

Master and Type-Approved (TA) Permitting Guide

This guide outlines the submittal requirements for a master plan review and subsequent type-approved (TA) plan reviews for residential structures, including single-family homes, duplexes, and IRC townhomes.

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What are Master and Type-Approved Submittals?

What is a master submittal?

A master is a set of drawings for a structure that will be built multiple times, but the set of drawings contains options for small variations in interior layout or façade (elevation) changes. The structure must maintain the same footprint, with the exception of minor bump-outs. The plan review for the master submittal consists of a building review that is not site-specific.

What is a building master versus a unit master?

A building master is a master for one structure, while a unit master consists of multiple units that can be configured in various layouts to create a building. Unit masters are commonly utilized for multi-unit townhome projects, where a unit is one townhome in a building that contains a row of multiple townhomes.

- Unit masters may be submitted for duplexes or townhome projects.
- If a unit master is submitted for townhomes, then it can only be used for townhome type-approved submittals.
- If a unit master is submitted for duplexes, then it can only be used for duplex type-approved submittals.
- A duplex or townhome type-approved submittal shall derive from only one building master or one unit master.

What is a type-approved submittal?

A type-approved submittal consists of a set of drawings for a site-specific structure that has been reviewed and approved as a master. The type-approved plan review will consist of site-specific building and zoning reviews.

How to submit

Submit masters online through e-permits at denvergov.org/epermits

- Masters require a valid Denver address to be submitted. Since permits will not be issued under the master LOG, the applicant may choose an address associated with the project (e.g., type-approved address, sales office address, or the company address). NOTE: It’s recommended that the applicant use the same address for all master submittals.
- In the scope of work box, type: “Master – Homebuilder Name – Model Number.”
- Paper submittals will not be accepted.
- Uploaded resubmittals to the “attachments” page of the LOG.

Submit TAs online through e-permits at denvergov.org/epermits

- When submitting the TA, reference the LOG number of the master.
- Paper submittals will not be accepted.
- Uploaded resubmittals to the “attachments” page of the LOG.

Submit modified masters online through e-permits at denvergov.org/epermits

- When submitting, reference the original master LOG number.
- Once submitted, modified drawings will receive a new LOG number.

Submittal requirements

- All documents prepared by an architect, engineer, or surveyor must have a valid electronic signature and seal that meets the guidelines in the [Electronic Signatures Guide](#) (available on denvergov.org/buildingcode under “Building Guides”).
- Save all files as PDFs. Note: Non-PDF files types cannot be reviewed.
- Combine plans into one PDF file if they were all prepared by the same individual. Otherwise, attach separate files for each discipline to preserve the encrypted digital signatures.
- All drawings must be scalable and legible.
- Make sure all attachments use the following naming convention:

Document Type	Naming Convention: <DocumentName>_<Address>_<Date>
Permit Application	Application_201WColfax_9-26-2017
Combined plans	Plans_201WColfax_9-26-2017
Separate plans (by trade)	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

Signature requirements

Master submittals

Any construction document (e.g., plans, reports, surveys) prepared by a Colorado registered design professional (e.g., architect, engineer, surveyor) must be signed and sealed by that individual.

TA submittals

- Any construction document that is NEW or has CHANGED from the master submittal (e.g., plans, reports, surveys) prepared by a Colorado registered design professional (e.g., architect, engineer, surveyor) must be signed and sealed by that individual.
- For documents that are submitted UNCHANGED or where the only new markings are circles/call-outs to identify which site-specific option was selected, the applicant may submit copies of the signed originals with the circles/call-outs drawn on top. A letter outlining permission to use unstamped drawings will be required from the registered design professional per the Master and TA checklists.

Modifications to masters

The following are changes that will be accepted as modified changes to a master:

- Interior layout changes, only if the building footprint remains the same.
- Façade material changes including changing the façade from brick to siding.
- Adding or changing a foundation.
- Adding or removing minor bump-outs.
- Adding or removing doors or windows.
- Changing room labels.

The following changes will not be accepted as modified changes to a master:

- Building footprint changes, except for the addition or removal of minor bump-outs.
- Changes to the elevations that affect the height, bulk plane, and number of stories.
- Changing a building façade including the front/rear porch.

Helpful links

Adopted building codes, building code amendments, building code policies, and permitting guides

- denvergov.org/buildingcode

Denver Zoning Code (DZC), Former Chapter 59 (FC59) zoning code, and zoning interpretations and determinations

- denvergov.org/zoning

Plan review and permit fee information:

- denvergov.org/DSfees

Master Submittal Checklist

The master submittal must include the items listed below.

Master Submittal Checklist	Does this need to be signed & sealed?
Submittal Requirements	
Master Submittal Application	
Statement of Valuation (via e-permits)	
List of all options per model type. Attach separate pages to this application that list each option available under the master.	
Letter outlining permission to use unstamped plans: <ul style="list-style-type: none"> • To use unstamped plans in the TA submittal, the registered design professional must submit a signed and sealed letter or boundary map that specifies which lots are granted permission to use unstamped plans • If this is missing, any plans prepared by a registered design professional submitted for a TA will need to be signed/sealed 	Yes
Architectural Plans and Structural Framing Plans <ul style="list-style-type: none"> • Show all floor plan and elevation options for dwellings and garages • Provide fire rating details for exterior walls less than 5 feet from the property line • If exterior walls are between 3 and 5 feet from the property line, provide the total wall area and the total wall openings area • To be approved as TAs, the master must show the reverse (mirrored) floor plan 	Yes (if prepared by a design professional)
Accessible Housing Compliance <ul style="list-style-type: none"> • Indicate how the individual units of a multi-unit project satisfy Colorado Revised Statutes Title 9 Article 5 – Standards for Accessible Housing 	

Requirement to Provide Accessible Housing

Accessible dwelling units must be provided in accordance with Colorado Revised Statutes Title 9 Article 5 – Standards for Accessible Housing (CRS 9-5). Privately funded projects for the construction of a detached residence or residences or other types of residential property containing less than seven residential units are exempt from the requirements of CRS 9-5. The builder of any project regulated by CRS 9-5 must create an implementation plan that guarantees the timely and evenly phased delivery of the required number of accessible units. Such plan shall clearly specify the number and type of units required and the order in which they are to be completed. Such implementation plan shall be subject to approval by the building official. The implementation plan shall not be approved if more than 30% of the project is intended to be completed without providing a portion of accessible units required by section 9-5-105; except that, if an undue hardship can be demonstrated, or other guarantees provided are deemed sufficient, the building official may grant exceptions to this requirement. The implementation plan shall be approved by the building official before a building permit is issued.

Type-Approved (TA) Submittal Checklist

The type-approved submittal must include the items listed below.

TA Checklist	Does this need to be signed & sealed?
Prior Approvals	
Project coordinator (PC) approval to log in for building permits (if your project has a PC)	
An approved master	
Legal address(es) already assigned (including any ADUs)	
Submittal Requirements	
TA Submittal Application	
Affordable Housing Linkage Fee Application	
Statement of Valuation (via e-permits)	
Survey/plot plan for the TA's address-specific lot or parcel (DBC 133.4) <ul style="list-style-type: none"> Must match the site development plan (SDP) or planned building group (PBG) 	Yes
Site plan with an address and legal description for the TA dwelling unit(s) <ul style="list-style-type: none"> Show distances from the property and/or parcel lines to all structures on the lot, fence locations, and the location of air-conditioning units if included in the permit 	Yes (if prepared by a design professional)
A copy of the architect's signed/sealed letter or boundary map identifying the lots approved to use unstamped architectural plans, as approved in the master (if applicable)	Yes
Architectural and structural drawings for the site-specific address, or copies of the architectural and structural drawings from the master with the address-specific options circled <ul style="list-style-type: none"> Include plans, elevations, applicable fire-rating details 	See signature requirements on page 3
Structural foundation drawings for the site-specific structures (dwellings and garages)	Yes
Soils report for the property using either option 1 or 2 below <ul style="list-style-type: none"> Option 1: Provide a copy of the soils report that contains a full description of the soil testing data and foundation design parameters for the geographical area associated with the TA's construction drawings Option 2: Submit a site-specific soils report for each TA 	Yes
Utility site plan for Sewer Use & Drainage Permit (SUDP) review <ul style="list-style-type: none"> Show the location, size, and type of water, storm sewer, and sanitary sewer lines Details and instructions at www.denvergov.org/SUDP 	
Energy code compliance: IECC compliance may be based on the worst-case building exposure scenario or may be site specific <ul style="list-style-type: none"> Method of IECC compliance (e.g., prescriptive, performance, ERI) listed on plans IECC compliance report, which could be RESCHECK (including the inspection checklist), Resnet HERS, or the IRC/IECC tables ACCA Manual J and S calculation packages for new HVA equipment sizing and Manual D calculations for new ducts 	Yes (if prepared by a design professional)



	Shoring and excavation details signed and sealed by an engineer with calculations per building code policy 130.2A. A separate shoring permit must be obtained before receiving a building permit.	Yes
	The person making or causing an excavation, demolition, or relocation must provide written notice to adjoining property owners. Submit the notification letter and verification that neighbors were notified per DBCA Section 3307.1.1. See page 9 for notification form.	
	Indicate how the TA unit fits into the master’s accessible housing implementation plan	
	Additional Requirements for IRC Townhomes Only	
	Include an electrical one-line diagram; service and dwelling unit panels’ load calculations and analyses for each building type; and typical dwelling unit floor plans indicating locations of service equipment and unit panels.	Yes
	Address-specific electrical plans that include the calculated short-circuit current for each TA building’s service equipment and for each dwelling unit’s panel. Indicate the ampere-interrupting-capacity ratings for the service equipment overcurrent protection and the overcurrent protection for each unit’s panel.	Yes
	A copy of the electrical master floor plan and electrical load analyses	Yes
	In addition to the TA’s foundation plans and details, please note on the foundation plans whether the TA foundation design matches the approved master. If it differs provide structural calculations with the structural foundation drawings.	Yes
	Changes to the master plans cannot be part of the TA. They must be logged in as modified drawings to the original master log number, with all changes clouded. Provide revised load calculations, supplemental structural calculations, etc.	Yes



Master Submittal Application

Property Information

Address: _____
Lot: _____ Block: _____ Subdivision: _____

Model or Plan Name: _____
Elevation: _____

Owner Information

Name: _____
Company Name: _____
E-mail Address: _____

Phone: _____
Company Address: _____
Contractor's License #: _____

Design Professionals' Information

Architect Name: _____
Engineer Name: _____
Soils Engineer: _____
Soils Report Company Name & Report Number: _____

License #: _____
P.E. #: _____
P.E. #: _____

Project Description

- Single-family dwelling with _____ stories
- Duplex dwelling with _____ stories
- Crawlspace with _____ square feet
- Unfinished basement with _____ square feet
- Finished basement with _____ square feet
- Walkout basement with _____ square feet
- First floor with _____ square feet
- Second floor with _____ square feet
- Third floor with _____ square feet
- Attached garage with _____ square feet
- Detached garage with _____ square feet
- Rooftop deck with _____ square feet
- Air conditioner. How many units: _____
- Covered patio cover (front/rear): _____ square feet
- Deck area: _____ square feet. Height from grade: _____
- Shed area: _____ square feet. Height from grade: _____
- Carport area: _____ square feet
- Other structures _____ with _____ square feet

Accessory Dwelling Unit (ADU) Information

- Crawlspace with _____ square feet
- Finished basement with _____ square feet
- Unfinished basement with _____ square feet
- First floor with _____ square feet
- Second floor with _____ square feet
- Garage with _____ square feet

List any other options/notes for this model:



Type-Approved Submittal Application

Property Information

Address: _____
 Lot: _____ Block: _____ Subdivision: _____
 Land Area: _____

Model or Plan Name: _____
 Elevation: _____
 Master LOG #: _____

Owner Information

Name: _____
 Company Name: _____
 E-mail Address: _____

Phone: _____
 Company Address: _____
 Contractor's License #: _____

Design Professionals' Information

Architect Name: _____
 Engineer Name: _____
 Soils Engineer: _____
 Soils Report Company Name & Report Number: _____

License #: _____
 P.E. #: _____
 P.E. #: _____

Project Description

- | | |
|---|---|
| <input type="checkbox"/> Single-family dwelling with _____ stories | <input type="checkbox"/> Attached garage with _____ square feet |
| <input type="checkbox"/> Duplex dwelling with _____ stories | <input type="checkbox"/> Detached garage with _____ square feet |
| <input type="checkbox"/> Crawlspace with _____ square feet | <input type="checkbox"/> Rooftop deck with _____ square feet |
| <input type="checkbox"/> Unfinished basement with _____ square feet | <input type="checkbox"/> Air conditioner. How many units: _____ |
| <input type="checkbox"/> Finished basement with _____ square feet | <input type="checkbox"/> Covered patio cover (front/rear): _____ square feet |
| <input type="checkbox"/> Walkout basement with _____ square feet | <input type="checkbox"/> Deck area: _____ square feet. Height from grade: _____ |
| <input type="checkbox"/> First floor with _____ square feet | <input type="checkbox"/> Shed area: _____ square feet. Height from grade: _____ |
| <input type="checkbox"/> Second floor with _____ square feet | <input type="checkbox"/> Carport area: _____ square feet |
| <input type="checkbox"/> Third floor with _____ square feet | <input type="checkbox"/> Other structures _____ with _____ square feet |

Accessory Dwelling Unit (ADU) Information

- | | |
|---|--|
| <input type="checkbox"/> Crawlspace with _____ square feet | <input type="checkbox"/> First floor with _____ square feet |
| <input type="checkbox"/> Finished basement with _____ square feet | <input type="checkbox"/> Second floor with _____ square feet |
| <input type="checkbox"/> Unfinished basement with _____ square feet | <input type="checkbox"/> Garage with _____ square feet |

What is the building footprint/coverage (including all structures on the lot)? _____ square feet

What is the gross floor area of all floors (basement, main, second)? _____ square feet

Height of structure from grade or base plane to highest roof line: _____

Fence Information

Height from highest grade: _____ feet

- Wing Fence. Describe location: _____
- Perimeter Fence. Describe location: _____

Neighbor Notification Form

Written notification to owners of adjacent properties is required.

SUBJECT PROPERTY INFORMATION	
Property Address	Street:
Contractor/Owner (person doing construction)	Name:
	Phone:
	Email:
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:
	Email:
Date	
Approximate Date of Construction	
Signature	

Affordable Housing Linkage Fee Application

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.

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: