

<b>CITY &amp; COUNTY OF DENVER COMMUNITY PLANNING &amp; DEVELOPMENT BUILDING PERMIT POLICY</b>		
<b>Subject: PREPARATORY DEMOLITION, NON-STRUCTURAL FRAMING, ELECTRICAL, MECHANICAL, PLUMBING, FIRE SUPPRESSION, AND FIRE ALARM PERMIT(S) - for Tenant Finish Projects Only</b>		
<b>Approved: Scott V. Prisco, AIA - Building Official</b>		
<b>Number: ADMIN 131.2</b>	<b>Effective Date: 11/10/2015 Revised Date: 8/20/19</b>	<b>Page 1 of 5</b>

**Reference: ADMIN Section 131**

**GENERAL:** Provide an alternative permitting process that allows an expedited construction start for limited project types. This process will allow construction to begin, for a limited amount of work, prior to issuance of the full commercial construction building permit. This early start will enable a project to begin some construction while drawings are still under permit review. This will assist developers, owners, and construction teams to better deal with the potential delays and enormous volume of commercial projects awaiting review and approval.

**SCOPE:** While the standard method of issuing building permits is to do so only after full permit review by Community Planning and Development (CPD) and other applicable city agencies, this method would allow interior demolition, non-structural rough framing, electrical, mechanical, plumbing, fire alarm and fire suppression permit(s) to be issued in certain circumstances for certain project types in compliance with the policy below. These permits are only applicable to commercial tenant-finish projects (International Building Code Group B or M occupancies only, plus some aspects of S1 and S2 occupancies as outlined specifically below). However, this provision would not be applicable if any one (or more) of the following conditions apply:

- The project is in a Landmark structure or district,
- This project contains any type of marijuana use,
- Any space within the project that is an occupancy different from Group B or M, or limited S1 and S2 as listed below, or
- A change of occupancy from the previous tenant is required.

Specific criteria for S1 and S2 occupancies:

- Includes existing building and newly approved core and shell buildings that are submitting for TI office space only and tenant separation wall only.
- Facilities must have ESFR fire suppression system and functioning fire alarm system.

First-time building occupancies:

- First-time building occupancies may be considered, but must request a “zoning verification letter” from [zoning.review@denvergov.org](mailto:zoning.review@denvergov.org) and request approval from the Architectural Plans Reviewer prior to making a submittal for a permit under this policy. Approval from the Architectural Plans Reviewer cannot be requested until the initial architectural review is complete. This letter and approval do not substitute for zoning and building reviews of the logged-in plans. Applicants must still satisfy all zoning, sewer use and drainage permits (SUDP), fire, building, and any other applicable code requirements and obtain the respective permits.

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**DEFINITIONS:**

**Preparatory demolition and non-structural framing permit and other trades permits** are permits that allow contractors to remove previously installed interior finishes and non-structural walls and remove any necessary mechanical, electrical, plumbing, fire alarm and fire suppression; and install new non-structural framing, one side of gypsum board, and the ceiling grid (but no ceiling tiles). Installation of all rough electrical branch circuitry work (excluding switchgear, new service, new or replacement panels, transformers, or UPS) will be allowed under a separate electrical permit pulled by a Denver licensed electrical contractor, once the preparatory demolition and non-structural framing permit has been issued. This work may include rough electrical for power, lighting, fire alarm, or other minor work that would normally be completed prior to a rough framing inspection. The mechanical and plumbing prep permits allow the installation of ductwork, miscellaneous small above-ceiling equipment, gas lines, plumbing supply/waste lines, and vent lines. Please note this would not include any new mechanical or electrical equipment requiring structural modification as this work requires completed plan review and construction permits prior to the start of construction.

S1 & S2 projects shall only include non-structural framing of tenant demising walls in a warehouse which includes framing and gypsum board on one side only. This includes under slab plumbing and backfill with soil or sand, but not concrete until full permit is released and inspections have been completed and approved. Includes warehouse restrooms, service-only conduit through warehouse to tenant space, installation of conduit and junction boxes for warehouse lighting. All other warehouse construction work is excluded from this permit.

