

## TOTAL DEMOLITION - Overview

Use this guide for (1) complete removal of an existing structure or (2) removal of 40% or more of the exterior wall area of an existing structure. Demolition of a structure less than 200 square feet **and** under 8 feet in height does not require permits or inspections, unless the structure is a landmark, historic, or located in a historic district. This guide is for informational purposes only and does not replace code requirements.

### What's in the Customer Guide?

- Page 1 Overview
- Page 2-3 Process and Contact Information
- Page 4 Submittal Checklist
- Page 5 Application
- Page 6 Notification Form
- Page 7 Affidavit Form

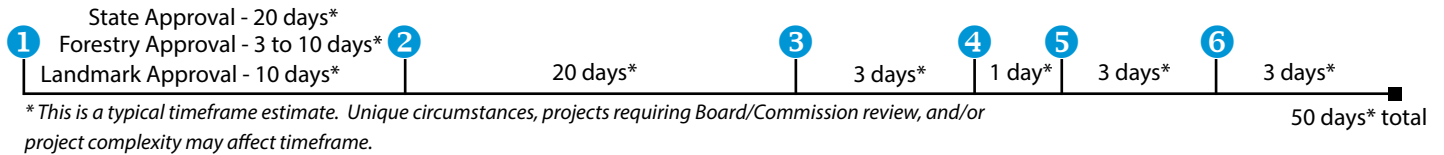
Standards That Apply	Approvals & Permits that may be Required	Step in guide
Contact State of Colorado	State of Colorado Approval	1
Contact agency for any standards that may apply	Office of the City Forester Approval	1
Landmark Ordinance, DRMC Chapter 30, Section 30-6	Landmark Approval	1
Contact each agency for any standards that may apply	Wastewater Management Approval Denver Water Approval Public Works - Construction Engineering Approval	2
Denver Building Code Building Permit Policy #IBC 3303	Building Demolition Permit (If utilizing explosives for demolition operation, demolition approval must be obtained by the Building Official)	3

Please note: Properties formerly classified as residential whose structures have been fully demolished on January 1 are reclassified as vacant land and taxed at 29% of value as non-residential property regardless of prior use, zoning or future intended use(s). For more information on tax assessment, visit [www.denvergov.org/Assessor](http://www.denvergov.org/Assessor).

## TOTAL DEMOLITION - Process

This provides an overview of a typical demolition process and timeframe.

### Timeframe



### Process Steps

#### 1 Obtain State of Colorado, Forestry and Landmark approvals.

##### State Approval:

- CDPHE oversees asbestos control and abatement and ensures demolition projects comply with air pollution laws regulating asbestos and materials containing it. The state requires notification for all demolitions of all facilities and all asbestos abatement projects that exceed trigger levels, whichever is the lesser quality.
- You must submit the applicable form from CDPHE to obtain demolition permit.

##### Forestry Approval:

- Forestry review ensures protection for all trees in the public right-of-way and zoning required primary and side setback areas. For properties in residential zone districts, any established tree not otherwise diseased or decayed within the primary and side street setback areas of the zone lot must be preserved, unless it meets the established criteria for removal, which must be authorized by the Office of the City Forester.
- Submit the items on Submittal Checklist (page 4 of this guide) for Forestry via email.
- Forestry staff will conduct a pre-inspection to determine what trees require protection and ensure that tree protection is in place for trees in public right-of-way and setbacks. Protection must remain throughout the demolition, construction and landscaping process.

##### Landmark Approval:

**For locally designated landmarks or properties in locally designated historic districts**, total demolition requires review by the Landmark Preservation Commission.

**For all other properties**, landmark staff will review the property within 10 days of submission to determine if it has potential for historic designation.

