

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 signed and sealed by that individual.

- Hard copies submitted at the permit counter can have a printed seal, but must have an original signature.
- Emailed documents must have a valid electronic signature and a printed seal. **TIP:** Visit www.denvergov.org/buildingcode to download a step-by-step guide for creating electronic signatures if this is not something you have done before.

Where to apply for a commercial construction permit

Option 1: By email to PlanReview@denvergov.org

- Save all files as PDFs. For large files that cannot be sent as attachments, you can email a link to Dropbox, Google Drive, etc. where staff can download the files. The documents must be available to download without a password.
- All drawings must be scalable, legible, and in PDF format.
- Combine plans into one PDF file if they were all prepared by the same individual. Otherwise, attach separate files for each discipline in order to preserve the encrypted electronic signatures.
- Resubmittals must be made in the same format as the initial submittal. You cannot resubmit by email if you submitted hard copies 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*

Option 2: In person. The permit counter is located on the 2nd floor at 201 W. Colfax Ave., Denver. Appointments are available to log in plans for review and to retrieve plans once a review is complete. Other permit counter services (including resubmittals and walk-through/same-day permitting) are first come, first served. Lines close when all slots are taken.

Visit www.denvergov.org/DS to make an appointment or to view hours and descriptions for all permit counter services.

Check the status of your review at www.denvergov.org/epermits. Fee information is available at www.denvergov.org/DSfees.

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CURRENT CODES

Denver has adopted the national and international codes for building safety listed below as well as the 2016 Denver Building and Fire Code (DBC), which became effective September 12, 2016. 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

- 2017 National Electrical Code or current version adopted by the State of Colorado
- 2015 International Building Code (IBC)
- 2015 International Existing Building Code (IEBC)
- 2015 International Plumbing Code (IPC)
- 2015 International Mechanical Code (IMC)
- 2015 International Residential Code (IRC)
- 2015 International Fuel Gas Code (IFGC)
- 2015 International Fire Code (IFC)
- 2015 International Energy Conservation Code (IECC)
- 2016 Denver Building and Fire Code (DBC or DBCA)
- Reference standards per 2015 ICC codes

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 2016 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.

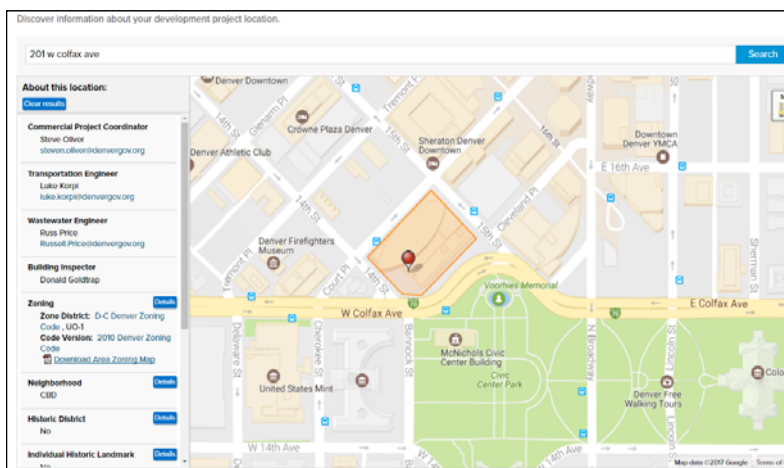
Sign up for zoning and building code and policy email alerts at www.denvergov.org/DS.

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...


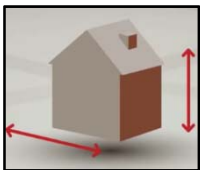

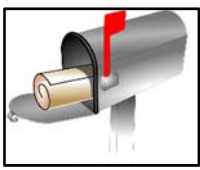

- Project coordinator (your contact for any new commercial building, residential project of ≥ 3 units, or major addition/remodel),
- transportation and wastewater engineers,
- floodplain status,
- building inspector,
- zone district and applicable zoning code,
- historic or landmark status,
- parkways 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, Public Works 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 developmentservices@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"> A signed form requesting a simultaneous zoning/building review; Approved zoning permit(s) from Commercial Zoning; or Approval of an SDP project coordinator.
	PUBLIC WORKS	<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) Public Works 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>Public Works' 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 Public Works' ROW Services before applying for building permits. Instructions and an application 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>Public Works' Sewer Use and Drainage Permit (SUDP) 720-865-3060 wastewaterpermits@denvergov.org www.denvergov.org/SUDP</p>	<p>Visit www.denvergov.org/SUDP for complete submittal guidelines. At a minimum, include a utility site plan showing size, type, and location of water, storm sewer, and sanitary sewer lines with your emailed building submittal. Both building and SUDP reviews will start and run concurrently. If you submit building plans on paper, submit SUDP materials directly to the SUDP group and include your building log number.</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 to log in for review.

