DENVER AMENDMENT PROPOSAL FORM
FOR CPD INTERNAL PROPOSALS TO THE 2016 DENVER BUILDING CODE AMENDMENTS AND THE 2018 INTERNATIONAL CODES

2018 CODE DEVELOPMENT CYCLE

1) Name: Glenn Matthewson on behalf of The Mozingo Code Group
   Allen Yanong
   
   Date: Click or tap here to enter text.

2) Proposals should be drafted in Word with the only formatting that is needed being BOLDING, STRIKEOUT AND UNDERLINING. Please do not provide additional formatting such as tabs, columns, etc.

Please use a separate form for each proposal submitted.

Is separate graphic file provided?  ☐ Yes  ☐ No

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Code Name</th>
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<th>Code Name</th>
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</thead>
<tbody>
<tr>
<td>DBC-xxx</td>
<td>Denver Building Code– xxx code base</td>
<td>IMC</td>
<td>International Mechanical Code</td>
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AMENDMENT PROPOSAL

Please provide all of the following items in your amendment proposal.

<table>
<thead>
<tr>
<th>Code Sections/Tables/Figures Proposed for Revision:</th>
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<tbody>
<tr>
<td>DBC-IBC Administration 131.7 (and subsections)</td>
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Note: If the proposal is for a new section, indicate (new).

Proposal:

131.7 Access control system permit. In order perform work on an access control system an access control permit shall be obtained prior to the start of work on the system. All of the provisions of Section Q109.1 shall be satisfied prior to the issuance of an access control system permit.

131.7.1 Purpose, background, and application. A specific permit application form was developed for the installation of access control systems. This application form was designated as an Access Control Permit. The Access Control Permit allows the installation of access control systems and electric door locks in existing buildings, additions, and new buildings. The Access Control Permit application is intended to provide a unique permit for access control system work and to simplify the permitting process for access control systems. Previously, multiple permit applications had to be submitted for the installation of access control systems. The Access Control Permit allows all of the following types of permits and their corresponding access control system related work to be combined into one application (all permit types may not be required for each access control system application):

Construction Permit – Work performed for the installation of doors or approved modifications to doors and door jambs.

Fire Alarm Permit – Work performed for the interconnection of the access control system with the fire alarm and fire detection system.

Electrical Permit – Work performed for the installation of the access control system or component that require circuits that carry more than 48 Volt-AC/DC.
131.7.2 Work requiring an access control permit. An access control system permit is required when a new access control system or electric locking systems are being installed or an existing system or electric lock is being modified in any new or existing building. An access control permit is also required when the access control system is installed outside of a building and any one of the following conditions occur:

1. The exterior access control system limits or affects the occupants of the building in their ability to reach the public right-of-way or a required safe dispersal area as required by IBC Section 1028.5.
2. The exterior access control system limits or restricts the use of an accessible route into the building.
3. The exterior access control system is interfaced and connected with a building’s fire alarm system.
4. The exterior access control system is interfaced and connected to a building’s elevator system.

131.7.3 Scope of work covered by an Access Control Permit. The Access Control Permit is intended to allow all of the work to be performed, on a single permit, that is directly related to the access control system and that must be completed by the following licensed contractors as required by Section 121.5.1 and Section 121.5.2:

1. Access Control System Contractor
2. Electrical Signal Contractor
3. Electrical Registration Contractor
4. Building Contractor Class A or B
5. Building Specialty Contractor Class D (related to the installation of new door and door frames and the approved modification of fire rated and labeled door and door frames).

Although the name and license number of the elevator contractor is required to be provided on the Access Control Permit, the work related to the elevator system is not covered by the Access Control Permit. A separate elevator permit shall be obtained by a licensed elevator contractor in conjunction with the Access Control Permit when the access control system interfaces with the elevator system.

131.7.4 Issuance of an Access Control Permit. An Access Control Permit shall only be issued to a properly licensed access control system contractor.

Exception: The Access Control Permit may be issued to a properly registered electrical registration contractor unless the access control system requires any of the following types of work or cause any of the following conditions to occur:

1. Limits or restricts mechanical free egress.
2. Requires work to install or modify fire rated door and/or door frames.
3. Requires work to replace doors and/or door frames.

CPD will provide a permit inspection record card to the contractor upon issuance of the permit. The Access Control Permit contractor is responsible for obtaining the required signatures on this card for all work requiring inspection and approval by CPD.

131.7.5 Access Control Permit application requirements. All of the submittal requirements of Section 131.7 shall be satisfied prior to acceptance of the Access Control Permit application by CPD.

131.7.5.1 Application procedures. The applicant for the Access Control Permit shall be the contractor that will be performing the access control work or their authorized representative. The applicant is responsible for completing the permit application on the form provided by CPD. A complete description of work is to be provided with the application. The names and license numbers of the other contractors that will be performing work under the Access Control Permit shall be provided on the permit application. If the access control system interfaces and connects with the building’s elevator system, the name and license number of the elevator contractor shall be provided on the permit application for the Access Control Permit.

The permit application along with all the other submittal items required by Section 131.7 shall be presented for acceptance in the manner and at the location established by CPD.

131.7.5.2 Plan submittal requirements. Two sets of drawings showing the entire scope of the work to be performed shall be submitted with the Access Control Permit application.
131.7.5.2.1 **Responsible designer.** The drawings shall be prepared under the direction and control of one of the following:

1. A licensed access control system contractor. The contractor shall indicate their review and acceptance of responsibility for the system’s design by providing an original signature and the date of signature along with their contractor license number on each drawing sheet.

2. A licensed access control system supervisor. The supervisor shall indicate their review and acceptance of responsibility for the system’s design by providing an original signature and the date of signature along with their contractor license number on each drawing sheet.

3. A Colorado licensed design professional. The design professional shall indicate that they are the person responsible for the design of the system by placing their State of Colorado design professional seal on each drawing sheet. The seal shall be original or computer generated. The signature and date of signature shall be original.

The name, mailing address and phone number of the person accepting responsibility for the drawings and system design shall be indicated on the plans submitted with the Access Control Permit application.

131.7.5.2.2 **Drawing content.** The plans submitted shall provide all of the following information:

1. The address of the building shall be included on the drawings along with a description of the location of the work.

2. The plans shall clearly indicate all doors that have mechanical free egress. If mechanical free egress is not being provided, as allowed by the provisions of this appendix, the plans shall clearly indicate the doors that do not provide mechanical free egress.

3. Floor plans, drawn to scale, showing the device locations and door swing direction in plan view(s). The location of all equipment involved shall be shown on the plan view(s). The location of exit signs and the path of egress shall be shown. The floor plans shall provide sufficient information so that the effect of the access control system on the means of egress from the floor can be fully evaluated.

4. A door and hardware schedule that specifies the type and size of each door and the hardware type and function being provided on each door.

5. A narrative shall be provided that describes in detail the sequence of operations for the system.

6. When the installation of the system requires the penetration of fire rated assemblies, details and/or specifications shall be provided that indicate how the fire rating of the assembly will be maintained at the penetration in accordance with Chapter 7 of the DBC.

7. A one-line diagram of the system design shall be provided. The diagram shall include the source of power, battery backup if provided, and interconnection with burglar alarm, fire alarm, or elevator control systems if provided. All devices in the design shall be shown on the one-line diagram. When the source of power is provided by a plug-in power supply such device shall be clearly noted on the diagram.

8. Point-to-point wiring details of all connections, including all interconnections to other building systems shall be shown. Other building systems include but are not limited to: the power distribution system, the fire alarm system, and the elevator control system.

9. Manufacturer’s specification sheets for all devices that are part of the scope of work shall be provided. Specification information shall include the approved testing agency’s file number for each device. One complete set of specification sheets should be attached to each set of plans.

Sample access control drawings are included in this Appendix that can be used as examples of how to present the required information on the submittal drawings.

131.7.5.3 **Other submittal requirements.** When fire rated door and or door frames are shop modified to accommodate the access control system installation, documentation shall be submitted with the permit application that indicates the modifications performed and the name of the shop that performed the modifications to the door or door frame. All modifications to fire rated door and door frame assemblies shall be performed by a shop that is approved by the listing and labeling agency as an approved fabricator.
131.7.5.4 Valuation of work. The applicant shall provide a statement for the valuation of the work to be performed under the access control system permit. The valuation of work shall be provided on the Access Control Permit application form provided by CPD. The valuation of work shall include the contractor’s profit, cost of materials, labor and overhead.

131.7.5.5 Plan review fee. Once the Access Control Permit application is reviewed and determined to be complete the applicant shall be required to pay the plan review fee required by the DBC.

Q.1.6 Plans review. Upon payment of the plans review fee the Access Control Permit application will be placed in the queue of the tracking system for the plans review process. The applicant will be given an application tracking number (log number). Once the plans review has been performed the applicant will be notified if the application is approved or denied. If the application is denied, the applicant will be provided with a written list of comments that describe the reasons for the denial of the application. Upon resolution of the plans review comments the application will be approved. The permit will be issued upon payment of the Access Control Permit fee and any additional plan review fee or other fee required by the DBC.

Note: Show the proposal using strikethrough, underline format. At the beginning of each section, one of the following instruction lines are also needed:

• Revise as follows
• Add new text as follows
• Delete and substitute as follows
• Delete without substitution

Supporting Information:

With the deletion of Appendix Q, the administrative portions of the appendix should be relocated to the Administration portion of the DBC. The information in Q109 (Access Control Permit Requirements) provides necessary procedures for access control contractors and should be maintained. Code references within this section have been updated to reflect the deletion of Appendix Q.

Note: The following items are required to be included:

Purpose: The proponent shall clearly state the purpose of the proposed amendment to physical, environmental and customary characteristics that are specific to the City and County of Denver (e.g., clarify the Code; revise outdated material; substitute new or revised material for physical, environmental and customary characteristics; add new requirements to the Code; delete current requirements, etc.)

Reasons: The proponent shall justify changing the current Code provisions, stating why the proposal is necessary to reflect physical, environmental and customary characteristics that are specific to the City and County of Denver. Proposals that add or delete requirements shall be supported by a logical explanation which clearly shows why the current does not reflect physical, environmental and customary characteristics that are specific to the City and County of Denver and explains how such proposals will improve the Code.

Substantiation: The proponent shall substantiate the proposed amendment based on technical information and substantiation. Substantiation provided which is reviewed and determined as not germane to the technical issues addressed in the proposed amendment shall be identified as such.

Bibliography (as needed): The proponent shall submit a bibliography when substantiating material is associated with the amendment proposal. The proponent shall make the substantiating materials available for review.

Referenced Standards:

Click or tap here to enter text.

List any new referenced standards that are proposed to be referenced in the code.

Impact:

Click or tap here to enter text.

Note: The proponent shall discuss the impact of the proposed amendment and indicate one of the following for each point below regarding the amendment proposal:

• The effect of the amendment proposal on the cost of construction; □ Increase □ Reduce ☒ No Effect
• The effect of the amendment proposal on the cost of design; □ Increase □ Reduce ☒ No Effect
• Is the amendment proposal more- or less-restrictive than the I-Codes: ☒ More □ Less □ Same

**Departmental Impact:**
Click or tap here to enter text.

**Note:** The proponent shall discuss the impact of the proposed amendment and indicate one of the following for each point below regarding the amendment proposal:

- The effect of the amendment proposal on the cost of review; □ Increase □ Reduce ☒ No Effect
- The effect of the amendment proposal on the cost of enforcement/inspection; □ Increase □ Reduce □ No Effect