- Please submit items listed on the Submittal Checklist for Landmark in person or via email.
- If structure is found to have no potential historic significance, landmark sign off on the demolition.
- If a structure is found to have potential for historic designation, Landmark staff will post a demolition notice, in accordance with the process defined in the Landmark Preservation Ordinance, Denver Revised Municipal Code Chapter 30, Section 30-6(1)(b). If no application for landmark designation is submitted for the property by the end of the posting period, Landmark staff will sign off on the demolition.
- Demolition of accessory structures (including garages) smaller than 1.5 stories does not require Landmark review.
- Visit [www.denvergov.org/landmark](http://www.denvergov.org/landmark) for a full description of the demolition notice and posting process and the landmark designation process.

### Contact info

Colorado Department of Public Health  
and Environment (CDPHE)  
Air Pollution Division  
[www.colorado.gov/cdphe/asbestos](http://www.colorado.gov/cdphe/asbestos)  
asbestos@state.co.us  
303.692.3100  
4300 Cherry Creek Drive South,  
Denver, CO 80246

Office of the City Forester  
[www.denvergov.org/forestry](http://www.denvergov.org/forestry)  
forestry@denvergov.org  
720.913.0651  
201 W Colfax Ave, 6th Floor  
Denver, CO 80202

Landmark Preservation  
[www.denvergov.org/landmark](http://www.denvergov.org/landmark)  
landmark@denvergov.org  
720.865.2709  
201 W Colfax Ave, 2nd Floor  
Denver, CO 80202

[www.denvergov.org/developmentservices](http://www.denvergov.org/developmentservices)

## TOTAL DEMOLITION - Process

This provides an overview of a typical demolition process.

### 2 Obtain approvals from other agencies and provide notification

#### Denver Water Approval

#### Wastewater Approval

- Each agency must confirm that all utilities and service lines have been shut off, cut off, capped or otherwise controlled and bills have been paid prior to pre-inspection. See Submittal Checklist for Wastewater and PW.

#### Public Works Approval (if applicable):

- Construction engineering approval is required if the structure is at the zero lot line and/or the demolition will impact the public right-of-way with equipment, construction/demolition materials. See Submittal Checklist for Wastewater and PW.

#### Adjacent Property Owner Notification:

- You must notify all adjacent property owners (sides and rear) using the Notification Form (page 6 of this guide) at least 10 business days before a demolition permit may be issued per Denver Building Code amendments (DCBA) Section 3307.1.1. Property owner information is available at [www.denvergov.org/assessor](http://www.denvergov.org/assessor).
- Mail notification: Mail the form with return receipt requested.
- In-person notification: Obtain signatures from listed property owners in person.
- Return receipts (one per property) OR personally signed Notification Forms (one per property) must be submitted to the city before demolition permit may be issued.

#### Denver Water

[www.denverwater.org](http://www.denverwater.org)  
303.893.2444  
1600 W 12th Ave  
Denver, CO 80204-3412

#### Wastewater Management

303.446.3759  
2000 W 3rd Ave  
Denver, CO 80223

#### Public Works - Construction Engineering

303.446.3469  
2000 W 3rd Ave, 3rd Floor  
Denver, CO 80223

### 3 Affidavit and CPD Building Inspections pre-inspection

- Complete the Affidavit Form (page 7 of this guide) and submit in person to staff or in dropbox at Inspections counter. This will initiate/schedule the pre-inspection.
- At the pre-inspection, the inspector confirms that all service lines have been shut off, cut off, capped or otherwise controlled. If corrections are needed, the inspector will contact you. You can call Inspections to check the status of your inspection.
- The inspector signs the Affidavit Form and submits it to permitting staff.

#### Building Inspections

720.865.2505, option 6  
201 W Colfax Ave, 3rd Floor  
Denver, CO 80202

### 4 Obtain Building Permit

- Once the pre-inspection is done, come to the Development Services Permit Counter with items on the Submittal Checklist for Building Permit to obtain your permit and pay the appropriate fees. Sign in for Single-Family & Duplex Walk-Through service.
- Please note that the permit will not be issued until 10 business days after adjacent property owner notification (see step 2) was completed.