(6) Use the table below to determine whether you will need to log in for plan review or if you will be able to obtain a permit at the commercial/multifamily walk-through counter.

- Visit www.denvergov.org/DS for detailed descriptions of what project types are eligible for Walk-Through versus Log In, to check operating hours (different counter services operate at different times), and to schedule an appointment. This information is also found in the ADMIN 131 building code policy available from www.denvergov.org/buildingcode.
- Lines fill up quickly and close for the day once filled, so early check in is recommended for Walk-through and either emailing your submittal or an appointment (see instructions on page 1) is recommended for Log In.
- *Exception:* 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 emailing your submittal. For paper submittals, ask your coordinator to schedule a log in appointment.

SAME-DAY PERMITS	REQUIRES <u>LOG IN</u> FOR PLAN REVIEW (Review times vary based on project complexity.)
<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 • Change of occupancy • Poses fire/life safety concerns
<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/structural/access control or fire.</p>	<ul style="list-style-type: none"> • Structural work • Involves multiple buildings or floors • Simultaneous zoning/building code reviews • Telecom towers • Has a Site Development Plan (SDP) project coordinator • Any project subject to the Denver Green Roof Ordinance

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 as of 1/1/17) 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 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.

(10) Before your plan review is complete, provide staff with the name and license number of the contractor who will be associated with the building permit for your project. This will allow you to receive the building permit by email once all reviews are complete and final permit fees are paid (see step 12).

Resubmittals (as needed)

(11) 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.
- For paper resubmittals, include the resubmittal slip located in this guide. This slip is not needed for emailed resubmittals.
- Include written responses (letter format) in your resubmittal that address each and every comment from the plan review team. Incomplete resubmittals will be turned away until they are ready for submission.

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 to the Log In line at the Permit Counter 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.

- Submit revised, bound documents (loose sheets will not be accepted) to the “Resubmittals” line at the permit counter. Or, if you submitted by email originally, email your resubmittal to PlanReview@denvergov.org with the subject line “Resubmittal for [your Log number].”

Picking up Your Plans and Permit(s)

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

(12) Use your log number or site address to check your review status online at www.denvergov.org/epermits. Once your permits show online that all reviews have been approved, or you have received an approval email, you are ready to pay for permits and pick up plans.

- **For emailed projects:** When all reviews are approved and you have no further revisions to submit, email PlanReview@denvergov.org with the following information so staff can invoice your project:
 - The name and license number of the general contractor,
 - The job valuation,
 - A site contact name and phone number, and
 - Names, license numbers, and job valuations of subcontractors (if known). Providing these will allow the subcontractors to quickly pay for and print their trade-specific permits using the e-permits system.

Staff will then issue the final invoice and reply by email with instructions for paying permit fees and downloading the approved plan set via the e-permits system. Once paid, the applicant will receive the issued permit by email.

- **For paper projects:** Have the licensed contractor listed on the permit application come to the permit counter to pay permit fees and pick up plans and permits. Go to www.denvergov.org/DS to make an appointment for “Logged in Plan Pick-up.” There is a limit of one project per appointment. To pick up multiple permits or to schedule a longer appointment, email login@denvergov.org.
 - **BRING WITH YOU:** Make sure the person picking up the permit can demonstrate the validity of the contractor’s license on the permit application by bringing an original contractor license card (no copies or faxes accepted), company check, or company credit card. If using a check or credit card, the company name on the check or credit card **MUST** match the exact company name and spelling as listed on the license card in our records (e.g., if the contractor is licensed as “Joe Smith Contractor LLC,” then the check or credit card must be in the name of “Joe Smith Contractor LLC”).
 - If you are picking up plans in person, as the final step, proceed to the Cashier to pay permit fees and pick up your permit. Make checks payable to “Manager of Finance.” If needed, email PlanReview@denvergov.org for your fee amount ahead of time.

