplex
2. New Accessory Dwelling Unit (ADU)
3. Additions greater than 400 square feet (additions less than 400 square feet shall be classified as Intermediate Project Log review projects)
4. Projects requiring Landmark review
5. Projects requiring detailed structural review

Application for review of a Major Project will be accepted by appointment (required for any project that involves a Project Coordinator) or during normal business hours at the Project Log-In counter. Log in appointments available Monday, Wednesday and Friday, and are made by emailing login@denvergov.org.

The initial department review of Major Project Log applications will be completed in 20 business days, with any necessary re-review resulting from the correction of noted Code deficiencies completed in 10 business days. Upon review and acceptance of the permit application, in accordance with Sections 131 through 133 of the Denver Building Code (DBC), and collection of applicable fees per Policy Admin 138, a permit may be issued.

When other agency review is required, the Department shall communicate to the applicant each applicable agency requiring additional permit submissions for simultaneous review. Each agency will review the application for compliance with the agency standards within their own established timeframe.

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Intermediate Project Log Review: Project applications of lesser complexity and/or scope, but requiring multi-agency distribution may be reviewed as an Intermediate Project review, known as the Intermediate Commercial Log for commercial, multi-family, and townhouse projects and the Intermediate Residential Log for one- and two-family dwelling unit residential projects.

For commercial projects, this method of review is only allowable on projects with valuation between \$500,000.00 and \$1,000,000.00, or with prior arrangement and approval from the Building Official, such as:

1. Construction of a new, small building
2. Small additions to existing buildings
3. Small accessory structures
4. Minor structural modifications to existing buildings
5. Telecom towers
6. Small projects involving Change of Occupancy

Existing building roof replacements that must comply with the Denver Green Roofs Article XIII in the Denver Revised Municipal Code, which was approved by voters in 2017, and need to submit any of the following, shall be treated as an Intermediate Commercial Log regardless of the valuation.

1. Drawings for a green roof combination and roof replacement,
2. Materials needed to request a variance from the Denver Planning Board, or
3. Materials needed to request an exemption due to having to complete a major structural alteration to support a green roof combination at the time of roof replacement.

Additionally, any new building requesting a variance from the Denver Planning Board for compliance with the Denver Green Roofs Article XIII in the Denver Revised Municipal Code shall be treated as an Intermediate Commercial Log.

For residential projects, this method of review is only allowable on one- and two-family dwelling unit projects with prior arrangement and approval from the Building Official, or projects of intermediate complexity, including:

1. New production home, Type Approved review of previously approved Master Plan
2. Zoning-Only review of one- and two-family dwelling unit projects
3. Additions 400 square feet or less
4. Attic Conversions

Application for review of an Intermediate Project will be accepted during normal business hours at the Project Log-In counter. However, production home builders must schedule appointments to log in any Master or Type approved projects (appointments Monday, Wednesday and Friday made by emailing login@denvergov.org).

The initial review of Intermediate Project Log applications will be completed in 10 business days, with any necessary re- review resulting from the correction of noted Code deficiencies completed in 5 business days. Upon review and acceptance of the permit application, in accordance with Sections 131 through 133 of the DBC, and collection of applicable fees per Policy Admin 138, a permit may be issued.

When other agency review is required, the Department shall communicate to the applicant each applicable agency requiring additional permit submissions for simultaneous review. Each agency will review the application for compliance with the agency standards within their own established timeframe.

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Same Day Walk Through Review: Project applications of the lowest complexity and/or scope, or with the approval of the Building Official, may be reviewed with a same day Walk Through Review. Because of the rapid review times required, only very simple projects will be reviewed in this way. If, at any point in the review the reviewing engineer/technician finds the project to be too complex, or lacking information required to allow approval, the project must be logged in for review on the Intermediate Residential or Main Project Log.

Commercial projects with a total construction valuation of less than \$500,000.00, and that do not require approval from any other agency, may be approved through a Walk Through Review. Approval from each reviewing discipline (Architectural, Structural, Mechanical, Plumbing, Electrical, and where applicable Fire and Waste Water) is required for issuance of a permit. Such projects include:

1. Tenant finish in retail and business occupancies
2. Temporary offices
3. Non-structural repair due to water or fire damage
4. Minor structural work related to emergency like-for-like repair of existing buildings, that is not the result of collapse or a Notice/Order from the City
5. Limited non-structural remodel within a single IBC Occupancy Group R-1, R-2 or R-3 dwelling unit
6. Installation of signs

Residential projects for one- and two-family dwellings of the lowest complexity that do not require approval from any other agency, may be approved through a same day Walk Through Review. Such projects include:

1. Fence and/or retaining wall
2. Minor residential interior remodel (such as kitchen, bath, etc.)
3. Basement finish
4. Patio covers
5. Decks
6. Patio enclosure
7. Car port
8. Windows, Exterior Door (new or altered openings, non-Landmark)
9. Non-structural repair due to water or fire damage
10. Detached garages

The following types of commercial or residential projects, unless specifically allowed under the Same Day Review heading above, CANNOT be Same Day Reviews:

1. New construction of additions to existing buildings or residences
2. Projects involving any change of occupancy or use
3. Projects involving structural modifications to an existing building or residence
4. Projects involving education or institutional occupancies (day-care, assisted living, etc.)
5. Projects in a food service establishment
6. Projects in warehouses or manufacturing facilities
7. Marijuana plant husbandry and extraction operations

Upon review and acceptance of the permit application, in accordance with Sections 131 through 133 of the DBC, and collection of applicable fees per Policy Admin 138, a permit may be issued.