#### Permitting Staff

[residentialpermits@denvergov.org](mailto:residentialpermits@denvergov.org)  
720.865.2710  
201 W Colfax Ave, 2nd Floor  
Denver, CO 80202

### 5 Demolish the building

### 6 Schedule and complete final inspection

- After demolition is complete, please schedule your final inspection in person or by phone, using the automated inspections request line. You will need your permit number and inspection code (110 for demolitions).
- On-site, the inspector will conduct the final inspection and will contact you if corrections are needed. Once inspection is complete, the inspector will finalize the permit.
- You may contact Building Records to obtain a copy of the final permit.

#### Building Inspections

Automated inspection request system  
720.865.2501

#### Records Office

[cpd.permitrecords@denvergov.org](mailto:cpd.permitrecords@denvergov.org)  
720.865.2982

[www.denvergov.org/developmentservices](http://www.denvergov.org/developmentservices)

## TOTAL DEMOLITION - Submittal Checklist

### City Forester Approval:

- Tree Protection/Demolition Contact Information Form**
- Site Plan**  
Show entire site with property lines, location of all structures and extent of all demolition

### Landmark Preservation Approval:

- Total Demolition Application (Page 5 of this guide)**  
Completed except for the table for approval signatures.
- Color Photographs**  
4" x 6" color photographs showing primary elevations (typically 4) of all structures to be demolished - including accessory structures such as barns, silos, etc. Place structure's address on all photographs.
- Copy of Assessor's Records for Subject Property**  
To verify the property ownership and obtain legal description for research purposes.

### Wastewater Management and PW Construction Engineering Permit/Approval:

- Total Demolition Application**
- Site Plan**  
Show entire site with property lines, location of all structures and extent of all demolition

### Building Permit:

- Total Demolition Application**
- State Approval Form**  
Provide proof of state approval
- Total Demolition Notification Form - Proof**  
Provide proof of adjacent property owner notification through either certified mail with a return receipt or signed copies of the form (Page 6)
- Proof of Liability Insurance**  
The minimum amount of insurance coverage for demolition of a single-family or duplex structure is as follows: \$500,000 for Building Class A and Demolition Class A contractors; \$300,000 for Building Class B, Building Class C, Demolition Class B, and Moving contractors; \$300,000 for homeowners. The minimum insurance coverages for demolition of a commercial property are listed in building code policy ADMIN 126.4 available for download at [www.denvergov.org/buildingcode](http://www.denvergov.org/buildingcode). The Certificate of Insurance must state "for demolition operation," and the amount of insurance coverage must cover explosion, collapse, and underground.
- Proof of Denver Water Approval**

## TOTAL DEMOLITION - Application

SUBJECT PROPERTY INFORMATION	
Property Address	Street:
Locally designated historic district or has an individual historic structure designation?	
Total Area of Entire Site	
Property Owner	Name:
	Phone:
Property Owner Mailing Address	Street:
	City:
	ZIP code:
CONTRACTOR INFORMATION	
Contractor	Name:
	Phone:
License Information	License #:
	License Type:
	License Expiration Date:
Contractor Insurance	Expiration Date:
	Coverage Amount:
Contractor Mailing Address	Street:
	City:
	ZIP code:
Engineering Report	Report by:
	License #:
Electrical Subcontractor	Name:
	License #:
Mechanical Subcontractor	Name:
	License #:
Plumbing Subcontractor	Name:
	License #:
Fire Protection	Name:
	License #:
SUBJECT BUILDING INFORMATION	
Number of Dwelling Units	
Square Footage Area at Grade	
Number of Stories	
Height from grade	
Valuation	
PROOF OF AGENCY APPROVALS - PLEASE PRINT	
Landmark	
Wastewater Management	
Denver Water	
Office of City Forester	Approval will be emailed to permitting staff
Public Works	

[www.denvergov.org/developmentservices](http://www.denvergov.org/developmentservices)

## TOTAL DEMOLITION - Notification Form

Written notification to owners of adjacent properties is required.