After Permit Issuance

Modified Drawings

(13) For changes to a project after permit issuance, IBC Section 107.4 and IRC Section R106.4 require modified drawings. Modified drawings are submitted as a new project either electronically or to the Log In line at the permit counter—they are not a resubmittal to the original project log. A new log number is assigned and new permits will be issued upon approval.

Note: Unlike resubmittals, modified drawings can be submitted by email regardless of the format of the initial submittal.

Make sure to include each of the following items in your submission of modified drawings:

- A letter specifically defining what was modified and why, with references to the appropriate plan sheets;
- Two sets of any modified sheets with the appropriate signature, seal, and code references, with changes clouded;
- One set for the Assessor's Office of any modified sheet that impacts the square footage or use—typically, these are the architectural sheets and these sheets do not have to be signed or sealed;
- Where applicable, include one set of modified structural calculations, specifications, or other pertinent documents with the appropriate signature and seal;
- Plan review contact list;
- An updated Affordable Housing Fee Application; and
- A revised statement of valuation form if the modifications result in an increased project valuation. Hourly plan review fees will be assessed with a minimum charge of two hours.

All contractors with changes under these modified plans must obtain a permit for their respective 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

(14) 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 Permit

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 will check in for the “Commercial Zoning” queue at the permit counter or can apply by email. Visit www.denvergov.org/commercialzoning to find applications and submittal instructions, along with information about which project types can be reviewed at the permit counter and which need to be logged in for a review.

Log in for a Simultaneous Zoning and Building Code Review

In order to further streamline permitting for customers who will need both a zoning permit and a building permit, a simultaneous review can be requested at time of building permit log in. Applicants should submit both zoning and building plans to the “Log In” line at the permit counter, instead of the “Commercial Zoning” line. 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.
- 3) A simultaneous review request form signed by the design professional whose signature appears on the building plans

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)

With the expanded prep demo permit, commercial tenant-finish projects can expedite construction by starting interior preparatory demolition (“prep demo”) and 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.

Work conducted during plan review will still require permitting. In order to pull a preparatory demolition, non-structural framing permit, or other trade-specific permit during plan review, 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 review and must have an affidavit signed by the architect or engineer stating that the plans submitted for review are 100% complete. Construction can only be completed up to the point of rough inspection and can only include interior, non-structural work. ADMIN policy 131.2 describes specifically what framing, electrical, mechanical, plumbing, and fire systems work is allowed. The commercial construction permit must be issued before rough inspections occur. Projects in landmark or historic structures or those containing any type of marijuana use are not eligible for the expanded prep demo permit.

Risks. The prep demo permit is predicated on the understanding that building and zoning 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 for an Expanded Prep Demo Permit.

- (1) Log in the whole tenant-finish project for a commercial building review. The architect/engineer of record must attest that construction drawings submitted at Log In 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.
- (2) You can do *minor* exterior work (e.g., storefront) with an approved zoning permit; otherwise, this policy covers interior work only.
- (3) Go to the Commercial Architectural/Structural Walk-through counter to apply for the prep demo permit. You will need • Log number, • contractors’ names and license numbers, • the prep demo application, and • signed affidavits from the architects/engineers of record (originals only, no copies).
- (4) Then, licensed 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, access control hardware, fire alarm systems, etc. Multiple deferred submittals may help larger projects avoid the potential for construction delays. Please note: all deferred submittal items will need to be permitted and inspected before a project can receive a certificate of occupancy (CO). Each project is responsible for following up to ensure that plans have been submitted, and permits received, for any item not included in the scope of the initial building permit. A failure to do so will delay your 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.

SHORING AND EXCAVATION PERMITS

Any benching, shoring, or excavation 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 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.

How to apply

- Apply by email to PlanReview@denvergov.org using the instructions on page 1. Include all documents for the building permit shoring review and the SUDP shoring review in one email.
- Or, to apply in person, go to the Log In line at the permit counter to submit your shoring submittal for the building code review. Then, email your log number and SUDP plans/documents to wastewaterpermits@denvergov.org.

What to submit

- Two sets of shoring plans and details, signed and sealed by a Colorado professional engineer (only one copy if emailed)
- One set of structural calculations, signed and sealed by a Colorado professional engineer
- A soils report, 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 DBCA Section 133.4 for details), signed and sealed by a Colorado licensed land surveyor
- A civil and architectural site plan, which locates the building footprint relative to the surrounding property lines
- An official city-issued address
- A current building code reference
- Plan Review Contact List
- Statement of Valuation Form
- **For SUDP:** Excavation and shoring plans depicting the type and location of the proposed shoring
- **For SUDP:** A site plan depicting the buildings, roads, alleys, utilities and type, and property lines
- **For SUDP:** An SUDP application (available from www.denvergov.org/SUDP). This is not needed for combined building/SUDP submittals emailed to PlanReview@denvergov.org.
- **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." The policy is available for download at www.denvergov.org/buildingcode.

Notifying Neighbors in Advance of an Excavation. At least 10 working days prior to the scheduled starting date of the 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 as required by DBC amended IBC Section 3307.1. Written evidence of this notice must be supplied to the Building Official at least 10 working days before the excavation permit can be issued. Further details are located in DBC amended IBC Section 3307.1.1.

Excavation Bond. Denver Public Works 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 Public Works 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 Public Works, a ROW inspection is required. Specific information on this will be included on the issued SUDP.

GREEN ROOF PERMITS (the Denver Green Roof Ordinance)

In November 2017, Denver voters passed the Denver Green Roofs Ordinance (Denver Revised Municipal Code, Article XIII, Chapter 10), which became effective January 1, 2018. As a result, green roof requirements now apply to each of the following project types:

- New buildings with a gross floor area of 25,000 square feet or more,
- Additions that cause a building to become 25,000 square feet or more, and
- Roof replacements on existing buildings that are 25,000 square feet or more.

In short, this ordinance requires these buildings to incorporate a “green” or vegetated roof into the building design. The amount of roof space that needs to be allotted to a green roof varies based on the use of the building, its overall size, and whether any roof space is being used for solar energy collection. Visit www.denvergov.org/greenroofs to read the ordinance in its entirety and find the most current information on potential amendments, exemptions, and variances.

Green Roof Declaration Form and Submittal Requirements. Any project meeting one of the three bullet points above must submit the Green Roof Declaration Form available for download from www.denvergov.org/greenroofs. The Declaration Form includes a list of mandatory submittal requirements for projects complying with the ordinance and for projects seeking a variance or exemption.

Exemptions. Projects that submitted a formal SDP prior to January 1, 2018; residential buildings that are 4 stories or less or have a height of 50 feet or less (whichever is greater); commercial greenhouses at grade; temporary structures; and air-supported structures are all exempt from the green roof requirement.

QUICK PERMITS

Once you have received a commercial or residential construction permit, some trade-specific permits can be issued via a quick permit. Quick permits either do not require plan review or include work associated with commercial/multifamily projects that have already undergone plan review. Examples of appropriate work for a quick permit include roofing, siding, minor electrical work, and like-for-like replacement of certain plumbing or mechanical elements. Like-for-like replacements mean no new installs and the replacement does not have a change in geometry, demand, or material.

Quick permits are not appropriate for any structural work. Review by other disciplines (e.g., Landmark, SUDP, Zoning, Fire) may still be needed. Visit www.denvergov.org/quickpermits for applications and instructions.

