

Reference: Denver Building and Fire Code (DBC) Sections 104.9 and 106

Administrative modification requests (“admin mods,” “AMs,” “AMRs”) are a way for applicants to request an alternative, but equivalent, means of complying with specific code language. Admin mods are not a vehicle to request relief, a waiver, or noncompliance with the provisions of the code. If granted, an admin mod only applies to the specific instance (project and tenant) for which it was allowed and is not considered a precedent for other projects. As part of the request, the applicant must provide alternative, equivalent designs/measures that meet the intent of the original code language. Admin mod approvals and denials will be signed and dated, may contain special conditions or deadlines, and will be considered final. To appeal an admin mod decision, you must apply to the Building Code Board of Appeals.

The following items cannot be approved with an admin mod request:

- Section 104.9 of the DBC governs the admin mod process and clearly states that modifications must “be in conformity with the intent and purpose of [the code]” and must not “lessen any life or fire safety requirements or any degree of structural integrity.”
- This request cannot be made just to minimize project costs. The expense involved in code compliance should be factored into a project at the outset and is not a justification for an admin mod request.
- This process also cannot be used to address all code issues on a project. Its scope is limited to only those design elements that cannot be shown to meet the explicit letter of the code.

How to submit an admin mod request

1. Complete the request form on page 2.
2. Attach a letter clearly stating your request, the reasons for the request, why you believe the admin mod should be granted, the exact code section(s) involved, and what code equivalencies will be provided as an alternative to the code requirement in question. Include plans, details, or other documents necessary to clearly explain your request. Make sure the project address (and log number if the project is already logged in) is noted on each document.
3. Confirm that the request has been signed by the building owner and the tenant. For the owner/tenant signatures, we will accept electronic signatures or a scanned copy of the originals.
4. Save the entire request (including the signed form, your letter, and all accompanying documents) as one PDF file named *AdminModRequest_<Address>_<Date Submitted>.pdf*.
5. **Electronic signature.** The design professional must apply their seal and a valid electronic signature to the document. Make sure the owner/tenant signatures are included in the admin mod PDF file *before* the design professional of record applies their electronic signature. Staff must be able to verify that the file has not been modified since it was signed by the design professional, but the document should still be unlocked for editing. A step-by-step guide for creating electronic signatures is posted at www.denvergov.org/buildingcode under “Commercial building guides.”
6. **Submit.** All admin mod requests must be submitted by email, effective 7/1/2018. Email the PDF file to PlanReview@denvergov.org. For large files that cannot be sent as attachments, email a link to Dropbox, Google Drive, etc. where the file can be downloaded without a password. If a resubmittal is required, it should also be emailed to PlanReview@denvergov.org following the same instructions above.

Multiple admin mod requests for different code sections may be contained within a single submittal for the project, but must be clearly identified by a separate letter or number (e.g., AM #1, AM #2). The admin mod review fee is \$250.

Admin mod number (staff only): _____

Please fill out the form below and attach as the cover sheet to your admin mod request.

Project address: _____

Log number: _____ This project has not been logged in yet.

Plan reviewer name (if known): _____

Fire Prevention Bureau (FPB) reviewer name (if known): _____

Applicant name: _____ Phone: _____

Applicant email: _____

Building Owner Information and Signature*

Name	Job title (if signing on behalf of a legal entity)	Email
Signature		Date

Tenant Information and Signature*

Name	Job title (if signing on behalf of a legal entity)	Email
Signature		Date

Registered Design Professional*

Individual name	Email	Phone
Firm name		

- *The admin mod request must be signed by the following parties:
- The building owner or an individual who is authorized to enter into legal agreements on behalf of the legal owner if the owner is an entity (a corporation, LLC, etc.)
 - The tenant if a tenant will occupy the space in question or an individual authorized to enter into legal agreements on behalf of the tenant if the tenant is an entity (a corporation, LLC, etc.)
 - The registered design professional of record who accepts professional responsibility for the content of the admin mod request. Please see electronic signature instructions on page 1.