When requesting a preparatory construction permit for fire suppression and fire alarm systems, shop drawings shall be included with the 100% construction documents as indicated below:

- **Fire Suppression and Fire Alarm System Shop Drawings** are required for review by the Fire Prevention Division for any modification(s) or change(s) to existing fire protection systems and any new installations. The Fire Suppression or Fire Alarm System Shop Drawing(s) must include all of the information listed within 2011 (or current) International Fire Code Amendments (IFCA) Appendix K or 2015 (or current) IFCA Appendix N. ***If any portion does not apply, a note must be provided on the plan stating that it is not applicable.*** If any portion of the requested information is not provided or clarified, the plan will be returned for that provision or clarification to be made and a re-examination fee may apply.
- Fire suppression or fire alarm shop drawings shall be submitted concurrently when requesting a preparatory construction permit.
- A conditional fire suppression permit can be issued to the fire suppression contractor once the preparatory construction permit has been issued.

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- A fire alarm conduit-only permit can be issued to the fire alarm/electrical contractor for locations where metallic conduct is required according to NFPA 70 or NFPA 72. This permit will be issued once the preparatory construction permit has been issued.
- The contractor(s) and owner shall be responsible for any and all field changes based on the Denver Fire plan review correction comments.

**POLICY:**

Preparatory demolition, non-structural framing, electrical, mechanical, plumbing, fire alarm and fire suppression permit(s) may be issued to a commercial tenant-finish project (International Building Code Group B or M occupancy and limited S1 and S2 as noted above) meeting the scope defined above so long as **100% construction documents** have been logged in for full building permit review.

This permit(s) may be obtained at the Commercial Walk Through counter. In order for the permit to be issued, the general contractor, electrical contractor, plumbing contractor, mechanical contractor, fire alarm contractor and fire suppression contractor must provide the following information:

- Names and license numbers of City and County of Denver licensed contractors who will be working on the project,
- Preparatory demolition and non-structural framing application,
- Log number to prove the entire project has been logged in for review,
- Acceptance (via issuance of the permits) that the permit(s) are being issued prior to full review of the building, zoning, SUDP, or fire permit submittals and is done at the contractor's own risk, as either building, zoning, SUDP, fire, or other ongoing permit reviews may cause changes to some items that are installed under the preparatory demolition and non-structural framing permit, and
- The architect and engineers of record must submit formal affidavits, refer to attached document(s), thus acknowledging that to the best of their knowledge the drawings comply with all current applicable federal, state and local codes. Affidavits must be original documents (no photocopies or scanned and printed forms will be accepted).

The Building Construction Inspector will conduct a preparatory demolition inspection as is typical of preparatory demolition permits, but the inspection will not be considered final until the commercial construction permit has been approved/released. This inspection will also ensure that no additional work has been done beyond the scope allowed for in the preparatory demolition, non-structural framing, electrical, mechanical, plumbing, fire alarm, and fire suppression permit(s).

All remaining inspections will occur once the commercial construction building permit and associated sub-permits for electrical, mechanical, plumbing, fire alarm, and fire suppression have been issued.

**Rough and final inspections will be completed only after the plans submitted for the commercial**

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**construction permits are approved – and all full permits are released and issued – to ensure all work (even that done under the preparatory demolition, non-structural framing, electrical, mechanical, plumbing, fire alarm, and fire suppression permits) meets what has been reviewed and approved.**

**FEES:**

As the framing and demolition will be included in the original plan set and thus fees already assessed, there shall be a one-time separate walk through and permit fee for this expedited process in the amount of \$100. If electrical, mechanical, plumbing, fire alarm or fire suppression permits are required, there will be an additional \$100 fee for each permit.

If demolition costs were not included in the original project valuation, then that valuation shall be submitted and walk through and permit fees assessed accordingly; but in no case shall the total walk through and permit fees be less than \$250.

**STANDARD DEMO PERMIT COMMENT:**

The scope of this permit is limited to interior work only.

This permit is issued to allow the general contractor to do interior preparatory demolition and non-structural framing work in accordance with ADMIN Policy 131.2, provided permit drawings have been logged in for review under XXXXXX (*insert log number*). The preparatory demolition and non-structural framing permit will not be finalized until the full commercial construction permit has been issued to the general contractor (this will occur after full plan review has been completed) and all subsequent required trade permits have been issued. Issuance of this expedited partial permit is an acknowledgement by the general contractor and owner that work being completed under this permit is at the general contractor’s, subcontractors’, developers’, and owner’s risk since building, zoning, SUDP, and fire code review is not yet complete. Changes may be required to items installed under this partial permit subject to the approved commercial construction plan set. Therefore, if work is required to be removed, corrected, or replaced, it is the sole responsibility of the contractor, their subcontractors and the developer and/or owner. The City and County of Denver will assume no liability for work completed that requires corrective measures and/or remediation.