New Buildings, Additions & Change of Occupancy

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

Project Address _____ Date _____

Code References*	Items to Comply	# of hard copies needed (submit only 1 of each if emailed)								
	<input type="checkbox"/> Zoning permit (if required) or SDP approval to log in (Project Master #: _____) Or, for a simultaneous zoning and building code review... (not for SDP, landmark, design, or administrative reviews)	1								
	<input type="checkbox"/> Signed request form for a simultaneous review	1								
	<input type="checkbox"/> Zoning application and plans, including site plans, floor plans with mezzanines, elevations (if exterior improvements are proposed), and roof plans, as applicable. Find zoning applications at www.denvergov.org/commercialzoning .	1								
DRMC 27-153	<input type="checkbox"/> Affordable Housing Fee Application	1								
	<input type="checkbox"/> Plan Review Contact List	1								
DBC Admin 133	<input type="checkbox"/> An official assigned address by Public Works (Include this address on all pages/documents submitted)	1								
DBC Admin 133.2 <i>DBC Admin 133.1 covers seals and signatures.</i>	<input type="checkbox"/> Construction drawings bearing the seal and original signature of the architect or engineer of record. Paper plans must be bound. Seals can be printed but signatures must be original on hard copies or valid electronic signatures on PDFs. <table style="width: 100%; margin-left: 20px;"> <tr> <td><input type="checkbox"/> Architectural/structural drawings</td> <td><input type="checkbox"/> Energy code compliance sheets</td> </tr> <tr> <td><input type="checkbox"/> Mechanical/plumbing 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"/> Electrical drawings</td> <td></td> </tr> </table>	<input type="checkbox"/> Architectural/structural drawings	<input type="checkbox"/> Energy code compliance sheets	<input type="checkbox"/> Mechanical/plumbing drawings	<input type="checkbox"/> Plot plan locating all buildings relative to each other and to property lines	<input type="checkbox"/> Electrical drawings		2		
<input type="checkbox"/> Architectural/structural drawings	<input type="checkbox"/> Energy code compliance sheets									
<input type="checkbox"/> Mechanical/plumbing drawings	<input type="checkbox"/> Plot plan locating all buildings relative to each other and to property lines									
<input type="checkbox"/> Electrical drawings										
	<input type="checkbox"/> A set of plans for the Assessor's office that include a site plan, floor plans, elevations, accessory details (fences, walls, etc. if not shown on site plan), and landscaping plans. This set does not need to be signed/sealed.	1								
DBC Admin 133.2	<input type="checkbox"/> A complete 2015 IBC and 2016 DBC Code Analysis on the architectural plan that lists the following: <table style="width: 100%; margin-left: 20px;"> <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 Alarm & Detection</td> </tr> <tr> <td><input type="checkbox"/> Height of Building & Number of Stories</td> <td><input type="checkbox"/> Gross Area in Sq. Ft. for Each Occupant</td> </tr> </table>	<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 Alarm & Detection	<input type="checkbox"/> Height of Building & Number of Stories	<input type="checkbox"/> Gross Area in Sq. Ft. for Each Occupant	2
<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 Alarm & Detection									
<input type="checkbox"/> Height of Building & Number of Stories	<input type="checkbox"/> Gross Area in Sq. Ft. for Each Occupant									
	<input type="checkbox"/> For SUDP: A Utility Site Plan showing the size, type, and location of water, storm sewer, and sanitary sewer lines	*								
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.)	1								
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	1								
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)	1								
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)	1								
DBC Admin 138	<input type="checkbox"/> Statement of Valuation Form	1								
	<input type="checkbox"/> Asbestos Inspection Acknowledgement form to comply with state law (not required for new buildings)	1								
DRMC 10-301	<input type="checkbox"/> Green Roof Declaration Form (only required for buildings over, or becoming over, 25,000 square feet in gross floor area)	1								
Additional items for restaurants, other food/ice	<input type="checkbox"/> Health Plan Review Application (available at www.denvergov.org/buildingcode) and other food service-specific items (menu/product list, kitchen equipment specifications, floor plan) from the restaurant guide checklists	1								
Other reviews of this submittal needed (submitted by city staff)										
	<input type="checkbox"/> DDPHE									
	<input type="checkbox"/> Transportation									

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

- | | |
|--|--------------|
| <input type="checkbox"/> Shoring & excavation log in – A separate log in submittal of shoring and excavation plans is required and a separate permit will be issued. | |
| <input type="checkbox"/> Landmark Commission | 720-865-2709 |
| <input type="checkbox"/> Zoning permit (if not applying with a building submittal) or project coordinator (PC) approval to log in | 720-865-3000 |
| <input type="checkbox"/> ROW Encroachment Permit, if a building encroachment into the ROW is proposed | 720-865-3003 |

Signature of Applicant _____ Date _____ Logged-in by (staff only) _____ Date _____

Please Print Name of Applicant

* Include Sewer Use and Drainage Permit (SUDP) documents with emailed building plans. For building plans submitted on paper, submit SUDP information directly to the SUDP review group. Visit www.denvergov.org/SUDP for details.

Tenant Finish & Remodel

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

Project Address _____ Date _____

Code References*	Items to Comply	# of hard copies needed (submit only 1 of each if emailed)
	<input type="checkbox"/> Zoning permit (if required) or SDP approval to log in	1
	Or, for a simultaneous zoning and building code review... (not for SDP, landmark, design, or administrative reviews)	
	<input type="checkbox"/> Signed request form for a simultaneous review	1
	<input type="checkbox"/> Zoning application and plans, including site plans, floor plans with mezzanines, elevations (if exterior improvements are proposed), and roof plans, as applicable. Find zoning applications at www.denvergov.org/commercialzoning .	1
DRMC 27-153	<input type="checkbox"/> Affordable Housing Fee Application	1
	<input type="checkbox"/> Plan Review Contact List	1
DBC Admin 133	<input type="checkbox"/> Building Address (must be provided on all pages of all plans and documents)	1
DBC Admin 133	<input type="checkbox"/> Construction drawings bearing the seal and original signature of the architect or engineer of record. Paper plans must be bound. Seals can be printed but signatures must be original on hard copies or valid electronic signatures on PDFs.	2
<i>DBC Admin 133.1 covers seals and signatures.</i>	<input type="checkbox"/> Architectural/structural drawings <input type="checkbox"/> Electrical drawings <input type="checkbox"/> Mechanical/plumbing drawings <input type="checkbox"/> Plot plan locating all buildings relative to each other and to property lines	
	<input type="checkbox"/> A set of plans for the Assessor's office that includes a cover sheet with the project name, project address, code analysis, architectural interior finish drawings (floor plans), and total floor plan identifying remodel and exits. This set of drawings does not need to be signed and sealed.	1
DBC Admin 133.2	<input type="checkbox"/> A complete 2015 IBC and 2016 DBC Code Analysis on the architectural plan that lists the following: <input type="checkbox"/> Scope of Work <input type="checkbox"/> IECC Compliance Method <input type="checkbox"/> Construction Type of Building <input type="checkbox"/> Occupancy Classification <input type="checkbox"/> Number of Stories <input type="checkbox"/> Automatic Sprinkler Systems <input type="checkbox"/> Gross Area in Sq. Ft. for Each Occupancy <input type="checkbox"/> Occupant Load for Each Use <input type="checkbox"/> Allowable Area for Each Occupancy / Mixed Occupancy <input type="checkbox"/> Fire Alarm & Detection	2
	<input type="checkbox"/> For SUDP: A Utility Site Plan showing the size, type, and location of water, storm sewer, and sanitary sewer lines	*
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.	1
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.	1
DBC Admin 138	<input type="checkbox"/> Statement of Valuation form	1
	<input type="checkbox"/> Asbestos Inspection Acknowledgement form to comply with state law	1
Additional items for restaurants, other food/ice	<input type="checkbox"/> Health Plan Review Application (available at www.denvergov.org/buildingcode) and other food service-specific items (menu/product list, kitchen equipment specifications, floor plan) from the restaurant guide checklists	1
Other reviews of this submittal needed (submitted by city staff) <input type="checkbox"/> DDPHE <input type="checkbox"/> Transportation		

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

- Landmark Commission 720-865-2709
- Zoning permit (if not applying with a building submittal) or project coordinator (PC) approval to log in 720-865-3000

Signature of Applicant _____ Date _____ Logged-in by _____ Date _____

 Please Print Name of Applicant

* Include Sewer Use and Drainage Permit (SUDP) documents with emailed building plans. For building plans submitted on paper, submit SUDP information directly to the SUDP review group. Visit www.denvergov.org/SUDP for details.

Resubmittals

Submit hard copies to the “Resubmittals” line at the permit counter, or if you initially submitted plans via email, submit revised documents to PlanReview@denvergov.org. You cannot resubmit by email if you submitted hard copies initially, and vice versa.

Each resubmittal set must be bound if submitted on paper. Loose plan sheets and incomplete resubmittals will not be accepted.

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, whether submitted by email or as hard copies.
- _____ 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.
- _____ Make sure all email attachments 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 include this slip if you are 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).

- ARCHITECTURAL
- STRUCTURAL
- ELECTRICAL
- LANDMARK

- ENVIRO. HEALTH
- MECHANICAL
- PLUMBING
- FIRE DEPT.

- RESIDENTIAL
- TRANSPORTATION
- ZONING

- ___Abu-Jaber, Amir
- ___Anderson, Vince
- ___Andrzejuk, Adam
- ___Bartel, Chuck
- ___Boncich, Danny
- ___Browning, Eric
- ___Campbell, Mark
- ___Carlson, David
- ___Caro, Tony
- ___Champagne, Joel
- ___Choury, Melissa
- ___Clark, Dave
- ___Cole, Kendra
- ___Emerick, Brad
- ___Fox, Keith

- ___Gallaher, Kirk
- ___Gillespie, Shaunette
- ___Hill, David
- ___Iwanski, Lori
- ___Kirby, Tim
- ___Kocman, Ed
- ___Krausz, Daniel
- ___Lanz, J D
- ___Lieu, Kevin
- ___Lukus, Brian
- ___McQuinn, Jessica
- ___Neumann, Claude
- ___Ornelas, Reynaldo
- ___Ostrander, Keith
- ___Pafford, Carol
- ___Patterson, Chris

- ___Pica, Bret
- ___Peetz, Keith
- ___Reid, Sophia
- ___Renn, David
- ___SAFEbuilt
- ___Schellhase, Street
- ___Simpson, Kevin
- ___Sobey, Jim
- ___Stephens, Thaddeus
- ___Trujillo, Bridgette
- ___Waite, Greg
- ___Walton, Michael
- ___Weldemichael, Kefelew
- ___Yanong, Allen
- ___Young, Rodger
- ___Other:

Statement of Valuation (Building Permits)

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 _____	

Asbestos Inspection Acknowledgement

When renovating a property, the customer making a building permit application must disclose whether the property owner knows if the project has been inspected for asbestos-containing building materials. For more information about asbestos requirements and inspections, please contact the Colorado Department of Public Health and Environment at 303-692-3100 or cdphe.asbestos@state.co.us, and review the Asbestos – Renovation and Demolition handout available at www.colorado.gov/cdphe/asbestos.

Please check all that apply.

- I do not know if an asbestos inspection has been conducted on the building materials that will be disturbed by this project. Colorado Regulation No. 8, Part B, requires that prior to renovation a facility must be inspected by a Colorado certified Asbestos Building Inspector to determine if abatement is required. Failure to have the inspection may result in an asbestos spill which puts building occupants and workers at risk. It may also be a violation of Colorado’s asbestos regulation and may initiate an enforcement action pursuant to 25-7-508, C.R.S.

- An asbestos inspection has been conducted on the building materials that will be disturbed by this project on or about:

DATE

- An asbestos inspection has not been conducted on the building materials that will be disturbed by this project. Colorado Regulation No. 8, Part B, requires that prior to renovation a facility must be inspected by a Colorado certified Asbestos Building Inspector to determine if abatement is required. Failure to have the inspection may result in an asbestos spill which puts building occupants and workers at risk. It may also be a violation of Colorado’s asbestos regulation and may initiate an enforcement action pursuant to 25-7-508, C.R.S.

Print Name

Property Address

Signature

Date

Project Log Number

REQUEST FOR SIMULTANEOUS ZONING CODE AND BUILDING CODE REVIEW

To the Building Official, Community Planning and Development, regarding a project located at

_____ with a log number of _____
(Project address) (Log number to be provided by CPD staff)

I certify that 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 Zoning Code of the City of Denver, Denver Building and Fire Code and all other applicable laws and ordinances. I also acknowledge that the owner, developer, architect, engineer and any other responsible representative working on this project understands that any cost above and beyond the normal plan review process will be paid for by the development team. If the project is denied by either the Commercial Zoning review team or the Building Code review team and the project is not able to proceed, I acknowledge that all plan review fees, building permit fees, and zoning permit fees are still due and are the sole responsibility of the development team.

Projects that are not eligible for simultaneous review

If any of the below are found to apply to the project after the project is logged in for simultaneous review, a simultaneous review will not be conducted. The project will either go through a standalone review by the Commercial Zoning team or returned if the use is not permitted. Fees will not be refunded.

- The project proposes a use that is not permitted within the subject property's zone district.
- The project does not meet any applicable use limitations according to the subject property's zone district.
- The project is subject to adopted urban design standards and guidelines or is part of a design review district (unless the project is a tenant finish or change of use with no exterior improvements).
- The project is part of a Site Development Plan currently under review (these projects are only allowed to do a simultaneous review upon approval of the Project Coordinator).
- The project is either a designated Denver Landmark or is located with a Landmark/Historic District (unless the project is a tenant finish or change of use with no exterior improvements).
- The project proposes a use that is subject to special review (e.g., Zoning Permit subject to Informational Notice [ZPIN], Zoning Permit subject to Special Exception Review [ZPSE], a variance or administrative review) under either Former Chapter 59 or the Denver Zoning Code.

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. By submitting this affidavit, the registered design professional is taking responsibility for having verified that these conditions are in place and the applicable criteria has been met. If it is found that the criteria are not applicable, the building code review shall not progress until the zoning review has been completed.

Registered Design Professional in charge (print name)

(signature)

License/Registration Number

Date

Address

Phone

Email

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 new 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: