# Tenant Finish/Alteration (Commercial) Entrance Requirements

## Authority:
- Revised Municipal Code, Chapter 56, Article III, Division 3, Section 56-103, Permits & Fees.
- Public Works Rules & Regulations Governing Sewerage Charges & Fees & Management of Wastewater, Chapter 2, Sections 1 & 17; and Chapter 9, Section 4.
- WMD Procedures E-3130-103, SU&DP Application & Issue; E-3130-509, SUDP Application & Issue; and P-4400-502, Disposal of Swimming Waste Waters.

## Document Date:
December 30, 2009

## Customer Interface:
Most communications between the City and the customer will be done through Development Services 720-865-2982.

## Definition of Tenant Finish vs. Alteration:
- **Tenant Finish**: An interior finish, usually non-structural, for a new tenant finishing an existing unoccupied space. A tenant finish in a new structure or shell building, or a change of use to an existing unoccupied space, will require a Certificate of Occupancy from BID.
- **Alteration**: Any change, interior, exterior, or of the use, to an existing building or site, including, but not limited to, sewer and water connections.

## Considerations:
All submittals for tenant finish or alteration require the submittal of a complete set of architectural floor plans, complete plumbing plans for the waste system, to include vent and riser (isometric) diagram (must show routing through any pretreatment device, if applicable).

Refer to the Commercial Multi-Residential General Guidelines for detailed information for exterior work.

## Approval Process:
- Submit application & plans.
- A “Licensed Contractor” is not required to submit a SUDP application. Whoever signs the application for the permit is considered the “Local Authorized Agent”, and must include their name, company name, address, phone and fax numbers, e-mail address and signature on the application.
- Development Services does not normally require signed and stamped plans, but the plans must be “For Construction.” Plans marked “Not for Construction” cannot be reviewed.
- If the application and plans must be logged-in, Development Services will route the submittal to the engineer’s for their approval. Development Services will contact the authorized agent to pick up the permit.
- If there is insufficient information for the engineers to complete the review, the authorized agent will be emailed a copy of the “Application Conditions To Be Met Prior To Issuance of Sewer Use & Drainage Permit”. The requested information must be submitted to Development Services and routed to the requesting engineer for final approval.

## Certificate of Occupancy:
- Development Services requires a Certificate of Occupancy (CO) for new buildings, the first tenant into a new building or space, additions over 1,000 sq. ft., and changes of occupancy. The requirement for the CO is noted on the #1C Permit. Prior to PW Wastewater signing the CO card, the following conditions must be met:
  - All Contractors associated with the project may NOT be on the delinquent list. All delinquencies must be paid prior to CO or TCO inspection.
  - All Permit Conditions on the Sewer Use & Drainage Permit must have been met.
  - All inspections must have been made and properly signed off.
  - All referenced Development Services permit numbers must be finalized.
- If the owner is unable to meet the all the requirements for CO, a Temporary Certificate of Occupancy (TCO) may be requested. A written request, to Development Services, must be made prior to authorization of a TCO. The written request must include the Sewer Use & Drainage Permit (SUDP) number; job address; and list the Development Services permit condition(s) that cannot be met, the reason that the condition(s) cannot be fulfilled, and the date of proposed finalization for the condition(s).
- Interior work only, without inspections, may be signed in the office. All other COs or TCOs must be signed in the field, and require a request for CO inspection by calling PWPO at (303) 446-3759 prior to 3:30 p.m. of the previous workday.

## Fees:
- A $100 application fee is due at the time of submittal.
- Additional fees may apply.
- All checks should be made payable to Manager of Finance.