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**STANDARD ELECTRICAL PERMIT COMMENT:**

The scope of this permit is limited to interior work only.

This permit is issued to allow the electrical contractor to do interior preparatory electrical work in accordance with ADMIN Policy 131.2, provided permit drawings have been logged in for review under XXXXXX (*insert log number*). The preparatory electrical permit will not be finalized until the full commercial construction permit has been issued to the general contractor (this will occur after full plan review has been completed) and all subsequent required trade permits have been issued. Issuance of this expedited partial permit is an acknowledgement by the electrical contractor and owner that work being completed under this permit is at the electrical contractor’s, developers’, and owner’s risk since building, zoning, SUDP, fire, and electrical code review is not yet complete. Changes may be required to items installed under this partial permit subject to the approved commercial construction plan set. Therefore, if work is required to be removed, corrected, or replaced, it is the sole responsibility of the electrical contractor, the developer, and/or owner. The City and County of Denver will assume no liability for work completed that requires corrective measures and/or remediation.

**STANDARD MECHANICAL AND PLUMBING PERMITS COMMENT:**

The scope of this permit is limited to interior work only.

This permit is issued to allow the mechanical and/or plumbing contractors to do interior preparatory mechanical and plumbing work in accordance with ADMIN Policy 131.2, provided permit drawings have been logged in for review under XXXXXX (*insert log number*). The preparatory mechanical and/or plumbing permits will not be finalized until the full commercial construction permit has been issued to the general contractor (this will occur after full plan review has been completed) and all subsequent required trade permits have been issued. Issuance of this expedited partial permit is an acknowledgement by the mechanical and/or plumbing contractors and owner that work being completed under this permit(s) is at the mechanical and/or plumbing contractor’s, developers’, and owner’s risk since building, zoning, SUDP, fire, mechanical and/or plumbing code review is not yet complete. Changes may be required to items installed under this partial permit subject to the approved commercial construction plan set. Therefore, if work is required to be removed, corrected, or replaced, it is the sole responsibility of the mechanical and plumbing contractor, the developer, and/or owner. The City and County of Denver will assume no liability for work completed that requires corrective measures and/or remediation.

**END OF DOCUMENT**

- |  |  |
|--|--|
| <p>Encl. #1 Architectural Design - Affidavit<br/>         #2 Plumbing Design-Affidavit<br/>         #3 Electrical Design-Affidavit<br/>         #4 Structural Design-Affidavit</p> | <p>#5 Mechanical Design-Affidavit<br/>         #6 Permit application</p> |
|--|--|



AFFIDAVIT  
ARCHITECTURAL DESIGN

Log Number: \_\_\_\_\_

To the Building Official, Community Planning and Development Department,

Regarding a project located at \_\_\_\_\_.

To the best of my knowledge, information and belief, the plans and any calculations or computations accompanying the application for the above log number, are in accordance with the requirements of the Denver Building Code and all other pertinent laws and ordinances.

\_\_\_\_\_  
Architect – print name

\_\_\_\_\_  
Architect – sign name

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone and Email

ACKNOWLEDGEMENT

State of Colorado  
County of \_\_\_\_\_

This instrument was acknowledge before me on (date) \_\_\_\_\_ by (name or names of person or persons acknowledging) \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature



AFFIDAVIT  
ELECTRICAL DESIGN

Log Number: \_\_\_\_\_

To the Building Official, Community Planning and Development Department,

Regarding a project located at \_\_\_\_\_.

To the best of my knowledge, information and belief, the plans and any calculations or computations accompanying the application for the above log number, are in accordance with the requirements of the Denver Building Code and all other pertinent laws and ordinances.

\_\_\_\_\_  
Engineer – print name

\_\_\_\_\_  
Engineer – sign name

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone and Email

ACKNOWLEDGEMENT

State of Colorado  
County of \_\_\_\_\_

This instrument was acknowledge before me on (date) \_\_\_\_\_ by (name or names of person or persons acknowledging) \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature



AFFIDAVIT  
MECHANICAL DESIGN

Log Number: \_\_\_\_\_

To the Building Official, Community Planning and Development Department,

Regarding a project located at \_\_\_\_\_.

To the best of my knowledge, information and belief, the plans and any calculations or computations accompanying the application for the above log number, are in accordance with the requirements of the Denver Building Code and all other pertinent laws and ordinances.

\_\_\_\_\_  
Engineer – print name

\_\_\_\_\_  
Engineer – sign name

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone and Email

ACKNOWLEDGEMENT

State of Colorado  
County of \_\_\_\_\_

This instrument was acknowledge before me on (date) \_\_\_\_\_ by (name or names of person or persons acknowledging) \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature



AFFIDAVIT  
PLUMBING DESIGN

Log Number: \_\_\_\_\_

To the Building Official, Community Planning and Development Department,

Regarding a project located at \_\_\_\_\_.

To the best of my knowledge, information and belief, the plans and any calculations or computations accompanying the application for the above log number, are in accordance with the requirements of the Denver Building Code and all other pertinent laws and ordinances.

\_\_\_\_\_  
Engineer – print name

\_\_\_\_\_  
Engineer – sign name

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone and Email

ACKNOWLEDGEMENT

State of Colorado  
County of \_\_\_\_\_

This instrument was acknowledge before me on (date) \_\_\_\_\_ by (name or names of person or persons acknowledging) \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature



AFFIDAVIT  
STRUCTURAL DESIGN

Log Number: \_\_\_\_\_

To the Building Official, Community Planning and Development Department,

Regarding a project located at \_\_\_\_\_.

To the best of my knowledge, information and belief, the plans and any calculations or computations accompanying the application for the above log number, are in accordance with the requirements of the Denver Building Code and all other pertinent laws and ordinances.

\_\_\_\_\_  
Engineer – print name

\_\_\_\_\_  
Engineer – sign name

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone and Email

ACKNOWLEDGEMENT

State of Colorado  
County of \_\_\_\_\_

This instrument was acknowledge before me on (date) \_\_\_\_\_ by (name or names of person or persons acknowledging) \_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature



## Preparatory Demolition and Non-Structural Framing Permit Application

*To be provided to the Commercial Architectural Walk Through Permit Counter*

1. Project address:
2. General Contractor's license class, number, and company name:
3. Site contact – provide name, phone number, and email address:
4. Log number for the complete drawing set:
5. Provide a brief description of how the space will be used, and code analysis per DBCA, to include the following (it is not acceptable to say see log in plans or per code analysis on submitted set):
  - Construction Type of Building
  - Occupancy Classification
  - Height of Building & Number of Stories / Number of Basements
  - Gross Area in square feet for each occupant
  - Presence of Fire Alarm & Detection
  - Presence of Automatic Sprinkler system
6. Provide a brief description of the preparatory demolition that will be done under this permit:
7. Provide a brief description of the non-structural framing (work as defined under ADMIN Policy 131.2) that will be done under the permit:
8. **For first-time occupancies only:** Provide approval from the building official and a "zoning verification letter" from zoning.review@denvergov.org. The zoning verification letter does not substitute for zoning reviews of the logged-in plans. The project must still demonstrate that it meets all applicable zoning codes and must still obtain zoning permits. (Note: If there is already a valid zoning use permit, the zoning verification letter is not needed.)



**DENVER**  
**THE MILE HIGH CITY**

www.denvergov.org/DS

Community Planning and Development

Development Services

201 W. Colfax Ave., Dept. 205

Denver, CO 80202

p: 720.865.2705

- 9. Provide the names and license numbers of any demolition subcontractors who will be completing work under this permit (such as MEP to cut and cap utilities):
  
- 10. Provide a valuation for the prep demo and non-structural framing aspects of the work:
  
- 11. Provide a company credit card or company check (for license verification if the original license is not presented).
  
- 12. Sign below to indicate your acknowledgment that this permit for interior preparatory demolition and non-structural framing is being issued without any building, zoning, sewer use and drainage permitting (SUDP), fire, or other plan review. Plan review will be completed under the above referenced log number, and changes may be necessary to any of the non-structural framing work allowed per this permit to ensure compliance with approved building, zoning, SUDP, or fire plans. Signature must be from the contractor's licensed supervisor certificate holder or verifiable as the contractor company's owner, president, CEO or chief construction manager.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date