SUBJECT PROPERTY INFORMATION	
Property Address	Street:
Contractor/Owner <i>(person making demolition)</i>	Name:
	Phone:
	E-mail:
Contractor/Owner Mailing Address	Street:
	City:
	ZIP code:
Name of Contact	

**Adjacent owners:** Please read the following Denver Building Code Sections which specify the protection to be provided by the contractor and his obligation to notify of the pending demolition. For any questions please call Permitting Staff at 720.865.2710.

**DCBA IBC Section 3307.1 Protection Required.** Adjacent public and private property shall be protected from damage during construction; excavation, remodeling, demolition and building relocation work. Protection is the responsibility of the person performing the construction, excavation, remodeling, demolition, or building relocation work. Protection shall be provided for footings, foundations, party walls, chimneys, skylights, roofs, fences and landscaping. Provisions shall be made to control water runoff and erosion during construction, excavation, remodeling, demolition or building relocation activities.

**DCBA IBC Section 3307.1.1 Notification.** The person making or causing an excavation, demolition or relocation to be made shall provide written notice to the owners of adjacent properties, by certified mail with a return receipt, by personal notification or other means calculated to ensure the adjacent owners have actual notice, advising them that the excavation, demolition or relocation is to be made. Providing contact information for the person doing the excavation, demolition or relocation and that the person doing the excavation, demolition or relocation shall protect adjacent properties as required by Section 3307.1. Written evidence of notification of adjacent owners or a written, signed statement as to why actual notice could not be given, must be given to the building official ten (10) working days before an excavation, demolition or relocation permit is issued.

ADJACENT OWNER INFORMATION AND NOTIFICATION CONFIRMATION	
Adjacent Owner	
Adjacent Owner Address and Contact Information	Street:
	City and ZIP Code:
	Phone Number: <span style="float: right;">Email:</span>
Date	
Approximate Date of Demolition	
Signature	

## TOTAL DEMOLITION - Affidavit Form

Affidavit by demolition contractor or owner for safety watchman for building demolition, Section 3306.1.1 (2016 DBCA) and for verification of utility termination. Please deliver to CPD Building Inspections, 3rd floor, Webb Building, 201 W. Colfax Ave.

SUBJECT PROPERTY INFORMATION	
Property Address	Street:
Contractor/Owner <i>(person making demolition)</i>	Name:
	Phone:
	E-mail:
Contractor/Owner Mailing Address	Street:
	City:
	ZIP code:
Name of Watchman	

SUBJECT BUILDING INFORMATION	
Number of Dwelling Units	
Square Footage Area at Grade	
Number of Stories	
Height in feet, from grade	
Type of Construction	
Use of Building	
Other	

The contractor/owner agrees to maintain a watchman, on a 24-hour basis, until the hazard created by the demolition of the building is abated, as determined by the department. Contractor/owner also agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or relating to the actions associated with granted permit ("Claims"), unless such Claims have been specifically determined by the trier of fact to be the sole negligence or willful misconduct of the City. This indemnity shall be interpreted in the broadest possible manner to indemnify City for any acts or omissions of the applicant, its contractors or subcontractors either passive or active, irrespective of fault, including City's concurrent negligence whether active or passive, except for the sole negligence or willful misconduct of City.

I hereby depose and say that all of the above statements, and the statements in any needed attached papers submitted herewith, are true.

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature of contractor or authorized representative and/or owner.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

Failure to comply with the requirements of this affidavit may result in license and/or certificate revocation.

TABLE BELOW FOR PERMIT AND INSPECTION SERVICES USE ONLY	
Approved for watchman only, in lieu of fence	Registered design professionals report required for buildings with common walls (Section 3303.1.1 2016 DBCA)
Both fence and watchman required	Registered design professionals report required for buildings four stories or greater (Section 3303.1.1 2016 DBCA)
Electric service terminated	Detailed report required for buildings less than five feet to the property line (separate shoring may be required).
Gas service terminated	Other: _____ _____ _____

Approved by: