

This guide represents the minimum information generally necessary to apply for commercial or multifamily permits in Denver. As every project is unique, additional information may be requested of you to show compliance with current codes and policies. This guide should not be used as a substitute for codes, standards, or regulations. The applicant is responsible for complying with all codes and rules whether or not described here.

Signature requirements

All documents and plans prepared by an architect, engineer, or surveyor must be electronically signed and sealed by that individual.

- Digital documents must have a valid electronic signature on the cover page and a printed seal visible on each sheet. Visit www.denvergov.org/buildingcode for a step-by-step guide on electronic signatures.

How apply for a commercial construction permit

Online at www.denvergov.org/epermits.

- Register for an e-permits account, then go to Development Services > Apply for a Permit, (accept the terms of use), and then select the “Building Log” option to apply for a building permit online.
- Save all files as PDFs. All drawings must be scalable, legible, and in PDF format. Combine all pages within each trade (discipline), and then upload the PDF files for each trade to preserve the encrypted electronic signatures.
- Resubmittals must be made in the same format as the initial submittal. You cannot resubmit online if you submitted hard copies or by email initially, and vice versa.
- Use the following naming convention for all files: **<DocumentName>_<Address>_<Date>**
Examples:
Plans: *ArchPlans_201WColfax_9-26-2017; StrucPlans_201WColfax_9-26-2017; etc.*
Prior reviews/approvals: *Landmark_201WColfax_9-26-2017*
Reports, surveys, etc.: *SoilsReport_201WColfax_9-26-2017*

Permits are no longer issued at the counter located on the 2nd floor at 201 W. Colfax Ave., Denver. For help with e-permits, or general permitting questions, email planreview@denvergov.org.

Check the status of your review: www.denvergov.org/epermits. Fee information: www.denvergov.org/DSfees.
Permit application information submitted to the City and County of Denver is public record and may be publicly viewable.

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CURRENT CODES

Denver has adopted the national and international codes for building safety listed below as well as the 2019 Denver Building and Fire Code (DBC), which became effective July 31, 2020. The DBC contains code amendments that address needs and issues specific to the City and County of Denver. The DBC is also often called the “Denver Building Code Amendments” or “DBCA,” which can be found at www.denvergov.org/buildingcode.

Building Codes

- 2020 National Electrical Code or current version adopted by the State of Colorado
- 2018 International Building Code (IBC)
- 2018 International Existing Building Code (IEBC)
- 2018 International Plumbing Code (IPC)
- 2018 International Mechanical Code (IMC)
- 2018 International Residential Code (IRC)
- 2018 International Fuel Gas Code (IFGC)
- 2018 International Fire Code (IFC)
- 2018 International Energy Conservation Code (IECC)
- 2019 Denver Building and Fire Code (DBC or DBCA)
- Reference standards per 2018 ICC codes
- Denver Green Code (optional)

Zoning Codes

- Denver Zoning Code (DZC)
- Former Chapter 59 Zoning Code (FC 59)

Building and Fire Code Policies

For clarity on code requirements, Denver periodically releases building code policies that provide detailed descriptions of how to handle certain situations that are not clearly addressed within current codes.

- Go to www.denvergov.org/buildingcode to view building code policies and find the entire text of the 2019 DBC.
- Go to www.denvergov.org/fire and open the “Fire Safety Downloads” drop-down menu to view fire code policies.

Code and Policy Alerts

Stay on top of news affecting your permits and inspections in Denver.

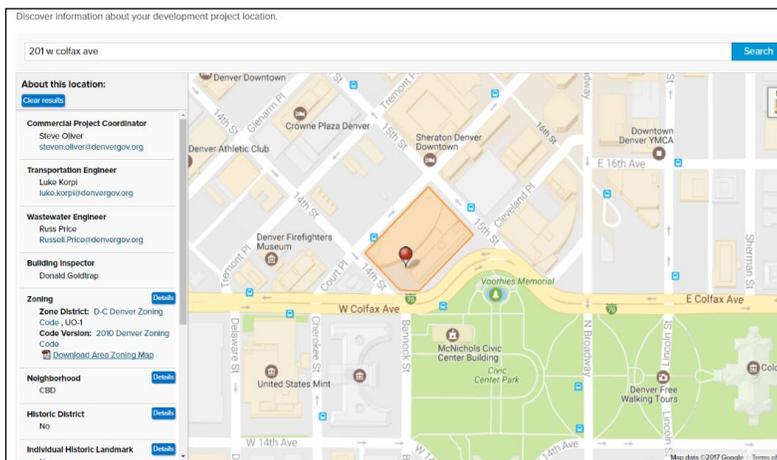
Sign up for zoning and building code and policy email alerts at www.denvergov.org/DS.

Click “Sign up for our Newsletter” and choose “Code and Policy Alerts” as the email list.

STEP-BY-STEP GUIDE FOR A COMMERCIAL BUILDING PERMIT

Before You Apply

(1) Use the DevelopDENVER map at www.denvergov.org/DS to look up your proposed development site.



Use the DevelopDENVER map tool to verify...

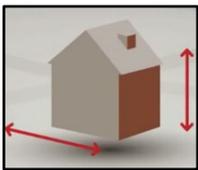
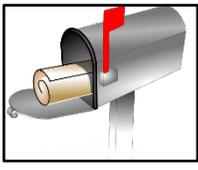
- Project coordinator (your contact for any new commercial building, residential project of ≥ 3 units, or major addition/remodel),
- transportation and wastewater engineers,
- floodplain status,
- inspectors,
- zone district and applicable zoning code,
- historic or landmark status,
- parkways status,
- design review district,
- and more.

(2) Determine if you need to submit a Site Development Plan (SDP). SDPs are required for all new commercial construction, new residential construction of three or more units, and major additions or remodels. To begin or to see if this applies to your project, contact the project coordinator listed for your site on the DevelopDENVER map in step 1.

- You will receive zoning permits during the SDP process, and you may begin applying for building permits once your project coordinator gives approval. More detail on the SDP process is provided in the zoning permits section of this guide.

(3) Determine if you will need reviews or approvals from other disciplines.

Each of the following – Landmark, Zoning, Department of Transportation and Infrastructure’s (DOTI) Right-of-Way (ROW) and Address Assignment, and Forestry – should be checked before you apply for a building permit.

Before applying for a commercial building permit		
	LANDMARK	<p>Landmark or Historic Districts 720-865-2709 landmark@denvergov.org www.denvergov.org/landmark</p> <p>If your project involves a landmark structure or is located in a historic district, design review from landmark is required before you apply for a building permit (including quick permits) or do any work to the property exterior.</p>
	ZONING	<p>Commercial Zoning (non-SDP) 720-865-3000 zoning.review@denvergov.org</p> <p>SDP Project Coordinators 720-865-2982 developmentsservices@denvergov.org www.denvergov.org/zoning</p> <p>If your project requires zoning permits, you must have one of these to log in plans for building permits:</p> <ul style="list-style-type: none"> Approved zoning permit(s) from Commercial Zoning; or Approval of an SDP project coordinator. <p>Alternatively, you can apply for building and zoning permits simultaneously in e-permits (not for SDP projects or projects needing special zoning reviews).</p>
	DOTI	<p>ROW Construction Inspection 303-446-3469</p> <p>ROW Encroachment Permits 720-865-3003 PWpermits@denvergov.org www.denvergov.org/ROWS</p> <p>1) The Department of Transportation and Infrastructure may require work to site-adjacent sidewalks or streets. Schedule a field meeting with ROW construction inspection to see if you need a ROW permit.</p> <p>2) If a building encroachment into the ROW is proposed, a ROW encroachment permit may be required.</p>
	ADDRESSING	<p>Department of Transportation and Infrastructure’s ROW Services 720-865-3002 Denver.ROW@denvergov.org www.denvergov.org/survey</p> <p>Applicants for all new buildings will need to apply for an address from Department of Transportation and Infrastructure’s ROW Services before applying for building permits. Instructions are available at www.denvergov.org/survey.</p>
	FORESTRY	<p>Office of the City Forester 720-913-0651 forestry@denvergov.org www.denvergov.org/forestry</p> <p>Contact Denver Forestry for an inspection before starting construction or demolition work in residential zone districts, if the work might affect the trunk, canopy, or roots of street trees or trees in a primary or side street setback.</p>



In conjunction with applying for a commercial building permit

SUDP	<p>Department of Transportation and Infrastructure's Sewer Use and Drainage Permit (SUDP) 720-865-3060 wastewaterpermits@denvergov.org www.denvergov.org/SUDP</p>	<p>At a minimum, include a utility site plan showing size, type, and location of water, storm sewer, and sanitary sewer lines with your online building permit submittal. Both building and SUDP reviews will start and run concurrently.</p> <p>Visit www.denvergov.org/SUDP for complete submittal guidelines.</p> <p>Applicants for shoring/excavation construction permits will also need an SUDP review. Details are in the Related Permits section of this guide.</p>
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(4) Ensure that your project will follow all local, state, and federal regulations. This may include having the site inspected for asbestos or lead paint before applying for building permits and finding a certified contractor to do abatement or remediation work as needed. Visit Colorado's asbestos website at www.colorado.gov/pacific/cdphe/asbestos-general-information or the EPA's Lead Renovation, Repair, and Painting (RRP) Rule website at www.epa.gov/getleadsafe to learn more.

Submitting Plans for Review

(5) Assemble the items listed on either the New Buildings, Additions, and Change of Occupancy or Tenant Finish and Remodel forms (whichever form applies to your project) contained in this guide. Incomplete applications or documents with missing information (e.g., lacking signatures/seals/code references) will not be accepted for review.

(6) Use the table below to determine what type of plan review your project requires.

SAME-DAY "QUICK" PERMITS OR 2-DAY "WALK-THROUGH" PLAN REVIEW	REQUIRES LOG IN FOR PLAN REVIEW <i>(Review times vary based on project complexity.)</i>
<p>Quick permits for simple projects like re-roofs, minor electrical work, and like-for-like mechanical or plumbing replacement. Visit www.denvergov.org/quickpermits.</p>	<ul style="list-style-type: none"> • New construction or additions • Projects valued over \$500,000 • Structural work • Involves multiple buildings or floors • Simultaneous zoning/building code reviews • Commercial and IRC townhome solar panel systems • Change of occupancy • Poses fire/life safety concerns • Telecom towers • Has a Site Development Plan (SDP) project coordinator • Any project subject to the Denver Green Buildings Ordinance • Single-family/duplex solar panel systems 10KW +
<p>Commercial/multifamily walk-through for projects valued under \$500,000 that do not require structural work, change of occupancy, or a review by disciplines other than electrical, mechanical/plumbing, architectural/access control or fire.</p>	

- Visit www.denvergov.org/DS for more detail on what project types are eligible for Walk-Through versus Log In and to schedule an appointment if you have in-depth questions about code or submittal requirements or need help with e-permits. This information is also found in the ADMIN 131 building code policy available from www.denvergov.org/buildingcode.
- Projects that have a project coordinator (SDP projects and some Master/Type-Approved [TA] projects) cannot log in until they have approval from their coordinator. To avoid delays in logging in, make sure to confirm with your project coordinator before applying for permits.

Building Fees

(7) Fees are based on customer-provided valuations for the scope of the project, including materials, labor, overhead and profit. These valuations are checked against construction costs prepared by the International Code Council or similar resources, and additional fees may be assessed if the customer-provided valuation is found to be below current construction costs. Once your project has been logged in, you will receive a log number and instructions for how to pay plan review fees. *Review will not begin until review fees are paid.*

- Plan review and permit fee schedules are set in the ADMIN 138 fee policy and are listed at www.denvergov.org/dsfees. Plan review fees must be paid before the project will be assigned a reviewer and a due date, and permit fees (including the affordable housing fee) must be paid before permits can be issued.
- The affordable housing fee is assessed based on a project's use and gross floor area (GFA). Details on applicability, fee schedules, and exemptions are provided at www.denvergov.org/affordablehousingfee. This webpage also contains a guide on how to calculate your GFA for the affordable housing fee, which differs from gross square footage per the building code, as GFA has several notable exclusions, such as parking areas, balconies, and patios.
- For a simultaneous zoning code and building code review, you must pay zoning permit fees in addition to the building plan review fees before either review can be assigned to a reviewer.

There is no guarantee a project will be approved. The City and County of Denver takes no responsibility for projects that may be rejected at either the zoning or building stage and will not refund review fees.

During Plan Review

(8) Your project will be assigned a log number. Depending on your project scope, plan review may include multiple disciplines, such as electrical, plumbing, architectural/structural, mechanical, fire, transportation, environmental health, and wastewater.

(9) Use your log number or site address to check your review status online at www.denvergov.org/epermits.

Resubmittals (as needed)

(10) Plan reviewers may request additional or revised information when necessary to determine whether a plan complies with codes. This will usually require drawings to be amended and resubmitted.

- Resubmittals must be made in the same format as the initial submittal. If you initially submitted hard copies, you must resubmit hard copies, and if you initially emailed your submittal, you must email the resubmittal, etc.
 - Projects submitted via e-permits can upload resubmittals directly to the record's "attachments" page online. Instructions available at www.denvergov.org/epermits.
 - Send emailed resubmittals to PlanReview@denvergov.org.
 - For paper resubmittals only, include the resubmittal slip from this guide.
- Include written responses (letter format) in your resubmittal that address every comment from the plan review team. Plan reviewers may require additional resubmittals if all comments are not addressed. Incomplete resubmittals will be turned away until they are ready for submission. The plan review responses must be signed and sealed by the design professional of record (architect or engineer).

Resubmittal or Modified Drawing?

Resubmittals occur during the plan review process using your original log number.

Drawings submitted after a permit has been issued are "modified drawings." These are submitted as a new project to document changes made in the field that differ from the original permit submittal. These get a new log number and, if approved, a new permit is issued.

Obtaining Your Plans and Permit(s)

Plans can be submitted by anyone, but permits will only be issued to a contractor licensed for that work in Denver.

(11) When all reviews are approved for your project, you are ready to pay for and pick up permits and approved plans.

- **To obtain permits:** Go to www.denvergov.org/epermits, enter e-permits, and navigate to Development Services > Apply for a Permit. Select the option to add a contractor to a permit. Follow the prompts to add your licensed general contractor to the construction permit, and then use e-permits to pay permit fees. The issued permit can be downloaded from e-permits. Repeat these steps for trade permits (mechanical, electrical, and plumbing).
- **To obtain approved plans:** If you submitted your plans electronically, visit www.denvergov.org/epermits to download your approved plans. If you submitted plans on paper, email planreview@denvergov.org to schedule an appointment to pick up your approved plans.

After Permit Issuance – Modified Drawings

(12) For changes to a project after permit issuance, DBC Administrative Section 132.3 and IRC Section R106.4 require modified drawings. Modified drawings are submitted as a new project. A new log number is assigned, and new permits will be issued. All modified drawings should be submitted online via e-permits.

What to submit

- A narrative letter, with the appropriate electronic signature and seal, concisely identifying what was modified and why, with references to the appropriate plan sheets;
- The modified sheets with the appropriate electronic signature, seal, and code references, with changes clouded;
- Where applicable, include modified structural calculations, specifications, or other pertinent documents with the appropriate signature and seal;
- An updated Affordable Housing Fee Application; and
- A revised increase in project valuation, separated by trade (discipline).

Hourly plan review fees will be assessed. Fee schedules are set in ADMIN 138 at www.denvergov.org/buildingcode.

All contractors with changes under modified plans must obtain a permit for their trade and must schedule inspections for these changes. If this does not occur, final inspections and/or Certificate of Occupancy sign-offs will be delayed.

Inspections/Certificate of Occupancy

(13) Before issuing a certificate of occupancy (CO), inspectors will require that all facets of the job are complete, including work from modified plans and deferred submittal items, and that the building inspection card, or cards for multiple permits, is complete with all rough and final inspection signatures, including all agency signatures, shown in the red box on the back of the card. You may also need final approval letters from any third-party engineers and special inspectors.

Visit www.denvergov.org/buildinginspections to schedule inspections.

RELATED PERMITS

ZONING PERMITS (and Simultaneous Zoning/Building Code Reviews)

There are generally three paths available for obtaining zoning permits:

1. Obtain zoning permits during the site development plan (SDP) process (required for certain projects);
2. Obtain zoning permits before you apply for building permits; or
3. Apply for zoning and building permits at the same time (known as a “simultaneous review”).

Zoning review for commercial projects is performed by either the SDP Project Coordination team or Commercial Zoning. Zoning permits are issued for uses, construction, and signs. Not all projects will require a zoning permit. If you are unsure, visit www.denvergov.org/commercialzoning for more information, submittal requirements, and contact information for zoning staff.

Site Development Plan (SDP) Projects

CPD’s project coordinators facilitate the SDP process. An SDP is **required** for new commercial construction, major additions, new construction of three or more residential units, and some tenant-finish/remodel projects undergoing change of occupancy. During the SDP process, a project coordinator helps to identify significant land and building issues that may affect project design and feasibility, will request and collect technical information and supporting materials, and will facilitate reviews by other agencies. Plan review for a building permit may begin during the SDP process if the project coordinator allows (typically at some point in the formal SDP phase) but building permits will not be issued until the final SDP is recorded and zoning permit(s) have been issued.

The SDP process includes three parts: (1) the initial submittal of a concept SDP followed by a concept meeting with various agencies to review feedback and discuss any issues raised by the concept; (2) the formal SDP phase, once the concept is approved; and (3) a final phase of approvals, during which the SDP is approved and recorded.

Visit www.denvergov.org/DS for further details on the SDP process and contact information to schedule a concept review meeting.

Commercial Zoning Permits

For commercial/multifamily projects that do not require an SDP, the Commercial Zoning team manages the review and issuance of zoning permits. These projects usually entail tenant finish and remodel projects in existing buildings, small additions, accessory structures and fences, change of use, repair/replacement projects, signs, and telecommunications towers and associated equipment. Applicants for a commercial zoning permit should apply via e-permits or email. Visit www.denvergov.org/commercialzoning to find applications and submittal instructions.

Log in for a Simultaneous Zoning and Building Code Review

Customers who will need both a zoning permit and a building permit can also choose a simultaneous zoning and building code review at time of building permit application. Applicants should submit both zoning and building plans to start these reviews.

Properties located in a floodplain may face unique construction constraints. Before drafting building plans, visit www.denvergov.org/flood to check floodplain status.

Submittal requirements for a simultaneous review.

- 1) A complete building submittal, including all items listed on the New Buildings, Additions, & Change of Occupancy form or Tenant Finish & Remodel form in this guide.
- 2) A complete zoning submittal, containing (as applicable), one set of the following:



- zoning application,
- architectural site plan,
- floor plans including mezzanines,
- elevations (if exterior improvements are proposed), and
- roof plans.

Project-specific zoning submittal requirements are located at www.denvergov.org/commercialzoning.

Exclusions. The following projects require additional approvals during their permitting process, and as a result, cannot apply for a simultaneous zoning and building code review:

- Landmark/historic structures (unless it is a tenant finish or change of use that has no exterior work or has already received a Landmark Certificate of Appropriateness) – Landmark/historic projects must start the permitting process with an approval from Landmark Preservation (www.denvergov.org/landmark);
- Projects located in a design review district or subject to city-adopted urban design standards and guidelines (unless it is a tenant finish or change of use that has no exterior work) – Projects in a design review district should contact the project coordinator assigned to that area;
- Special zoning reviews, such as a zoning permit with informational notice (ZPIN), zoning permit with special exception (ZPSE), or an administrative review; and
- Projects with an SDP under review. Projects in the SDP process already receive a zoning code review and may begin a building code review once they have the approval of their assigned project coordinator.

Note that additional fees may be due if a review is completed by one entity and another entity requires changes to the submitted documents, necessitating a re-review by the team that previously reviewed and approved the project. Additional fees will be charged on an hourly basis, using standard rates. Visit www.denvergov.org/DSfees to view fee structures.

EXPANDED PREP DEMO/NON-STRUCTURAL FRAMING PERMITS FOR TENANT-FINISH PROJECTS
(ADMIN POLICY 131.2 – “Alternative Permitting for Expedited Construction”)

For interior work only:

With the expanded prep demo permit, commercial tenant-finish projects can expedite construction by starting interior preparatory demolition (“prep demo”) and rough non-structural framing, electrical, mechanical, plumbing, fire suppression and alarm work before building plans receive final approval. This is a time saver allowing you to take advantage of the time plans are under review.

To be eligible, projects must be classified as IBC Group B or M occupancies (or some S1 and S2 occupancies), must have a full plan set already logged in for building/SUDP/zoning review, and must have an affidavit signed by the architect or engineer stating that the plans submitted for review are 100% complete. Projects in landmark or historic structures, containing any type of marijuana use, involving an occupancy not listed above, or a change of occupancy are not eligible for the expanded prep demo permit.

Construction can only include interior, non-structural work up to the point of rough inspection. ADMIN policy 131.2 describes specifically what framing, electrical, mechanical, plumbing, and fire systems work is allowed. **Work conducted during plan review still requires permitting.**

Risks:

The prep demo permit is predicated on the understanding that building, zoning, SUDP, and fire code review of submitted plans is not complete. Changes may be required to items installed under these expedited permits based on plan review comments. The general contractor, owner, developer, and subcontractors may bear the risk of increased costs and delays due to change orders as a result of changes required to be made once the plans are approved. The City and County of Denver assumes no responsibility or liability for work completed under the expanded prep demo permit that requires corrective measures and/or remediation.

Steps to obtain an expanded prep demo permit:

- (1) Submit in the whole tenant-finish project for a commercial building/zoning/SUDP review. The architect/engineer of record must attest that construction drawings submitted were 100% complete and fully code compliant. The plans must include fire suppression and alarm system shop drawings if you intend to use the prep demo permit to work on these systems.
 - If this is a first-time occupancy, applicants will need to request a “zoning verification letter” through e-permits and receive approval from the architectural plan reviewer before continuing to step 2. This letter and approval does not substitute for zoning or building reviews of the logged-in plans. (Note: If you have already received a valid zoning use permit, the zoning verification letter is not necessary.)
- (2) Apply for the prep demo permit through e-permits. Register for an account, then go to Development Services > Apply for a Permit, (accept the terms of use), and then select the “Building Log” option. Make sure to check the “Commercial Walk Through Project” box when prompted. You will need:
 - Log number,
 - Contractors’ names and license numbers,
 - The prep demo application, and
 - Signed affidavits from the architects/engineers of record (valid electronic signatures only, no copies).
- (3) After approval, licensed general, electrical, mechanical, plumbing, fire alarm and fire suppression contractors can pull their appropriate permits.

Consult ADMIN policy 131.2 at www.denvergov.org/buildingcode for details on scope, criteria, and to print the required affidavit(s).

DEFERRED AND PHASED CONSTRUCTION (ADMIN POLICY 133.5, 135, & 136)

A deferred submittal covers portions of a project that are not submitted with the initial application but are submitted either (1) at the time of the first resubmittal prior to permit issuance, or (2) are reviewed and permitted separately. Deferred submittal items might include precast concrete elements, wood and light gauge metal trusses, shop-fabricated stairs, fire alarm systems, etc. Multiple deferred submittals may help larger projects avoid the potential for construction delays.

- All items to be deferred must be listed in one place in the project's initial Code Analysis as well as referenced on the relevant architectural and/or engineering discipline plan sheets.
- All deferred items must be permitted and inspected before a project can receive a certificate of occupancy (CO). Each project is responsible for ensuring plans are submitted, and permits received, for any item not included in the scope of the initial building permit. A failure to do so will delay inspections and ability to obtain a CO.

There are also procedures in place for large projects (valuation over \$1 million) to apply for building permits in phases ("phased construction permits"), provided the project has submitted a detailed proposal and received approval from the Building Official. Fee premiums apply. Consult ADMIN policy 133.5, 135, & 136 (all included in one policy) at www.denvergov.org/buildingcode for details on phased construction permits.

DENVER'S GREEN BUILDINGS ORDINANCE

As of November 2018, Denver has a mandatory Green Buildings Ordinance (Denver Revised Municipal Code, Article XIII, Chapter 10) that applies to each of the following project types:

- New buildings with 25,000 square feet or more in gross floor area (GFA)
- Roof permits for existing buildings with 25,000 square feet of GFA or more
- Additions with 25,000 square feet of GFA or more

Applications for construction or roof permits for the above building types must be logged in for review. Roof permits for these buildings cannot be issued as quick permits. Under the Green Buildings Ordinance, buildings and additions of 25,000 square feet or more in GFA must install a "cool roof" and choose one of the flexible compliance options mandated by the ordinance. These options include installing a green roof or green space on the ground, using renewable energy, designing for greater energy efficiency, pursuing LEED or another green building certification, enrolling in an innovative Energy Program (existing buildings only), or funding the development of off-site green space.

Projects that submitted a formal SDP prior to November 2, 2018, have the option of continuing under the city's previous green roof rules rather than the Green Buildings Ordinance.

The Green Buildings Ordinance does NOT apply to parking structures, temporary buildings, air-supported structures, greenhouses, single-family homes, duplexes, or dwelling units constructed in a group of three or more attached units, where each unit extends from foundation to roof and is not more than three stories above grade plane.

Green Buildings Declaration Form and Submittal Requirements. Any project meeting one of the three bullet points above must submit the Green Building Declaration Form available for download from www.denvergov.org/greenroofs.

Visit www.denvergov.org/greenroofs to read the ordinance and accompanying rules and regulations, and for the most current information on permitting for green buildings including submittal requirements.

SHORING AND EXCAVATION PERMITS

Any benching, shoring, or excavation less than 4' from a lot line, or over 4' deep, or with wall slopes steeper than 1.5' horizontal to 1' vertical requires a separate shoring and excavation permit. For commercial/multifamily and IRC townhome projects, this is a separate submittal from the building permit plans and may be submitted at any time during the building plan review process. The applicant must submit shoring calculations and design drawings, and/or drawings on how benching will occur.

The Denver Building and Fire Code (DBC) and the building code policies referenced below are available for download at www.denvergov.org/BuildingCode.

What to submit

- Benching, shoring, or excavation plans and details, electronically signed and sealed by a Colorado professional engineer
- Structural calculations electronically signed and sealed by a Colorado professional engineer
- A soils report electronically signed and sealed by a Colorado professional engineer (see building code policy ADMIN 130.2A for soils reports older than two years)
- A field survey (see DBC Section 133.4 for details), electronically signed and sealed by a Colorado licensed land surveyor
- A civil and architectural site plan, which locates the benching, shoring, or excavation and the building footprint relative to the surrounding property lines, roads, alleys, utilities, and limits of the excavation, benching, or shoring (including tiebacks and soil nails)
- An official city-issued address
- A current building code reference
- Statement of Valuation Form
- **For IRC townhomes:** IRC townhomes are subject to the submittal and other requirements outlined in the ADMIN 130.2A building code policy titled "Excavation, Benching, and Shoring for IRC Structures."

Notifying Neighbors in Advance of an Excavation. At least 10 working days prior to the scheduled starting date of the benching, shoring, or excavation, the applicant must have provided written notice to adjacent property owners via USPS (or similar) certified mail with a return receipt or by personal notification, advising neighbors of the excavation, providing contact information for the person doing the excavation, and agreeing to protect adjacent properties. Written evidence of this notice must be supplied to the Building Official at least 10 working days before the benching, shoring, or excavation permit can be issued. Further details are in DBC amended IBC Section 3307.1.

Excavation Bond. Denver Department of Transportation and Infrastructure may require an indemnity bond for shoring/excavation work abutting the ROW. This is required before receiving a shoring and excavation permit if the excavation will extend within one foot of the angle of repose or a slope of one to one under any public sidewalk, street, alley or other public property. The amount of the bond is determined by the Department of Transportation and Infrastructure and the City Attorney, but this page has more information, including a calculator for proposed bond amounts: www.denvergov.org/content/denvergov/en/right-of-way-services/construction-inspection/fees-bonds-licenses.html. Excavation bonds will be determined during the SUDP review.

Inspections. Before a shoring and excavation permit can be finalized, the customer must hire a special inspector to inspect the shoring installation or benching and provide a report to their Denver building inspector. Prior to release of the excavation bond by Denver Department of Transportation and Infrastructure, a ROW inspection is required. Specific information on this will be included on the issued SUDP.

New Buildings, Additions & Change of Occupancy

All documents must be original; copies will NOT be accepted.

Visit www.denvergov.org/epermits to submit the following:

Code References*	Items to Upload								
	<input type="checkbox"/> For a simultaneous zoning and building code review , include the following: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Zoning site plan</td> <td><input type="checkbox"/> Floor plans with mezzanines</td> </tr> <tr> <td><input type="checkbox"/> Elevations (if exterior improvements are proposed)</td> <td><input type="checkbox"/> Roof plans (if applicable)</td> </tr> </table> Find zoning requirements at www.denvergov.org/CommercialZoning . Projects in a design review district or that need a special zoning review (ZPIN, ZPSE, variance, special use review) cannot do a simultaneous zoning/building review.	<input type="checkbox"/> Zoning site plan	<input type="checkbox"/> Floor plans with mezzanines	<input type="checkbox"/> Elevations (if exterior improvements are proposed)	<input type="checkbox"/> Roof plans (if applicable)				
<input type="checkbox"/> Zoning site plan	<input type="checkbox"/> Floor plans with mezzanines								
<input type="checkbox"/> Elevations (if exterior improvements are proposed)	<input type="checkbox"/> Roof plans (if applicable)								
DRMC 27-153	<input type="checkbox"/> Affordable Housing Fee Application								
DBC Admin 133	<input type="checkbox"/> An official assigned address by DOTI (Include this address on all pages/documents submitted)								
DBC Admin 133.1 and 133.2	<input type="checkbox"/> Construction drawings bearing the seal and valid electronic signature of the architect or engineer of record. Include the seal on each sheet and the electronic signature on the cover page. <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Architectural drawings</td> <td><input type="checkbox"/> Electrical drawings</td> </tr> <tr> <td><input type="checkbox"/> Structural drawings</td> <td><input type="checkbox"/> Plot plan locating all buildings relative to each other and to property lines</td> </tr> <tr> <td><input type="checkbox"/> Mechanical/plumbing drawings</td> <td></td> </tr> </table>	<input type="checkbox"/> Architectural drawings	<input type="checkbox"/> Electrical drawings	<input type="checkbox"/> Structural drawings	<input type="checkbox"/> Plot plan locating all buildings relative to each other and to property lines	<input type="checkbox"/> Mechanical/plumbing drawings			
<input type="checkbox"/> Architectural drawings	<input type="checkbox"/> Electrical drawings								
<input type="checkbox"/> Structural drawings	<input type="checkbox"/> Plot plan locating all buildings relative to each other and to property lines								
<input type="checkbox"/> Mechanical/plumbing drawings									
DBC Admin 133.2	<input type="checkbox"/> A complete IBC and DBC Code Analysis on the architectural plan that lists the following: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Scope of Work</td> <td><input type="checkbox"/> IECC Compliance Method</td> </tr> <tr> <td><input type="checkbox"/> Construction Type of Building</td> <td><input type="checkbox"/> For Mixed Occupancy: Occupant load for each use</td> </tr> <tr> <td><input type="checkbox"/> Occupancy Classification</td> <td><input type="checkbox"/> Fire Sprinkler, Alarm, & Detection</td> </tr> <tr> <td><input type="checkbox"/> Height of Building & # of Stories</td> <td><input type="checkbox"/> Gross Area in Sq. Ft. for Each Occupant</td> </tr> </table> <input type="checkbox"/> For SUDP: A Utility Site Plan showing the size, type, and location of water, storm sewer, and sanitary sewer lines. Visit www.denvergov.org/SUDP for details.	<input type="checkbox"/> Scope of Work	<input type="checkbox"/> IECC Compliance Method	<input type="checkbox"/> Construction Type of Building	<input type="checkbox"/> For Mixed Occupancy: Occupant load for each use	<input type="checkbox"/> Occupancy Classification	<input type="checkbox"/> Fire Sprinkler, Alarm, & Detection	<input type="checkbox"/> Height of Building & # of Stories	<input type="checkbox"/> Gross Area in Sq. Ft. for Each Occupant
<input type="checkbox"/> Scope of Work	<input type="checkbox"/> IECC Compliance Method								
<input type="checkbox"/> Construction Type of Building	<input type="checkbox"/> For Mixed Occupancy: Occupant load for each use								
<input type="checkbox"/> Occupancy Classification	<input type="checkbox"/> Fire Sprinkler, Alarm, & Detection								
<input type="checkbox"/> Height of Building & # of Stories	<input type="checkbox"/> Gross Area in Sq. Ft. for Each Occupant								
DBC Admin 133.4	<input type="checkbox"/> Survey, signed, dated, and with the seal of a registered land surveyor for New Buildings and Additions (Boundary survey including legal description and location of utilities.)								
DBC Admin 133.2	<input type="checkbox"/> Project Specifications/Project Manual with architect and engineer seals, signatures & date of anyone of who helped with the design parameters								
DBC Admin 133.2	<input type="checkbox"/> Structural Engineering Calculations, including a summary of design parameters with engineer's seal/signature/date, a table of contents, and page numbers on set of calculations (required when structural sheets are submitted)								
DBC Admin 133.2	<input type="checkbox"/> Soils Report, signed, sealed, and dated (see building code policy Admin 130.2A for reports older than 2 years)								
DRMC 10-301	<input type="checkbox"/> Green Building Declaration Form (only required for buildings/additions of 25,000 square feet or more in gross floor area). Visit www.denvergov.org/GreenRoofs to download a declaration form and review submittal requirements.								
Additional items for restaurants, other food/ice	<input type="checkbox"/> Health Plan Review Application (available at www.denvergov.org/RestaurantPermits) and other food service-specific items (menu/product list, kitchen equipment specifications, floor plan) listed in the restaurant plan review application								

Plans must be submitted separately by the applicant to the following, if applicable:

- Shoring & excavation log in – A separate log in submittal of shoring and excavation plans is required and a separate permit will be issued.
- Zoning permit (if not applying with a building submittal) or project coordinator (PC) approval to log in 720-865-3000
- ROW Encroachment Permit, if a building encroachment into the ROW is proposed 720-865-3003

Tenant Finish & Remodel

All documents must be original; copies will NOT be accepted.

Visit www.denvergov.org/epermits to submit the following:

Code References*	Items to Upload
	<input type="checkbox"/> For a simultaneous zoning and building code review, include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Zoning site plan <input type="checkbox"/> Elevations (if exterior improvements are proposed) <input type="checkbox"/> Floor plans with mezzanines <input checked="" type="checkbox"/> Roof plans (if applicable) <p>Find zoning requirements at www.denvergov.org/CommercialZoning. Projects in a design review district or that need a special zoning review (ZPIN, ZPSE, variance, special use review) cannot do a simultaneous zoning/building review.</p>
DRMC 27-153	<input type="checkbox"/> Affordable Housing Fee Application
DBC Admin 133	<input type="checkbox"/> Building Address (must be provided on all pages of all plans and documents)
DBC Admin 133.1 and 133.2	<input type="checkbox"/> Construction drawings bearing the seal and valid electronic signature of the architect or engineer of record. Include the seal on each sheet and the electronic signature on the cover page. <ul style="list-style-type: none"> <input type="checkbox"/> Architectural drawings <input type="checkbox"/> Structural drawings <input type="checkbox"/> Mechanical/plumbing drawings <input type="checkbox"/> Electrical drawings <input type="checkbox"/> Plot plan locating all buildings relative to each other and to property lines
DBC Admin 133.2	<input type="checkbox"/> A complete IBC and DBC Code Analysis on the architectural plan that lists the following: <ul style="list-style-type: none"> <input type="checkbox"/> Scope of Work <input type="checkbox"/> Construction Type of Building <input type="checkbox"/> Number of Stories <input type="checkbox"/> Gross Area in Sq. Ft. for Each Occupancy <input type="checkbox"/> Allowable Area for Each Occupancy / Mixed Occupancy <input type="checkbox"/> IECC Compliance Method <input type="checkbox"/> Occupancy Classification <input type="checkbox"/> Automatic Sprinkler Systems <input type="checkbox"/> Occupant Load for Each Use <input type="checkbox"/> Fire Alarm & Detection
	<input type="checkbox"/> For SUDP: A Utility Site Plan showing the size, type, and location of water, storm sewer, and sanitary sewer lines. Visit www.denvergov.org/SUDP for details.
DBC Admin 133.2	<input type="checkbox"/> Project Specifications/Project Manual including a cover, title page, and table of contents, and it must be signed, sealed, and dated.
DBC Admin 133	<input type="checkbox"/> Structural Calculations with a summary of design parameters for structural changes including live load changes. It must be signed, sealed, and dated with a table of contents and page numbers on set of calculations.
DRMC 10-301	<input type="checkbox"/> Green Building Declaration Form (only required for buildings of 25,000 square feet or more in gross floor area that are replacing or recovering 5% or more of the existing roof). Visit www.denvergov.org/GreenRoofs to download a declaration form and review submittal requirements.
Additional items for restaurants, other food/ice	<input type="checkbox"/> Health Plan Review Application (available at www.denvergov.org/RestaurantPermits) and other food service-specific items (menu/product list, kitchen equipment specifications, floor plan) listed in the restaurant plan review application

Plans must also be submitted separately by the applicant to the following, if applicable:

Zoning permit (if not applying with a building submittal) or project coordinator (PC) approval to log in

720-865-3000

Resubmittals

Resubmittals must be made in the same format as the initial submittal. You cannot resubmit online if you submitted hard copies or by email initially, and vice versa.

Submit hard copies to the counter, or if you initially submitted plans via email, submit revised documents to PlanReview@denvergov.org. Projects started in e-permits can upload resubmittal documents to the “attachments” page of their online record. Instructions at www.denvergov.org/epermits.

Resubmittal Checklist

- _____ Your Log number, date, and name(s) of the plan reviewer who needs to see the resubmittal.
- _____ Written response(s) (letter format) that address each and every comment from the plan review team. Incomplete resubmittals that do not address all comments will be turned away until they are ready for submission.
- _____ Two sets of drawings (only those that have been revised), separated and stapled, or **1 digital copy**. Include a third printed set if you did simultaneous zoning/building review and have made changes that impact zoning. All drawings must be signed and sealed by the Architect or Engineer of Record.
- _____ For paper resubmittals only, one set of Architectural plans, site plans, and cover sheet if changes are made to them for the Assessor’s office. This set does not need to be signed and sealed.
- _____ Each paper resubmittal set must be bound. Loose plan sheets and incomplete resubmittals will not be accepted.
- _____ Make sure all electronic files are saved as PDFs and use the following naming convention:
 <DocumentName>_<Address>_<Date>

NOTE: Verify that your permit has not been issued. If the permit has been issued, you cannot do a resubmittal. Instead, you will need to submit “modified drawings” to Log In for review for a new permit. You will get a new log number.

RESUBMITTAL SLIP – Only needed if resubmitting hard copies

LOG # _____ RESUBMITTED ON _____
(Today’s Date)

1. Check all that apply (only boxes and people checked will receive a notice).
2. If the permit has been issued, you must make a new log-in submittal (it’s not a resubmittal; it’s modified drawings).

- | | | |
|---|--|--|
| <input type="checkbox"/> ARCHITECTURAL
<input type="checkbox"/> STRUCTURAL
<input type="checkbox"/> ELECTRICAL
<input type="checkbox"/> LANDMARK | <input type="checkbox"/> ENVIRO. HEALTH
<input type="checkbox"/> MECHANICAL
<input type="checkbox"/> PLUMBING
<input type="checkbox"/> FIRE DEPT. | <input type="checkbox"/> RESIDENTIAL
<input type="checkbox"/> GREEN BUILDINGS ORDINANCE
<input type="checkbox"/> TRANSPORTATION
<input type="checkbox"/> ZONING |
|---|--|--|
-
- | | | |
|--|--|--|
| ___ Abu-Jaber, Amir
___ Anderson, Vince
___ Andrzejuk, Adam
___ Bartel, Chuck
___ Bock, Alicia
___ Boncich, Danny
___ Browning, Eric
___ Carlson, David
___ Caro, Tony
___ Champagne, Joel
___ Choury, Melissa
___ Collins, Christy
___ Duncan, Shaunette
___ Emerick, Brad
___ Fox, Keith
___ Gallaher, Kirk | ___ Hill, David
___ Jessen, Laurie
___ Krausz, Daniel
___ Lanz, J D
___ Lettig, Desiree
___ Lieu, Kevin
___ Lukus, Brian
___ MacMahon, Addison
___ Maguire, Jim
___ McQuinn, Jessica
___ Ornelas, Reynaldo
___ Ostrander, Keith
___ Pafford, Carol
___ Pica, Bret
___ Peetz, Keith
___ Reid, Sophia | ___ Renn, David
___ Schellhase, Street
___ Simpson, Kevin
___ Sobey, Jim
___ Stephens, Thaddeus
___ Trujillo, Bridgette
___ Waite, Greg
___ Waltman, Lori
___ Walton, Michael
___ Weldemichael, Kefelew
___ Wisniewski, Paul
___ Yanong, Allen
___ Young, Rodger
___ Other: |
|--|--|--|

Statement of Valuation (Building Permits)

Only needed if resubmitting hard copies and the valuation has changed

Be Advised: Valuation shall be based on the total replacement cost to the owner (including labor, profit, overhead, materials, equipment and installation). The provided valuation will be checked against current construction costs provided by the International Code Council, Engineering News Records or other means available to determine if the valuation is in line with current market costs.

Signed by _____

Date _____

Address of Work _____

Type of Work	Permit	Amount	Type of Work	Permit	Amount
Construction	COMMCON or RESCON		Oil Burner / A/C & Refrigeration	BoilerAC	
Retaining Wall	COMMCON		Steam / Water Htg / Cooling Tower	BoilerAC	
Demo / Prep Work	DEMO		Ventilating / Warm Air Heating	MECH	
Electrical	ELEC		Gas Piping (if done by H & V Contractor)	MECH	
Plumbing / Gas Piping (if done by plumbing contractor)	PLUMB		Shoring (if applicable)		
Green Roof (if applicable)	COMMCON		Green Roof Irrigation (if applicable)	PLUMB	

Subtotal \$ _____

Project Gross Square Footage _____

SEPARATE LOG-INS:

Fire Alarm (ELEC permit) \$ _____

Access Control (COMMCON permit) \$ _____

Fire Protection (FIRE permit) \$ _____

Grand Total \$ _____

NO REFUND WILL BE GIVEN FOR ANY PLAN REVIEW FEE COLLECTED BASED ON THE AMOUNTS SHOWN ABOVE

Plan Review Contact List

PROJECT ADDRESS _____

NOTE: Address must include unit/suite number and building tower (if applicable).

DATE _____

LOG NUMBER _____

Plan review comments will be sent to the email addresses listed below so please write legibly and accurately.

CONTRACTOR	WHICH METHOD OF PLAN REVIEW CONTACT DO YOU PREFER?
THIS SECTION NEEDS TO BE COMPLETED BY EVERYONE LOGGING-IN	(PLEASE CHECK ONLY ONE.)
Contact _____	<input type="checkbox"/> Mail <input type="checkbox"/> Email
Company Name _____ Lic # _____	
Mailing Address _____ Suite # _____	
City _____ State _____ Zip _____	
Phone _____	
E-Mail Address _____	

BUILDING OWNER OR TENANT	WHICH METHOD OF PLAN REVIEW CONTACT DO YOU PREFER?
THIS SECTION NEEDS TO BE COMPLETED BY EVERYONE LOGGING-IN	(PLEASE CHECK ONLY ONE.)
Contact _____	<input type="checkbox"/> Mail <input type="checkbox"/> Email
Company Name _____	
Mailing Address _____ Suite # _____	
City _____ State _____ Zip _____	
Phone _____	
E-Mail Address _____	

ARCHITECT, ENGINEER OF RECORD OR OTHER CONTACT	WHICH METHOD OF PLAN REVIEW CONTACT DO YOU PREFER?
THIS SECTION NEEDS TO BE COMPLETED BY EVERYONE LOGGING-IN	(PLEASE CHECK ONLY ONE.)
Contact _____	<input type="checkbox"/> Mail <input type="checkbox"/> Email
Company Name _____	
Mailing Address _____ Suite # _____	
City _____ State _____ Zip _____	
Phone _____	
E-Mail Address _____	

LOG #: _____

This application is **required for all projects being logged in for review (new construction and existing buildings)**. The purpose of this application is to document the information required for compliance with Denver’s Affordable Housing Linkage Fee, which must be paid at the time of building permit issuance.

I. CONTACT INFORMATION	
Name:	Phone Number:
Email:	
Project Address:	Project Record Number(s) and Type: <i>Indicate record number type (e.g., Project Master, Concept, Zoning)</i>

II. PROJECT TYPE
Which of the following best describes your project? (Select one.)
<input type="checkbox"/> New structure <input type="checkbox"/> Existing building with no new floor area* <input type="checkbox"/> Addition to existing structure <input type="checkbox"/> Shoring and excavation only*
<i>*If existing building with no new floor area or shoring/excavation only, no further information is needed. Skip to the end and sign/date.</i>
Will you be seeking phased building permits (such as foundation and superstructure)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is your project seeking foundation-only permits with a manufactured structure(s) that will be permitted by the State of Colorado? <i>If yes, housing fees must be paid with the foundation permit and information provided below for use and gross floor area.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No

III. USE AND GROSS FLOOR AREA

For new structures: List the gross floor area (as calculated per Denver Zoning Code 13.3) for your project by use type.

- Do not include areas used for parking.
- If your project is mixed-use, provide the gross floor area for each use type.

For additions to existing buildings: List the gross floor area (as calculated per Denver Zoning Code 13.3) for your addition by use type.

- Only list the floor area that will be new; do not include the square footage of the existing structure.
- Do not include areas used for parking.
- If your project is mixed-use, provide the gross floor area for each use type.

Use Classification Type	Gross Floor Area (for <u>new</u> area only)
Multi-unit dwellings [†] designed and regulated under the International Building Code	
Single-unit, two-unit or multi-unit dwellings [†] designed and regulated under the International Residential Code, or any primary residential use other than multi-unit dwellings regulated under the International Building Code	
Commercial sales, services and repair	
Civic, public or institutional	
Industrial, manufacturing and wholesale	
Agricultural	

[†]Multi-unit dwellings receiving multiple permits (IRC townhomes) must provide gross floor area **per unit**. Use a separate sheet if necessary.

IV. INCENTIVES FOR AFFORDABLE HOUSING IN CERTAIN ZONE DISTRICTS/OVERLAYS

Is your project using incentives for affordable housing, such as building to a taller height or greater floor area in exchange for providing or funding affordable housing? *(Currently only available in the 38th & Blake Station Area Incentive Overlay District [IO-1])*

Yes No

If yes, please skip Section V. (below) of this application, and instead, please fill out and attach the “Incentives for Affordable Housing” supplement available at www.denvergov.org/AffordableHousingFee.

V. AFFORDABLE HOUSING LINKAGE FEE EXCEPTIONS

Does the affordable housing linkage fee apply to your project? Yes No*

*If you mark “no,” you must check at least one of the following exceptions and submit the requested documentation with this application.

Check here if the exception applies	Exceptions
	<i>Fill in blanks and note where additional information will need to be submitted.</i>
A	Submitted a concept site development plan prior to 12/30/2016 Date submitted: _____ Concept #: _____ Project Master #: _____
B	Project is part of a property subject to an affordable housing plan or other preexisting contractual commitment or covenant to construct affordable housing Project name: _____ Plan recordation number: _____ Submit a copy of the recorded affordable housing plan, contractual commitment or covenant
C	Project has an affordable housing obligation from zoning Provide zoning ordinance number that contains this obligation: _____
D	Project entails residential dwelling units being built by a charitable, religious or other non-profit entity that are deed-restricted to ensure affordability Submit a copy of the covenant, land use restriction agreement or instrument of affordability, and evidence of 501(c)(3) status.
E	This is an affordable housing project constructed with the support of federal, state or local financial resources. Submit evidence of the federal, state or local financial resources and a copy of one of the following: (a) covenant or land use restriction agreement, (b) instrument of affordability, (c) HUD contract or similar, or (d) evidence that the project is being developed by the Denver Housing Authority.
F	This is a non-residential project by a charitable, religious or other non-profit to be used primarily to provide housing, shelter, housing assistance or related services to low-income households or persons experiencing homelessness. Submit evidence of 501(c)(3) status, the organization’s mission statement, and a description of the project.
G	This is construction by or on behalf of the federal, state or local government, or any department or agency thereof, that will be used solely for a governmental or educational purpose. Submit a description of how the project will be used for a governmental or educational purpose and proof of property ownership via a deed or lease that documents ownership and/or use.
H	This is a reconstruction of a structure that was destroyed due to a natural or manmade involuntary disaster. Submit an insurance report, report from Denver Police, report from Denver Fire or similar.
I	This is an addition of 400 square feet or less to an existing single-family or duplex structure. Plans submitted for building and zoning review must clearly outline the addition with square footage information and dimensions to verify the addition meets this requirement as well as provide evidence that the existing structure is only a single-unit or two-unit dwelling.
J	This project is for an Accessory Dwelling Unit (ADU). Plans submitted for building/zoning review must clearly indicate the structure is an ADU, and submit evidence of the status of the primary structure to ensure what is being built is not an additional primary structure on the lot.



K	This project is meeting the “build alternative,” per the Affordable Housing Linkage Fee Ordinance 2016-0625. Submit a copy of the agreement/affordable housing plan from the Office of Economic Development (OED) to prove the build alternative is being met.
L	OED has granted a waiver or fee reduction for a non-residential project due to proof of lack of employment impact. Submit the approved waiver from OED indicating that the project is subject to either a reduced or waived fee. Be advised that, if the fee is reduced, the reduced fee will still be due at the time of building permit issuance.
M	This submittal is for modified drawings for a project under construction that does not increase square footage. Original log number:

VI. CUSTOMER ACKNOWLEDGEMENT

I acknowledge that I have the authority to submit the information in this application on behalf of the project located at (project address) _____, and that the information provided in and attached with this application is true and reliable. I am aware that, per the Affordable Housing Linkage Fee Ordinance 2016-0625, the affordable housing linkage fee amount applicable to my project will be assessed alongside standard permit fees and is due in full at the time my building permit(s) is issued. I acknowledge I will be unable to receive a building permit if the fee is not paid.

Print Name	Signature	Date

STAFF USE ONLY	
Use Classification and GFA verified by checking zoning use permit or SDP:	
Verified that the separate “Incentives” application is attached, if “yes” is checked in Section IV.	

Exception Review and Approval (if requested)
Exception request paperwork verified and input into Accela (name of staff and date):
<input type="checkbox"/> Exception Approved <input type="checkbox"/> Exception Denied
Reason: