



## Zoning and Building Permits for Single-family Homes and Duplexes

Use this guide for new residential construction, additions, attic conversions, and other projects that include structural or excavation work, as well as for zoning-only reviews. For smaller projects (fences, interior remodels, windows, doors, decks, detached storage, and other non-structural repairs), consult the “Home Projects” section of [denvergov.org/DS](http://denvergov.org/DS).

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### Helpful links

View adopted building codes, building code amendments, building code policies, and permitting guides online

- [www.denvergov.org/buildingcode](http://www.denvergov.org/buildingcode)

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

- [www.denvergov.org/zoning](http://www.denvergov.org/zoning)

View information about your project location

- [www.denvergov.org/maps/map/property](http://www.denvergov.org/maps/map/property)

Search for applicable site development plans and planned building groups

- [www.denvergov.org/maps/map/sitedevelopmentplans](http://www.denvergov.org/maps/map/sitedevelopmentplans)

Request research regarding a property: Zoning verification letter, zoning use verification letter, zoning bank letter, zone lot verification letter, and zoning compliance letter online

- [www.denvergov.org/zoning](http://www.denvergov.org/zoning) (under “Zoning Review, Permits & Inspections” box)

Plan review and permit fee information is available at

- [www.denvergov.org/DSfees](http://www.denvergov.org/DSfees)

Obtain copies of completed construction permits, certificates of occupancy, or copies of approved plans email

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

**Questions?** Email [ResidentialPermits@denvergov.org](mailto:ResidentialPermits@denvergov.org) or call (720) 865-2710. Please allow up to 48 hours for a response.

## How to submit

Online through e-permits at [denvergov.org/epermits](http://denvergov.org/epermits).

- Register for an e-permits account, then go to Development Services > Apply for a Permit and select the “building log” option to apply for a permit.

**Permits will no longer be issued at the counter** located on the 2nd floor at 201 W. Colfax Ave., Denver. Staff will be available to answer questions about codes, submittal requirements and the e-permitting system. Visit [denvergov.org/DS](http://denvergov.org/DS) to make an appointment.

Permit application information submitted to the City and County of Denver is public record and may be publicly viewable.

## How to resubmit

Resubmittals must be made in the same format as the initial submittal. For example, if the initial submittal was submitted via e-permits, then the resubmittal must be submitted via e-permits.

**Option 1** — Online through e-permits at [denvergov.org/epermits](http://denvergov.org/epermits)

- Upload resubmittal documents to the “attachments” page of the online LOG record

**Option 2** — In-person

**Option 3** — By email to [PlanReview@denvergov.org](mailto:PlanReview@denvergov.org)

## How to submit modified drawings

Modified drawings shall be submitted as an initial review and may be submitted in any of the methods listed under “How to submit,” regardless of the submittal path that was utilized for the initial project. When submitting, reference the original log number. Once submitted, modified drawings will receive a new log number. Once the project is approved, new permits will be issued just for the changes in the scope of work.

## Electronic document 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 from [denvergov.org/buildingcode](http://denvergov.org/buildingcode) under “Building Guides”).
- Save all files as PDFs. Combine plans into one PDF file if they were all prepared by the same individual. Otherwise, submit separate files for each discipline in order to preserve the encrypted digital signatures.
- All drawings must be scalable and legible. No JPEGs or other non-PDF file types can be reviewed.
- **Make sure all email attachments use the following naming convention (examples below):**

<DocumentName>\_<Address>\_<Date>

Completed forms in this guide	ResGuide_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



### Resubmittal Slip

Resubmittals must be made in the same format as the initial submittal. Only use this form if the plans were originally submitted in-person on paper.

#### 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.
- \_\_\_\_\_ Revised drawings with all changes clouded or marked. Submit 4 hard copies of only sheets that have revisions, separated and stapled, or 1 digital copy of the entire relevant plan set (not just individual sheets). As with the initial submittal, revised drawings must be signed and stamped by the licensed professional who prepared them.
- \_\_\_\_\_ Paper resubmittals must be bound. Loose sheets will not be accepted. Attachments submitted electronically must be saved as PDFs and use the following naming convention:  
    <DocumentName>\_<Address>\_<Date>

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

#### RESUBMITTAL SLIP (Only needed for hard copy resubmittals)

LOG # \_\_\_\_\_

RESUBMITTED ON \_\_\_\_\_  
(Today's Date)

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> ARCHITECTURAL | <input type="checkbox"/> ENVIRO. HEALTH | <input type="checkbox"/> FIRE DEPT.     |
| <input type="checkbox"/> STRUCTURAL    | <input type="checkbox"/> MECHANICAL     | <input type="checkbox"/> RESIDENTIAL    |
| <input type="checkbox"/> ELECTRICAL    | <input type="checkbox"/> PLUMBING       | <input type="checkbox"/> TRANSPORTATION |
| <input type="checkbox"/> LANDMARK      |   | <input type="checkbox"/> ZONING         |

- |                     |                          |                           |
|---------------------|--------------------------|---------------------------|
| ___ Abu-Jaber, Amir | ___ Gillespie, Shaunette | ___ Renn, David           |
| ___ Anderson, Vince | ___ Hill, David          | ___ SAFEbuilt             |
| ___ Andrzejuk, Adam | ___ Kirby, Tim           | ___ Schellhase, Street    |
| ___ Bartel, Chuck   | ___ Kocman, Ed           | ___ Simpson, Kevin        |
| ___ Benson, Brian   | ___ Krausz, Daniel       | ___ Sobey, Jim            |
| ___ Bock, Alicia    | ___ Lanz, J D            | ___ Stephens, Thaddeus    |
| ___ Boncich, Danny  | ___ Lieu, Kevin          | ___ Trujillo, Bridgette   |
| ___ Browning, Eric  | ___ Lukus, Brian         | ___ Vesque, Casey         |
| ___ Campbell, Mark  | ___ McQuinn, Jessica     | ___ Waite, Greg           |
| ___ Carlson, David  | ___ Neumann, Claude      | ___ Waltman, Lori         |
| ___ Caro, Tony      | ___ Ornelas, Reynaldo    | ___ Walton, Michael       |
| ___ Champagne, Joel | ___ Ostrander, Keith     | ___ Weldemichael, Kefelew |
| ___ Choury, Melissa | ___ Pafford, Carol       | ___ Yanong, Allen         |
| ___ Clark, Dave     | ___ Patterson, Chris     | ___ Young, Rodger         |
| ___ Emerick, Brad   | ___ Pica, Bret           | ___ Other: _____          |
| ___ Fox, Keith      | ___ Peetz, Keith         |                           |
| ___ Gallaher, Kirk  | ___ Reid, Sophia         |                           |



## Statement of Valuation Form

### For proposed work for single-family and duplex projects

Project Address: \_\_\_\_\_

Plan review and permit fees are based on your project valuation. Visit [www.denvergov.org/dsfees](http://www.denvergov.org/dsfees) for fee schedules.

**Notes:**

- Valuation is based on the total replacement cost to the owner (include labor, profit, overhead, materials, equipment, and installation).
- Batt insulation in floors and roofs, and all wall insulation, shall be included with the valuation for the RESCON permit.
- 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.

SINGLE FAMILY			DUPLEX			
TYPE OF WORK	PERMIT TYPE	AMOUNT	TYPE OF WORK	PERMIT TYPE	AMOUNT UNIT 1	AMOUNT UNIT 2
Construction	RESCON	\$	Construction	RESCON	\$	\$
Detached Garage <sup>1</sup>	RESCON	\$	Detached Garage <sup>1</sup>	RESCON	\$	\$
Shoring <sup>1</sup>	RESCON	\$	Shoring <sup>1</sup>	RESCON	\$	\$

**Footnote to Table Entries:** 1. If applicable, issued separately from the construction permit.

<b>RESCON Construction Valuation Total</b>	\$
<b>Other Permit(s) Valuation Total</b> <i>(Other permits include ELEC, PUMB, BoilerAC, MECH and ROOF)</i>	\$
<b>Zoning Construction Valuation Total</b> <i>(RESCON plus Other Permit(s))</i>	\$
<b>Project Gross Square Footage</b> <i>(For ICC Verification)</i>	

Signature of Owner or Authorized Owner Representative \_\_\_\_\_

Full Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

## 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: <small>Indicate record number type (e.g., Project Master, Concept, Zoning)</small>

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
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**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 <sup>†</sup> designed and regulated under the International Building Code	
Single-unit, two-unit or multi-unit dwellings <sup>†</sup> 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	

<sup>†</sup>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 38<sup>th</sup> & 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](http://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 <b>Date submitted:</b> <b>Concept #:</b> <b>Project Master #:</b>
B	Project is part of a property subject to an affordable housing plan or other preexisting contractual commitment or covenant to construct affordable housing <b>Project name:</b> <b>Plan recordation number:</b> <b>Submit a copy</b> of the recorded affordable housing plan, contractual commitment or covenant
C	Project has an affordable housing obligation from zoning <b>Provide zoning ordinance number that contains this obligation:</b>
D	Project entails residential dwelling units being built by a charitable, religious or other non-profit entity that are deed-restricted to ensure affordability <b>Submit a copy</b> 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. <b>Submit evidence</b> 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. <b>Submit evidence</b> 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. <b>Submit a description</b> 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. <b>Submit</b> 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. <b>Plans submitted</b> 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). <b>Plans submitted</b> for building/zoning review must clearly indicate the structure is an ADU, and <b>submit evidence</b> 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. <b>Submit a copy</b> 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. <b>Submit the approved waiver</b> 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. <b>Original log number:</b>

**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:



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**Submittal Checklist:**

LOG #: \_\_\_\_\_ (for CPD use only)

**Your project can start the review process if you submit the items below**

- For details on any of the plan elements below, consult the site plan and building elevation checklists in this guide.
- Any document (plans, drawings, reports, surveys, etc.) prepared by an architect or engineer must bear their seal and original signature on hard copies, or must be digitally signed and stamped if submitted electronically.

<p><b>Items (Include house/duplex address[es] on all pages submitted.)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A legal address already assigned (needed for each new unit)</li> <li><input type="checkbox"/> Statement of valuation form</li> <li><input type="checkbox"/> Affordable housing fee application</li> <li><input type="checkbox"/> Approvals from Landmark Preservation or the Board of Adjustment (if applicable)</li> <li><input type="checkbox"/> Boundary (vacant land) or improvement survey (if there are existing structures) for any construction within 3 feet of a property line, new homes and ADUs. ILCs not accepted.</li> </ul>
<p><b>Additional items needed for new homes and accessory dwelling units (ADUs):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Soils report that matches the project’s address and scope of work</li> <li><input type="checkbox"/> Structural drawings for foundation design and framing</li> </ul>

<p><b>Minimum requirements for plans</b> <span style="float: right;"><b>(provide 3 hard copies for paper resubmittals)</b></span></p>												
<p>On the plan <b>cover sheet</b> (or on the site plan), include</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The current adopted building code being used</li> <li><input type="checkbox"/> The method of IECC compliance (e.g., prescriptive, performance, or ERI)</li> </ul>												
<ul style="list-style-type: none"> <li><input type="checkbox"/> A <b>site plan</b> that includes             <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Address</td> <td><input type="checkbox"/> Reference lots</td> <td><input type="checkbox"/> Scale and dimensions</td> </tr> <tr> <td><input type="checkbox"/> Legend or call-outs</td> <td><input type="checkbox"/> Spot elevations</td> <td><input type="checkbox"/> Required and proposed setbacks</td> </tr> <tr> <td><input type="checkbox"/> Zoning calculations and information, including zone district and building form</td> <td><input type="checkbox"/> Zone lot depth line (e.g., 65/35 or 80/20)</td> <td><input type="checkbox"/> Water/sewer lines - see Sewer Use and Drainage item on page 12</td> </tr> <tr> <td><input type="checkbox"/> Legal description</td> <td><input type="checkbox"/> Setback/separation verification</td> <td><input type="checkbox"/> Clearly identified location of addition, if applicable</td> </tr> </table> </li> </ul>	<input type="checkbox"/> Address	<input type="checkbox"/> Reference lots	<input type="checkbox"/> Scale and dimensions	<input type="checkbox"/> Legend or call-outs	<input type="checkbox"/> Spot elevations	<input type="checkbox"/> Required and proposed setbacks	<input type="checkbox"/> Zoning calculations and information, including zone district and building form	<input type="checkbox"/> Zone lot depth line (e.g., 65/35 or 80/20)	<input type="checkbox"/> Water/sewer lines - see Sewer Use and Drainage item on page 12	<input type="checkbox"/> Legal description	<input type="checkbox"/> Setback/separation verification	<input type="checkbox"/> Clearly identified location of addition, if applicable
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<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Floor plans</b> that include             <ul style="list-style-type: none"> <li><input type="checkbox"/> Labels on all existing and proposed rooms, on all existing and proposed floors</li> </ul> </li> </ul>												
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Building elevations/sections</b> that include             <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Scale and dimensions</td> <td><input type="checkbox"/> Legend or call-outs</td> <td><input type="checkbox"/> Required and proposed setbacks and property lines</td> </tr> <tr> <td><input type="checkbox"/> Required bulk plane</td> <td><input type="checkbox"/> Allowed and proposed maximum height</td> <td><input type="checkbox"/> Setback/separation verification</td> </tr> <tr> <td><input type="checkbox"/> Front and rear base planes</td> <td></td> <td></td> </tr> </table> </li> </ul>	<input type="checkbox"/> Scale and dimensions	<input type="checkbox"/> Legend or call-outs	<input type="checkbox"/> Required and proposed setbacks and property lines	<input type="checkbox"/> Required bulk plane	<input type="checkbox"/> Allowed and proposed maximum height	<input type="checkbox"/> Setback/separation verification	<input type="checkbox"/> Front and rear base planes					
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<input type="checkbox"/> Front and rear base planes												



**Submittal Checklist (continued)**

Address:		Date:	Applicant X or N/A	Staff X or N/A
Other Reviews	<p>A <b>Sewer Use &amp; Drainage Permit (SUDP)</b> review is required for all excavations and any properties located in the floodplain. For electronic submittals, show size, type, and location of water, storm sewer, and sanitary sewer lines to start a concurrent SUDP review.</p> <p>Check floodplain status for any property at <a href="http://denvergov.org/flood">denvergov.org/flood</a> before drafting building plans, as properties in the floodplain may face unique construction constraints. Paper submittals must still submit plans separately for SUDP review. Instructions at <a href="http://denvergov.org/SUDP">denvergov.org/SUDP</a>.</p> <p>A <b>DDPHE</b> review is required for excavations.</p> <p>If your project is on a designated parkway, approval from <b>Denver Parks and Recreation</b> is required.</p> <p>A <b>Transportation</b> review is required for projects with a valuation greater than \$100,000, ADUs, garages, increase in number of dwelling units, new or modified curb cuts, alleys less than 15 feet wide, impacts to corner site triangles, and missing or attached sidewalks.</p> <p>A <b>Forestry</b> review may be required to remove or protect trees in the City right-of-way, primary street setback, and side street setback.</p> <p>A <b>Structural</b> review is required for any structural work that exceeds the prescriptive requirements and limitations of the IRC. Examples include underpinning, sister wall, sister curb, bench footing, shoring, second story additions and attic conversions, proprietary materials, designs, and methods of construction, proprietary foundation repair submittals with deep foundation elements (helical piers or push piles), structural work or change of use previously completed without permits, and elevators.</p> <p>A <b>Fire</b> review is required for elevators, ADUs, a second primary structure in the rear 50% of the lot depth, and if a 150' hose reach from the apparatus spotting area cannot reach all areas of the first-floor exterior walls. All bedroom windows must have direct access to a public way for emergency egress and firefighter ingress.</p>			
	<b>Energy code compliance:</b>			
	(1) List your method of IECC compliance (e.g., prescriptive, performance, or ERI) on your plans.			
	(2) Submit two copies of an IECC compliance report, which could be RESCHECK (including the inspection checklist), RESnet HERS, or the IRC/IECC tables.			
	(3) If your work includes new HVAC equipment, submit two copies of the ACCA Manual J and S calculation packages for equipment sizing, and Manual D calculations if new ducts are also proposed. This is not required for interior renovations or for additions that only increase the total area by 30% or less.			
	For 2 <sup>nd</sup> -story additions, attic conversions, or a change of occupancy: Submit two copies of a <b>letter of structural integrity</b> signed and sealed by an architect/engineer for the existing foundation & buildings. (The letter must state they have personally inspected the foundation and building per DBCA 133.3).			
	As applicable, submit two copies of <b>shoring and excavation details</b> signed and sealed by an engineer with calculations per building code policy Admin 130.2A. Shoring is required when the wall slopes of an excavation will be steeper than 1.5 feet horizontal to 1 foot vertical, or as indicated in the geotechnical investigation report. A separate shoring permit must be obtained before receiving a building permit.			
Any <b>engineered truss design</b> must bear the engineer's seal and signature and be available onsite at time of building inspection, with truss layout by supplier, per DBCA 133.2.				
<b>Engineered design and calculations</b> are required for any design elements that do not conform to the prescriptive requirements of the 2015 IRC, per DBCA 133.2.				
Drawings and engineer's <b>calculations for underpinning, sister walls, basement digouts and foundation repair</b> are required for additions or new basements, per DBCA 133.2.				
Excavation / Demolition	The person making or causing an excavation, demolition or relocation must provide <b>written notice to adjacent property owners</b> (both sides and behind). See DBCA Section 3307.1.1 for instructions. Submit verification that you notified neighbors and submit a copy of the notification letter. Certified mail return receipts are required prior to permit release.			
	<p>(1) For a <b>total demolition</b>, you will need a separate demolition permit before receiving a building permit for the replacement structure. Find information on the "Demolition" webpage at <a href="http://www.denvergov.org/DS">www.denvergov.org/DS</a>.</p> <p>(2) For <b>demolition of &lt; 100%</b> of existing structures (removing exterior walls or a section of the roof in preparation for an addition or remodeling), submit a partial demolition plan (as outlined in this guide).</p>			



**Site Plan Requirements**

The applicant is responsible for complying with all code and rule requirements, whether or not described by this guide. Include all of the items listed below (continued on the next page) on the site plan. Zoning tip sheets are located at the end of this guide.

<ul style="list-style-type: none"> <li>You may submit separate site plans that each show zoning-only, SUDP-only, and building-only information, or submit a combined site plan that has zoning, SUDP, and building code information on the same plan, provided all information is clearly legible and labeled as indicated below.</li> <li>Submit this checklist with your plans.</li> </ul>	Applicant X or N/A
<b>Address and legal description</b> clearly indicated on the plans.	
<b>North arrow</b> clearly indicated on the plans.	
<b>Scale:</b> Drawings must be clear, show dimensions, and be drawn to a common architectural or engineering scale (Minimum paper size is 11" x 17").	
<b>Plan legend or call-outs</b> must include property and zone lot lines, including linear dimensions, setbacks, spot grades, fences, and existing and proposed structures.	
Clearly indicate the 65%/35% or 80%/20% <b>zone lot depth line</b> on the plans (see Zoning Tip Sheet #2).	
<b>Label</b> all streets, alleys, and public sidewalks abutting the subject zone lot. Label new and existing driveways.	
For projects subject to a "block-sensitive primary street setback": Show the <b>reference lots</b> used to determine the minimum block-sensitive setback for the subject zone lot. Include the location of the street-facing facade of the primary structure on each reference lot, and mark its setback distance to the primary street. (See DZC, Sec. 13.1.5.3 and Zoning Tip Sheet #1)	
<b>Dimension</b> the footprints of all existing and proposed structures including sheds, decks, patios, and any roof/overhang elements. Measure dimensions from to the furthest projection of the exterior wall, eaves, and any other element in the setback space to the surrounding property lines. See DZC, Sec. 13.1.5.9.C.1.	
Clearly indicate the <b>required and proposed setbacks</b> for all structures on the lot. The setback is the shortest distance from the nearest zone lot line(s) to the enclosed portion of the structure. Also indicate the distance between all detached structures on the lot (measured from the closest enclosed portions of each).	
<b>Setback/separation verification</b> dimensions are required if a structure is within 1 foot of a required zoning setback on any side of the lot or a required building separation. See Zoning Tip Sheet #5 or building code policy ADMIN 133.3 at <a href="http://www.denvergov.org/buildingcode">www.denvergov.org/buildingcode</a> .  Note: If the new structure or addition will be located within 1 foot of the property's required zoning setback line, you must also submit wall section drawings that show the distances to property lines from the following: the furthest projection of the exterior wall, the outside face of the foundation wall, and the furthest projection of any overhangs, eaves, etc. (see Tip Sheet #5).	
<b>Original grade "spot" elevations</b> at the following locations: 1. Corners of the zone lot, and 2. The point where the side interior zone lot lines intersect the minimum required primary street setback line. See base plane rule of measurement at DZC, Sec. 13.1.2.2, and setback rule of measurement at DZC, Sec. 13.1.5.3., and Zoning Tip Sheet #2.	
<b>Pedestrian access</b> meeting the guidelines of DZC, Sec. 13.1.6.2.B.	
Show location, size, and type of existing and proposed <b>water, storm sewer, and sanitary sewer lines</b> . If the property is in a floodplain, show the <b>floodplain boundaries</b> and label the <b>flood zones</b> . Visit <a href="http://denvergov.org/flood">denvergov.org/flood</a> for floodplain map and additional information."	
Mark the location, height, and materials for <b>fences, walls, and retaining walls</b> .	
Provide calculation of the <b>parking and drive lot coverage</b> in the primary street setback.	
Show and dimension that at least 65% of the primary street facing facade enclosing the primary use (excluding the garage width) is closer to the primary street zone lot line than the attached garage.	
Clearly mark the location and dimensions of all basement egress windows, air conditioner condenser units, and similar items proposed to be placed inside a zoning setback area.	
Include your <b>zoning land use information and calculations</b> in a table or a separate box on the site plan (see a sample table on the next page).	
Mark the diameter and location of established trees within the minimum required primary street setback. Note if any are proposed to be removed. See DZC, Sec. 10.5.3.1. and the DZC definition of "Established Tree."	



**Site Plan Requirements (Continued)**

ZONING LAND USE INFORMATION AND CALCULATIONS: These items must be included on any site plan submitted for a zoning review		
<p>Please organize your land use information and calculations in a table or another easy-to-read format. This can be located on your site plan or full floor plan sheets, or included as a separate attachment to the permit application.</p> <p>The following information must be included:</p> <p>(1) Identify each completely enclosed structure on the property by its <b>building form</b> according to the zoning code;</p> <p>(2) Identify the primary <b>zoning land use</b> and any accessory home occupation or accessory dwelling unit (ADU) uses contained on each habitable story of each structure, including basements;</p> <p>(3) Provide the <b>gross floor area (GFA)</b> of each land use per habitable story, including basements; and</p> <p>(4) Also list on your plans the <b>zone district, building coverage calculation, number of parking spaces provided, and total square footage (GFA) by use.</b></p>	Applicant X or N/A	Staff X or N/A

Building Form and Habitable Stories	Zoning Land Use(s)	Gross Floor Area (SF)
<b>XXXX Building Form (Example: "Primary Urban House" Building Form)</b>		
Basement	One-Unit Dwelling ( <i>All uses listed here are examples</i> )	900 sq. ft.
1 <sup>st</sup> Floor	One-Unit Dwelling	1200 sq. ft.
2 <sup>nd</sup> Floor	One-Unit Dwelling	1000 sq. ft.
Continue listing enclosed habitable stories as applicable	One-Unit Dwelling	400 sq. ft.
<b>XXXX Building Form (Example: "Detached Accessory Dwelling Unit" Building Form)</b>		
1 <sup>st</sup> Floor	(1) Vehicle Parking and Miscellaneous Storage (2) Home Occupation – Wood-working Business	(1) 350 sq. ft. (2) 150 sq. ft.
Continue listing enclosed habitable stories as applicable	Accessory Dwelling Unit (max. double occupancy)	400 sq. ft.



**Building Elevations Requirements**

This guide should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described by this guide. Include all of the items listed below (as applicable) on your elevations. Zoning tip sheets are located at the end of this guide.

ELEVATIONS MUST CONTAIN ALL OF THE FOLLOWING INFORMATION		
	Applicant X or N/A	Staff X or N/A
<ul style="list-style-type: none"> <li>You may submit separate elevations that each show zoning-only and building-only information, or submit a combined elevations sheet that has both zoning and building code information on the same sheet, provided all information is clearly legible and labeled as indicated below.</li> <li>Submit this checklist with your plans.</li> </ul>		
<b>Scale:</b> Drawings must be clear, show dimensions, and be drawn to a common architectural or engineering scale (Minimum paper size is 11" x 17").		
<b>Plan legend or call-outs</b> must include property and zone lot lines, including linear dimensions, setbacks, spot grades, fences, and existing and proposed structures.		
Label and show the <b>zone lot lines/property lines</b> .		
Clearly indicate the 65%/35% or 80%/20% <b>zone lot depth line</b> on the plans (see Zoning Tip Sheet #2).		
Clearly indicate the <b>required and proposed setback</b> dimensions for all structures on the subject zone lot. The setback is the shortest distance from the nearest zone lot line(s) to the enclosed portion of the structure.		
<p><b>Setback/separation verification</b> dimensions are required if a structure is within 1 foot of a required zoning setback on any side of the lot or a required building separation. See Zoning Tip Sheet #5 or building code policy ADMIN 133.3 at <a href="http://www.denvergov.org/buildingcode">www.denvergov.org/buildingcode</a>.</p> <p>Note: If the new structure or addition will be located within 1 foot of the property's required zoning setback line, you must also submit wall section drawings that show the distances to property lines from the following: the furthest projection of the exterior wall, the outside face of the foundation wall, and the furthest projection of any overhangs, eaves, etc. (see Tip Sheet #5).</p>		
<b>Front and rear base planes</b> must be shown as a horizontal plane originating at the appropriate average spot grade elevations shown on the site plan. For guidance, see Zoning Tip Sheet #2; the front and rear base plane rules of measurement in DZC, Sec. 13.1.2.2; and the setback rule of measurement in DZC, Sec. 13.1.5.3.		
Dimension the allowed and proposed <b>maximum height</b> in both feet and number of stories for all structures, measured from the front and rear base planes. See Zoning Tip Sheet #2 and DZC, Sec. 13.1.2.3 for applicable building height rules of measurement.		
Indicate the proposed and required <b>bulk plane</b> for all structures, measured from the front and rear base planes (see Zoning Tip Sheet #2). Show all roof/overhang elements.		
Dimension the primary street <b>upper story setback</b> for any portion of the building with a low slope roof above 25 feet.		
Show the elevation at the top of the <b>foundation wall</b> , at the <b>top plate</b> , and the <b>finished floor elevation</b> for all structures.		
For <b>attached garages</b> facing the primary street, show the garage door dimensions, and the ratio of garage door width to the total primary street-facing façade of the building. See DZC, Sec. 13.1.6.L.		
<b>Pedestrian access</b> meeting the guidelines of DZC, Sec. 13.1.6.2.B.		



**Partial Demolition Plan**

A partial demolition plan is required when you demolish less than 100% of a structure on your property, and the portion of the structure to be retained does not meet current zoning rules for setback, building bulk, or height. Staff will review the partial demolition plan to determine if the demolition is more or less than 40% of the square footage of a structure’s exterior walls.

- If the area to be demolished is 40% or more of the exterior square footage, any new construction must meet current zoning codes and a separate “total demolition permit” is required. Consult the *Demolition* webpage at [www.denvergov.org/DS](http://www.denvergov.org/DS) for instructions.

**PARTIAL DEMOLITION PLANS MUST CONTAIN ALL OF THE FOLLOWING INFORMATION**

	<b>Applicant</b> X or N/A	<b>Staff</b> X or N/A
Address clearly indicated on the plans		
North arrow clearly indicated on the plans		
Scale: Drawings must be clear, show dimensions, and be drawn to a common architectural or engineering scale (Minimum paper size is 11" x 17").		
Plan legend or call-outs must include property and zone lot lines, including linear dimensions, setbacks, spot grades, fences, existing and proposed structures, and all others as proposed. See the Denver Zoning Code (DZC) Sec. 13.1.5.2.		
Clearly indicate the 65%/35% or 80%/20% zone lot depth line on the plans (see Zoning Tip Sheet #2).		
Label all streets, alleys, and public sidewalks abutting the subject zone lot.		
Clearly indicate the required and proposed setback dimensions for all structures on the subject zone lot, as measured from the nearest zone lot line(s).		
Include dimensions of any portion of the existing structure that encroaches into a zoning setback area, including roof eaves/overhangs, basement egress window wells, unenclosed front porches, patios, and decks.		
Mark the footprint of the entire existing structure, using different line weights or line styles to show which portions of the structure’s exterior walls will be demolished and which will be retained.		
Include building elevations that show your calculation of the % of total exterior wall surface area (length x height) to be demolished compared to the total existing exterior wall surface area.		
If the calculation confirms that the proposed voluntary demolition is less than 40% of the total square footage of the existing structure’s exterior wall area, add the following <b>note</b> to your demolition plan: “The owner of the subject property attests and understands the existing structure shown on this plan is categorized as a Compliant Structure per Denver Zoning Code, Division 12.6, and/or categorized as a Nonconforming Structure per Denver Zoning Code, Division 12.8, and as such, demolition of 40% or more of the square footage (area) of the structure’s exterior walls as a result of construction activities will require new or revised zoning/building plans documenting full compliance with all applicable zone district standards.”		
If the existing structure does not comply with current zoning rules on building bulk or height (in stories or feet), also submit <b>building elevations</b> showing the following: <ol style="list-style-type: none"> <li>1. The bulk plane (which is the allowed building envelope) and maximum building height in feet measured from the zoning front and rear base planes (see Zoning Tip Sheet #2 and DZC, Sec. 13.1.2.2).</li> <li>2. If the existing structure does not comply with rules on building bulk, submit elevations of the existing structure that clearly distinguish between portions of the structure to be retained and new additions/renovations. Ensure the plan is clearly dimensioned to show portions of the retained existing structure, including roof eaves/overhangs that project through the bulk plane envelope.</li> <li>3. If the existing structure does not comply with rules on height, submit elevations of the existing structure that clearly distinguish between portions of the structure to be retained and new additions/renovations. Ensure the plan shows the dimensions of portions of the retained structure that exceed the required height in feet or number of stories, per DZC, Sec. 13.1.2 and 13.1.4.2.</li> </ol>		



## Notification Form

Written notification to owners of adjacent properties is required.

SUBJECT PROPERTY INFORMATION	
Property Address	Street:
Contractor/Owner (person making demolition)	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	



## Tips and Sample Plans

The pages beyond this point do NOT need to be submitted with your documents and plans. The information is intended as a resource to help you prepare plans that comply with zoning and building codes.

### Determining your zone district and landmark status

**Zone District.** Use the DevelopDENVER map at [DenverGov.org/DS](http://DenverGov.org/DS) to find your zone district, landmark status and other information on your property that may affect what reviews/permits you need.

**Landmark Status.** If your property is a locally designated landmark or in a historic district—and your project involves exterior alterations—you must receive an approval from Landmark Preservation before obtaining zoning or building permits. Find instructions on the “Design Review” page at [DenverGov.org/preservation](http://DenverGov.org/preservation).

Once your project has been approved by either landmark preservation staff or the Landmark Preservation Commission, you must include all landmark-approved drawings, demolition plans, design details, window/door sections, and material specifications, etc. (ICC worksheets cannot substitute for a drawing set) in your submittal for zoning/building permits. *If not previously reviewed by Landmark, submit these materials for concurrent review during the residential zoning/building review process.*

### Resubmittal versus Modified Drawings

#### What is a resubmittal?

Resubmittals occur before a permit is issued when your plans/drawings need to be amended and resubmitted during the plan review process.

#### Resubmittal submittal requirements

Resubmittals must include a written response to all plan review comments. All changes to the original set of drawings shall be clouded.

#### What are modified drawings?

Once a permit has been approved and issued, then the project shall be built to the approved drawings. If the scope of work changes during construction, then those changes must be reviewed and permitted. The documents and drawings submitted for review that reflect the changes to the scope of work after permits have been issued are considered modified drawings.

#### Modified drawing submittal requirements

Modified drawings shall be accompanied by a letter that lists all of the changes to the scope of work from what was originally permitted. All changes to the original set of drawings shall be clouded.

### Designated Parkway

If your property is located on a designated parkway, there are setback requirements from the public right-of-way line that are intended to promote the maintenance of tree, shrub, and groundcover improvements within this setback area. To determine if your property is on or abuts a designated parkway please refer to map and setback information found on [denvergov.org/maps/map/parkways](http://denvergov.org/maps/map/parkways).

### After permit approval...next steps

Zoning and building are just two types of development review. Applicants should also contact other agencies to verify requirements that may affect the overall project, including Public Works, Denver Water, and the EPA.

- Public Works may require projects to improve, construct, or reconstruct the public sidewalks and/or street infrastructure within the Right-of-Way (ROW) adjacent to their property. Contact Public Works at 303-446-3469 to schedule a field meeting with a ROW inspector to determine if you need a ROW permit.
- Water service lines older than 50 years of age or that are made of non-copper material, like lead, are prone to breaks and may pose health risks. Contact Denver Water at 303-628-6100 or [watersales@denverwater.org](mailto:watersales@denverwater.org) for a free service line evaluation, or visit [www.denverwater.org/lead](http://www.denverwater.org/lead).
- The Environmental Protection Agency (EPA) requires contractors who do renovation, repair, or painting work in homes, childcare facilities and preschools built before 1978 to use an EPA-certified renovator trained to prevent contamination from toxic lead-based paint. Learn more at [www.epa.gov/lead](http://www.epa.gov/lead).

**Inspections.** Zoning and building inspections will occur throughout the construction process. Find information on inspection scheduling at [www.denvergov.org/buildinginspections](http://www.denvergov.org/buildinginspections).

# Site Plan & Elevations

## Suburban/Urban/Urban Edge Lot

Circle one

Address \_\_\_\_\_

Owner/Applicant \_\_\_\_\_

Date \_\_\_\_\_

Zone District \_\_\_\_\_

Building Form \_\_\_\_\_

Zone Lot Area \_\_\_\_\_ S.F.

Zone Lot Width \_\_\_\_\_ ft

Primary Footprint \_\_\_\_\_ S.F.

Accessory Footprint \_\_\_\_\_ S.F.

Total Footprint \_\_\_\_\_ S.F.

Max. Coverage \_\_\_\_\_

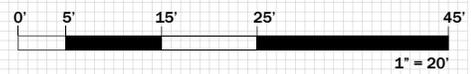
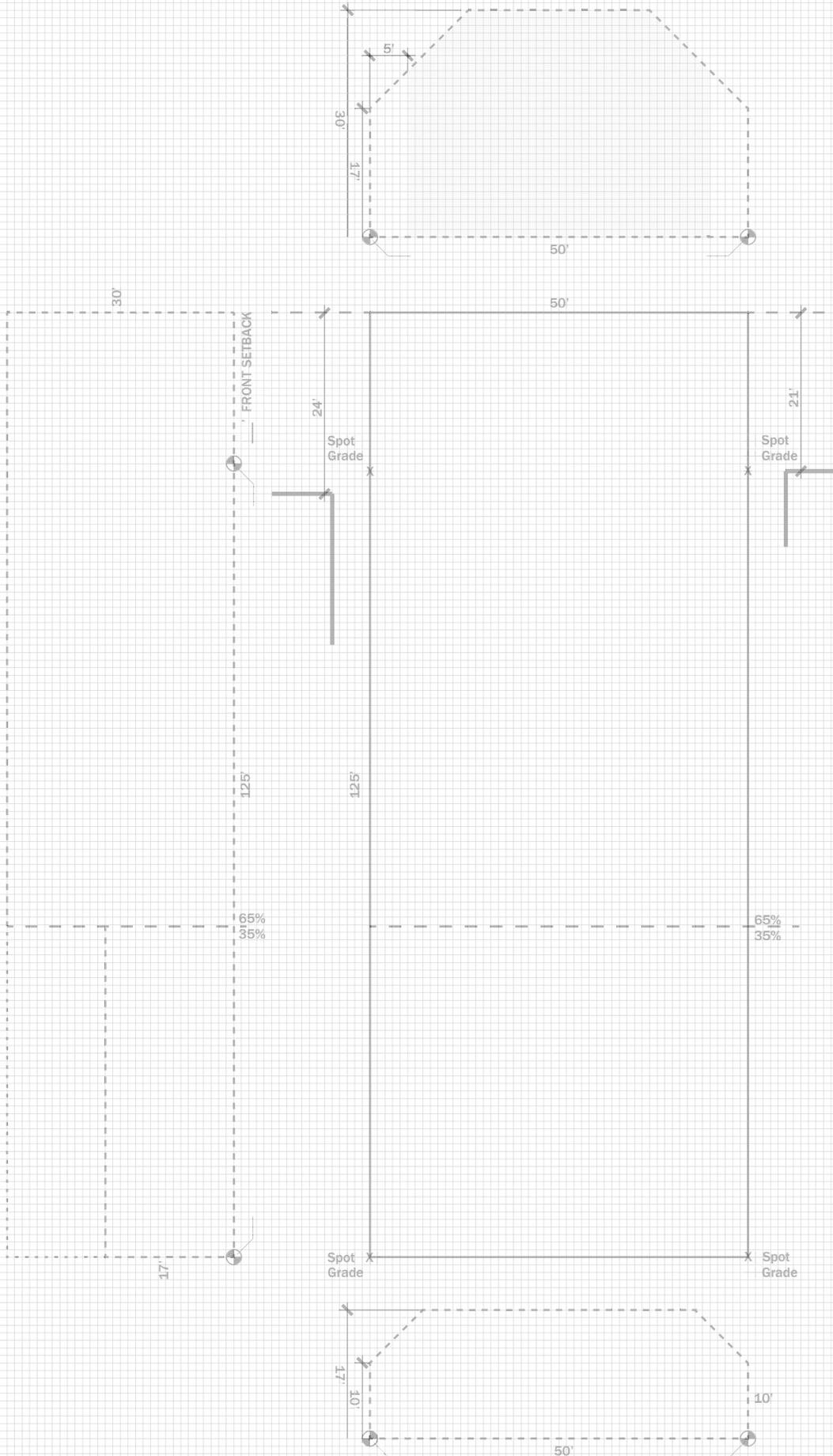
Proposed Coverage \_\_\_\_\_

Front Base Plane Elevation \_\_\_\_ ft

Rear Base Plane Elevation \_\_\_\_ ft

Proposed Use \_\_\_\_\_

**\* All plans must be consistent with the 2015 IRC and the 2016 Denver Building Code Amendments**



North



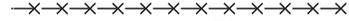
**ZONING ONLY EXAMPLE SITE PLAN**

Address Owner Date

**U-SU-B Zone District  
Urban House Building Form**

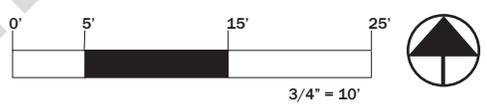
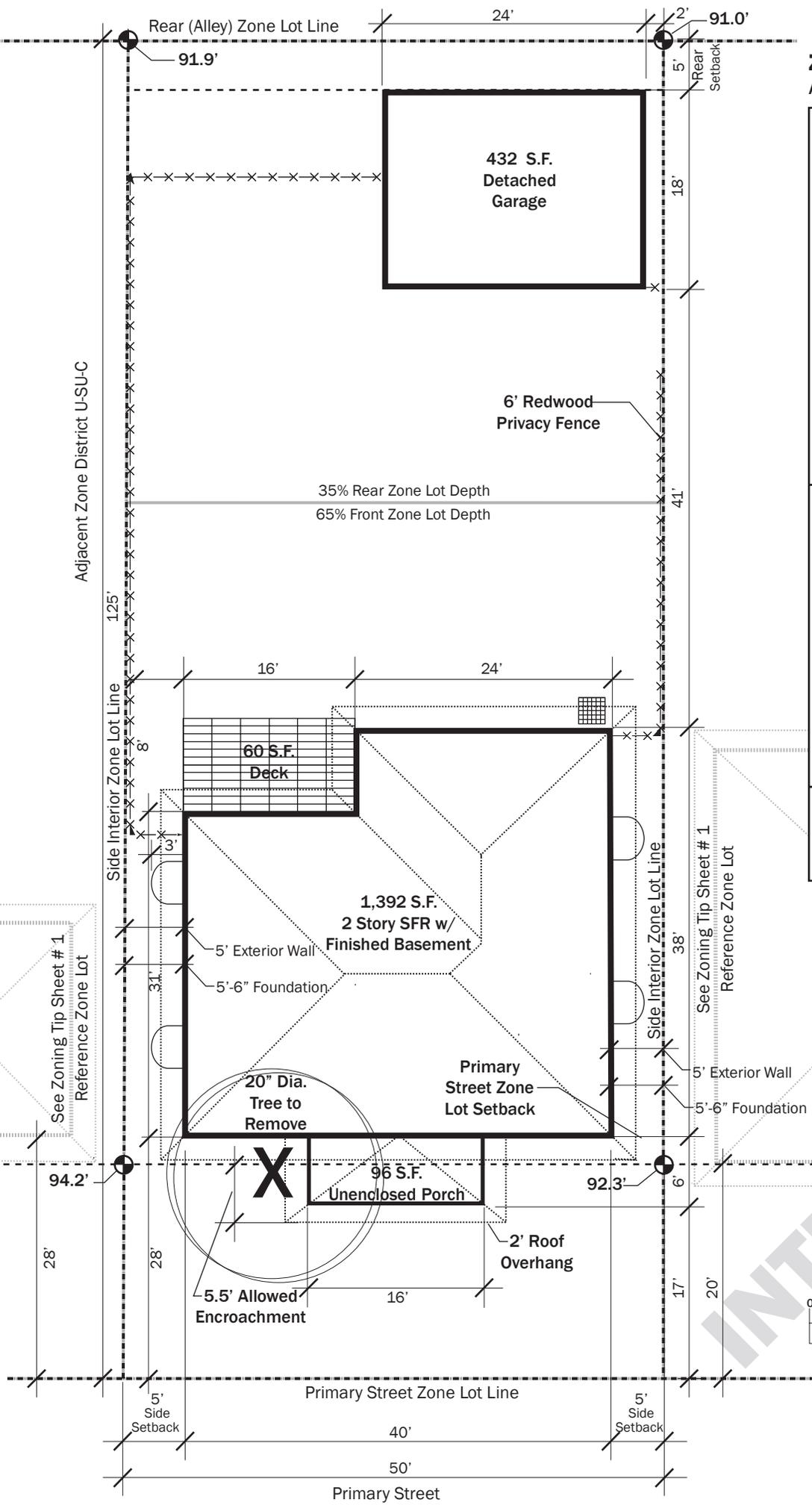
Zone Lot Area 6,250 S.F.  
 50 Foot Wide Zone Lot  
 Primary Structure Footprint = 1,392 S.F.  
 Detached Garage Footprint = 216 S.F.  
 \* 50% Reduction per DZC  
 Total Building Footprints = 1,608 S.F.  
 Total Building Coverage = 26%  
 $1,608 / 6,250 = .259$  or 26%  
 Maximum Allowed Building Coverage = 37.5%  
 2 Parking Spaces Provided  
 Front Base Plane Average Elevation = 93.2'  
 $(93.5 + 91.5) / 2 = 93.2'$   
 Rear Base Plane Average Elevation = 91.5'  
 $(91.9 + 91.0) / 2 = 91.45'$

**Legend**

- Property or Zone Lot Line - - - - -
- Required Zone Lot Setback - - - - -
- 65%/35% Zone Lot Depth Line ———
- Spot Elevations at Original Grade 
- Exterior Building Footprint 
- Roof Line 
- Adjacent Structure Footprint 
- Patio 
- Fence 
- Window Wells (3' X 4') 
- A/C Unit 30" X 30" Pad 
- Concrete 

**Zoning Land Use Information**

See table requirements in the Permitting Guide. This may be included as a table on the plans or as an attachment to the permit application.



INTERIOR LOT

Adjacent Zone District U-SU-C

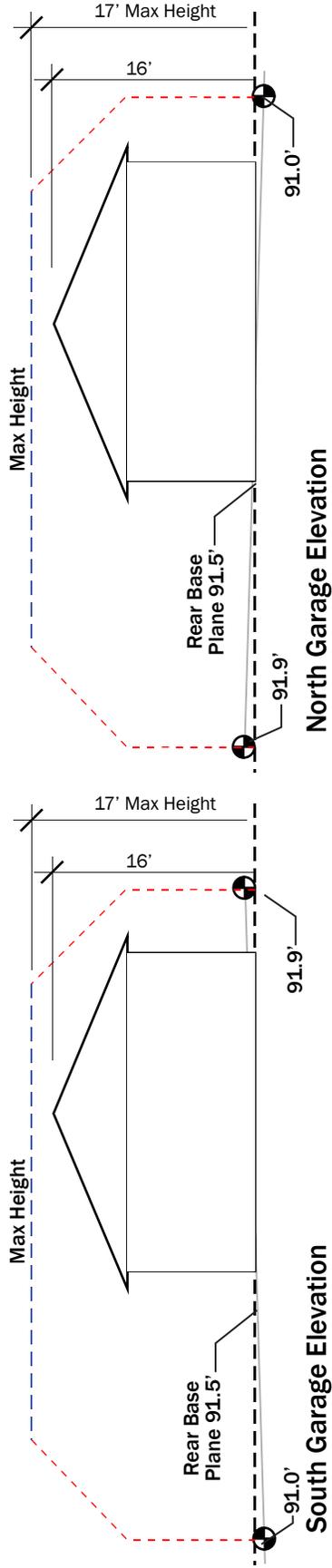
See Zoning Tip Sheet # 1  
Reference Zone Lot

See Zoning Tip Sheet # 1  
Reference Zone Lot



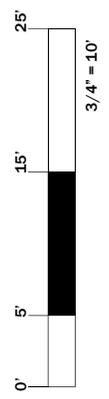
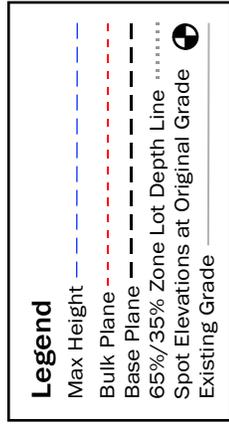
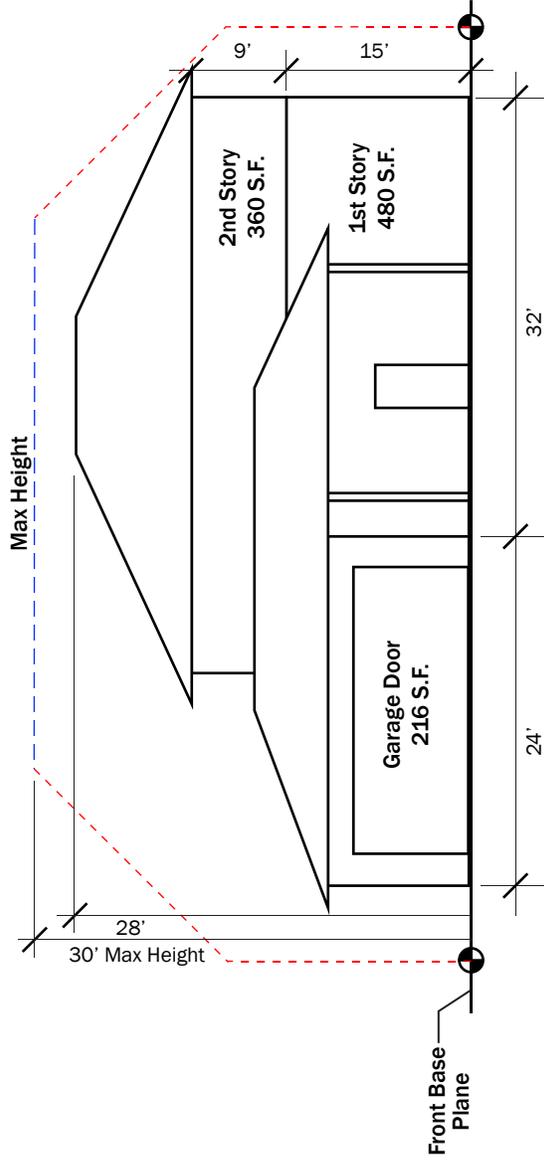
# ZONING ONLY SAMPLE DETACHED GARAGE ELEVATIONS

Address  
Owner  
Date



# ZONING ONLY SAMPLE ATTACHED GARAGE ELEVATIONS

Address  
Owner  
Date



## Attached Garage Design Standards

\*\* In cases where the garage door faces the primary street, it cannot project further than the facade portions that constitute at least 65% of the total width of the primary structure enclosing the primary use (see section 13.1.6.H of the Denver Zoning Code).



## Zoning Tip Sheet # 1:

### Determining a Block Sensitive Primary Street Setback under the Denver Zoning Code

This guide explains how to apply the Denver Zoning Code to your property to determine an applicable Block Sensitive Primary Street Setback (“Block Sensitive Setback”) standard. Block Sensitive Setbacks typically apply to all new residential construction in a residential zone district (e.g., -SU, -TU, -TH and -RH zone districts). Block Sensitive Setbacks are measured from the designated “Primary Street Zone Lot Line.” This guide will help you understand these important zoning concepts, and should be read in conjunction with the applicable Denver Zoning Code provisions, referenced below. The Denver Zoning Code (“DZC”) may be found online at [www.denvergov.org/zoning](http://www.denvergov.org/zoning).

#### Intent of the Block Sensitive Setback

The “Block Sensitive Setback,” together with zone district regulations for maximum building height and bulk, provides a contextual setback responsive to existing conditions and helps to maintain an existing or planned neighborhood character along the same side of a primary street. The Block Sensitive Setback is a minimum building setback established using the location of the street-facing facades of neighboring primary structures (homes) located on at least 2 nearby zone lots called “reference lots.” Development of a new or expanded primary structure (home) on the subject property can be located no closer to the Primary Street Zone Lot Line than the closest street-facing facade of a principal structure located on the 2 reference lots. See Figure 1, and DZC, Section 13.1.5.3 for more detail.

#### Step #1. Determine the Applicability of a Block Sensitive Setback

- Once you know the zoning for your subject property, refer to the applicable building form standards (e.g., the Urban House building form in a U-SU-C zone) to confirm whether a Block Sensitive Setback is required.
- If a Block Sensitive Setback is required, review the rules in DZC, Section 13.1.5.3.B, to confirm that your property actually qualifies for application of the Block Sensitive Setback. For example, a Block Sensitive Setback may not apply if there are less than 3 lots containing residential structures on the same side of the block as your property.

#### Step #2. Determine the Block Sensitive Setback Reference Lots

- For interior zone lots (see Figure 1), identify the two closest zone lots to the subject property that:
  - Contain a primary residential structure; and
  - Face the same Primary Street Zone Lot Line as the subject property.
- The reference lots for a corner property will be the two closest abutting zone lots that: (i) contain a primary residential structure; and (ii) face the same Primary Street Zone Lot Line as the subject corner property.
- Applicants may request an administrative adjustment in cases where the majority of reference lots have structures with less than/greater than the minimum required setback required by the building form/zone district, where two reference zone lots cannot be identified, or where the entire block face should be considered. See DZC, Section 13.1.5.3.C.

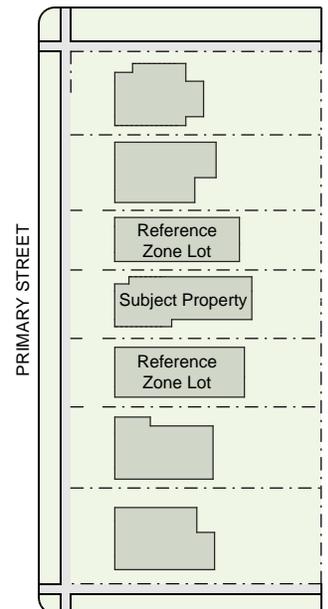


Figure 1

#### Step #3. Determine Your Minimum Block Sensitive Setback

- On the 2 reference lots, establish the setback distance between the closest points of the primary structures’ street-facing facades (not including unenclosed front porches) to the Primary Street Zone Lot Line. See Figure 2.
- The minimum Block Sensitive Setback for your property will be the lesser of the reference lots’ primary street setbacks identified in Step 3.A. In the example shown in Figure 2, the minimum Block Sensitive Primary Street Setback for the subject property is 20 feet.

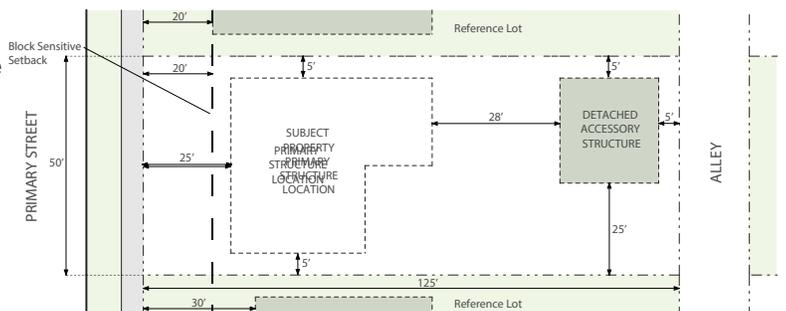


Figure 2



C. The 2 reference zone lots identified in Steps 3.A and 3.B above will establish the Block Sensitive Setback for the subject property, unless one of the following special conditions exist:

**1. One (not both) Reference Zone Lot Has a Primary Street Setback Less Than 20 Feet**

If the Primary Street-facing facade of the primary structure on only one of the reference zone lots is less than 20 feet from the Primary Street Zone Lot Line, then the next two closest zone lots to the subject property, plus the subject property itself (but only if it contains an existing structure), are identified to determine the 2 reference zone lots, under the following analysis:

- i. If none of the other identified zone lots have a primary street setback less than 20 feet, then the original reference zone lot with a primary street setback less than 20 feet is considered an "outlier" and must be removed from the determination. The next two closest zone lots to the subject property will be the reference zone lots and establish the Block Sensitive Setback. See Figure 3.
- ii. If a majority of the other identified zone lots have primary street setbacks of less than 20 feet, then the next two closest zone lots to the subject property will be the reference zone lots and establish the Block Sensitive Setback. See Figure 4.
- iii. If there is not a majority of the identified zone lots with primary street setbacks of less than 20 feet, the Zoning Administrator will establish the Block Sensitive Setback based on an analysis of the predominant primary street setback pattern of all the identified zone lots. See Figure 5.

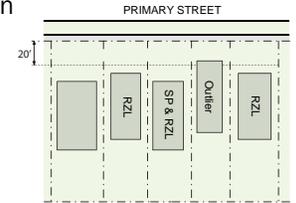


Figure 3

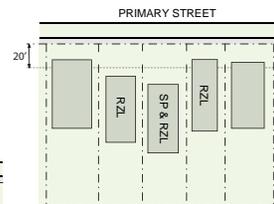


Figure 4

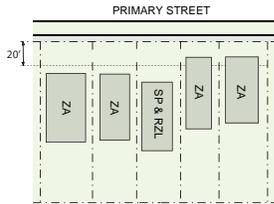


Figure 5

**2. One (not both) Reference Zone Lot Has a Primary Street Setback that is 50% or Greater of its Zone Lot Depth**

If the Primary Street-facing facade of the primary structure on only one of reference zone lots is setback from the Primary Street Zone Lot Line a distance equal to or greater than 50% of its Zone Lot Depth, then the next two closest zone lots to the subject property, plus the subject property itself (but only if it contains an existing structure), are identified to determine the 2 reference zone lots, under the following analysis:

- i. If none of the other identified zone lots have a primary street setback equal to or greater than 50% of its Zone Lot Depth, then the next two closest zone lots to the subject property will be the reference zone lots and establish the Block Sensitive Setback. See Figure 6.
- ii. If at least one other of the identified zone lots has a primary street setback equal to or greater than 50% of its Zone Lot Depth, then the Zoning Administrator will establish the Block Sensitive Setback based on an analysis of the predominant primary street setback pattern of all the identified zone lots. See Figure 7.

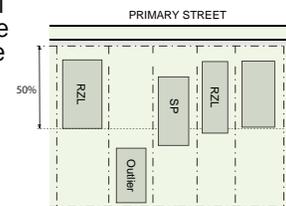


Figure 6

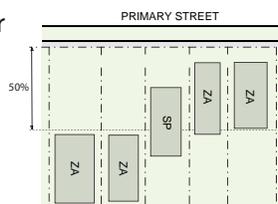


Figure 7

Denver Zoning Code reference sections:  
Block Sensitive Setbacks 13.1.5.3

## Zoning Tip Sheet # 2:

### Zoning Base Planes and Measuring Building Height and Bulk under the Denver Zoning Code

This guide will show you how to apply the Denver Zoning Code to show the height and bulk of all structures on your property, including any proposed new construction, as measured from a required front and rear “base plane.” This guide will help you understand these important zoning concepts, and should be read in conjunction with the applicable Denver Zoning Code provisions, referenced below. The Denver Zoning Code may be found online at [www.denvergov.org/zoning](http://www.denvergov.org/zoning).

#### Purpose of Base Plane, Height and Bulk Standards and Rules of Measurement:

The concept of a zoning “base plane,” together with zone district regulations for maximum building height and bulk, are intended to appropriately site and scale new buildings in response to an existing or planned neighborhood scale and character. The use of an imaginary “base plane” tied to the original grade of a property, from which both building height and bulk plane are measured, protects neighborhood character by preventing excessive building height (whether measured in feet or stories) possible through manipulation of finished grade.

#### Applicability:

This tip sheet applies in all residential zone districts where development under the Urban House, Duplex, or Tandem House building forms requires the use of two base planes for measuring height and bulk. See DZC Sec. 13.1.2. Note that in the G-RH, G-MU, and G-RO-3 zone districts, the split in the two base planes occurs at 80% of the zone lot depth rather than at 65%.

#### Step #1. Determine the Front Base Plane and Show Proposed Height/Bulk of Buildings Located in the Front 65% or 80% of the Property (Zone Lot)

- Establish your property’s (zone lot’s) Primary Street Setback and draw the minimum setback line on your site plan. See Zoning Tip Sheet #1: Determining Block Sensitive Primary Street Setback.
- On your site plan, draw a line indicating the boundary between the “front” 65% (80%) of the total zone lot (property) depth and the “rear” 35% (20%) of the total zone lot (property) depth. See Figure 1.
- Establish (through a professional survey or by taking spot elevations) the original grade elevation at the points where the side interior property lines intersect the minimum setback line established in step 1.A above. See Figure 1, points E-1 and E-2. *Note:* On a corner lot, there will only be one point of intersection because there is only one side interior property line (the other is a street property line).
- Establish the elevation of the Front Base Plane by averaging the two spot elevations you established in Step 1.C.  $(E-1 \text{ elevation} + E-2 \text{ elevation}) / 2 = \text{Front Base Plane elevation}$ . *Note:* On a corner lot, the Front Base Plane elevation will equal the one spot elevation you established in Step 1.C.
- On your site plan, starting at the minimum setback line (Step 1.A.) and at the Front Base Plane elevation (Step 1.C), draw the Front Base Plane as a horizontal plane extending toward the rear of the property to the boundary line indicating the front 65% (80%) of the total lot depth (Step 1.B). See Figure 1.
- The Front Base Plane has now been set and all vertical measurements of height in feet and stories for buildings or portions of buildings located in the front 65% (80%) of the property will start from the Front Base Plane elevation. See Figure 2. All proposed new construction cannot exceed these maximum heights, unless an exception is expressly allowed by the zoning code.

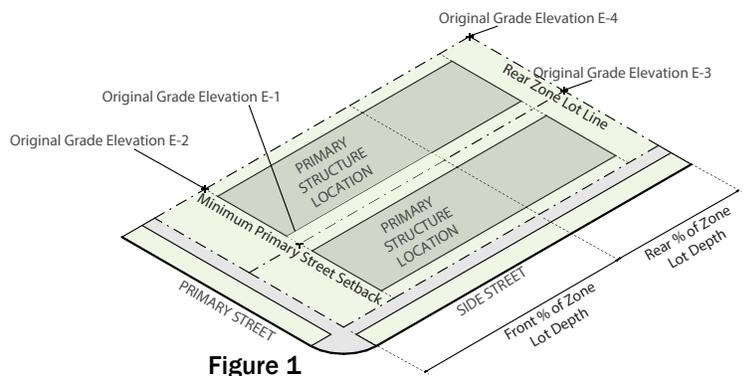


Figure 1

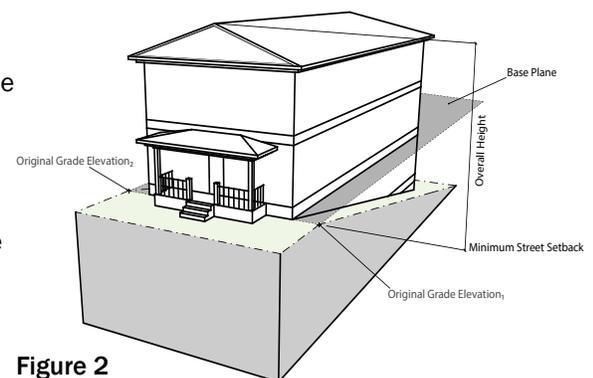


Figure 2



**Step #2. Determine the Rear Base Plane and Show Proposed Height/Bulk of Buildings Located in the Rear 35% or 20% of the Property (Zone Lot)**

- A. Establish (through a professional survey or by taking spot elevations) the original grade elevation at the points where the side interior property lines intersect with the property's rear property line. See Figure 1, points E-3 and E-4. *Note:* On a corner lot, there will only be one point of intersection with the rear property line because there is only one side interior property line.
- B. Establish the elevation of the Rear Base Plane by averaging the two spot elevations you established in Step 2.A. (E-3 elevation + E-4 elevation) / 2 = Rear Base Plane elevation). *Note:* On a corner lot, the Rear Base Plane elevation will equal the one spot elevation you established in Step 2.A.
- C. On your site plan, starting at the rear property line and at the Rear Base Plane elevation (Step 2.B), draw the Rear Base Plane as a horizontal plane extending toward the front of the property to the boundary line indicating the rear 35% (20%) of the total lot depth (Step 1.B). See Figure 2.
- D. The Rear Base Plane has now been set and all vertical measurements of height in feet and stories for buildings or portions of buildings located in the rear 35% (20%) of the property will start from the Rear Base Plane elevation. See Figure 2. All proposed new construction cannot exceed these maximum heights, unless an exception is expressly allowed by the zoning code.

**Step #3. Determine the Allowed Bulk Plane (Building) Envelope**

- A. On your building elevation plans, starting from the Front and Rear Base Plane elevations (Steps 1.C and 2.B), draw a line vertically to the allowed maximum building height(s) set by the applicable building form standards (e.g., Suburban House, Urban House, Duplex, or Detached Garage forms). See ① on Figure 3 and ① on Figure 4.
- B. Then, starting from the Front and Rear Base Plane elevations at the side property lines (interior and/or street side property lines), draw a line vertically to the bulk plane vertical height established by the building form standards. See ② on Figure 3 and ② on Figure 4.
- C. Next, starting at the bulk plane vertical height (Step 3.B), draw a line sloping toward the center of the property at the 45° angle established by the building form standards. See ③ on Figure ③ and Figure 4.
- D. All proposed new construction must fit within the allowed bulk plane envelope, and within any required side setback (④ in Figure 3), unless an exception is expressly allowed by the zoning code.

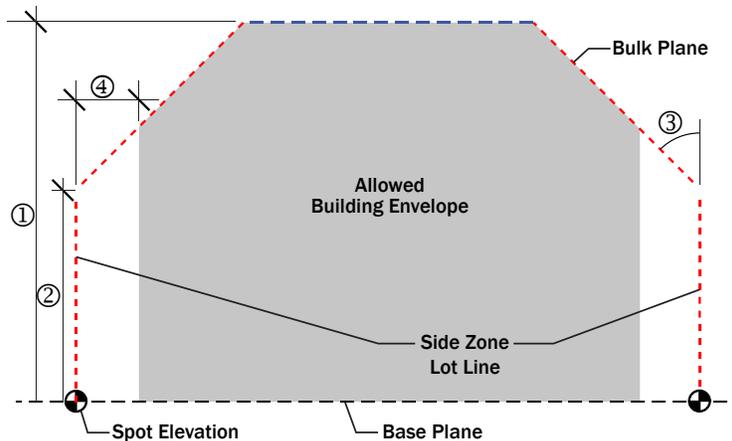


Figure 3

- ①. Maximum Height
- ②. Bulk Plane Vertical Height
- ③. Bulk Plane Slope 45°
- ④. Side Setback

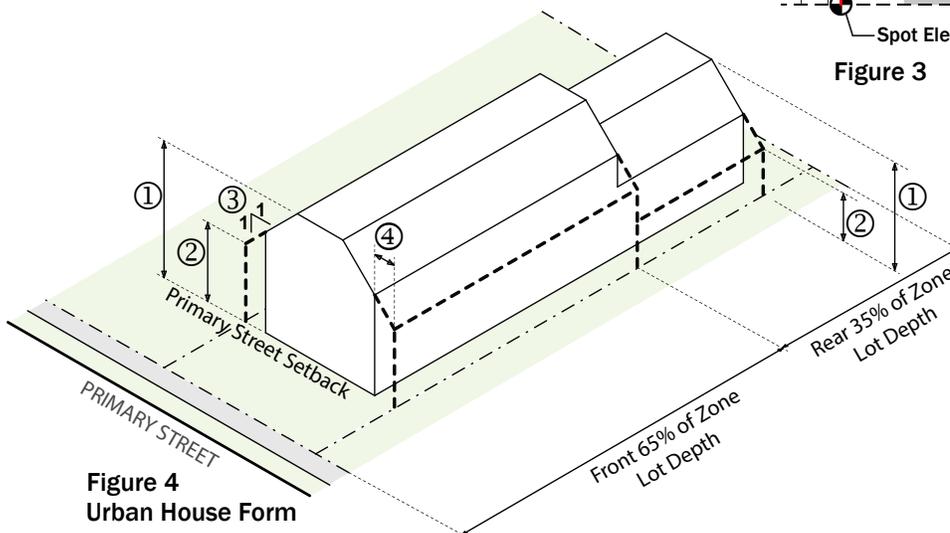


Figure 4  
Urban House Form

**Denver Zoning Code reference sections:**

- Front Base Plane 13.1.2.2
- Rear Base Plane 13.1.2.2
- Height in Stories 13.1.2.3
- Bulk Plane 13.1.4.2
- Primary Street 13.1.5.2
- Block Sensitive Setbacks 13.1.5.3

\* For allowed height & bulk encroachments see the Denver Zoning Code Exceptions for the specific Zone District.



## Zoning Tip Sheet # 3:

### Grading standards for the Primary Street Setback Area

This tip sheet summarizes the Denver zoning rules for grading within the first 10 feet of a residential structure's primary street setback. All code references in Tip Sheet 3 are to the Denver Zoning Code (DZC). Properties located within Former Chapter 59 zoning should consult that code and CPD staff for all rules applicable to site grading and retaining walls.

#### Intent of the Zoning Grading Standards

The Denver zoning rules limiting site grading within the first 10 feet of the primary street setback area are intended to preserve slopes and hills (a.k.a. "the Denver hill") that often rise up from the back of the public sidewalk to the ground-floor elevation of the home. This slope or Denver Hill, found in many Denver residential neighborhoods, provides character and value, particularly to those within the Urban Edge (E-), Urban (U-), and General Urban (G-) neighborhood contexts and zone districts.

#### Applicable Denver Zoning Code Standards - Division 10.6: Site Grading Standards

1. **When Grading Standards Apply:** The site grading standards apply to all development subject to a Block Sensitive Primary Street Setback standard. Section 10.6.2.
  - i. Check the applicable building form standards (e.g., urban house, duplex) for your property's zone district in Articles 3-9 of the DZC, to see if your project is subject to a Block Sensitive Primary Street Setback.
2. **General Rule Limiting Grade Changes:** Grading within 10 feet of the primary street zone lot line shall not result in a difference between "original grade" and "finished grade" of more than 1 foot at any point. Section 10.6.5
  - i. See DZC, Article 13, for definition of the terms "finished grade" and "original grade".
3. **Exceptions to General Rule:**
  - i. The Zoning Administrator may allow a grade change of more than 1 foot if an applicant can prove that the grade change is necessary to provide proper site drainage and will not harm adjacent properties. Sections 10.6.5.1 and 10.6.5.2.
  - ii. Site grade may be changed by more than 1 foot to allow landscaping and retaining walls, where such improvements will place the finished grade closer to the elevation of the Front Base Plane. Section 10.6.5.3.
    - See DZC, 13.1.2.2 for the rule for measuring the Front Base Plane elevation.
  - iii. Any exception to the setback area grading standards in this Division 10.6 shall be requested in writing by the applicant, and shall include a report prepared by a Qualified Professional certifying that the exception is necessary and will not result in adverse drainage or grading impacts on abutting properties.

#### Applicable Denver Zoning Code Standards - Division 10.5: Retaining Wall Requirements

1. **Wall Standards:** Walls located in any area of the zone lot other than the primary street setback may be built to any height and subject to building code requirements.
  - i. Retaining walls in the Primary Street Setback area shall be built to a maximum height of 4 feet and successive walls shall be built provided that they are separated by at least 4 feet. However, this standard shall not apply to limit the height or require terracing when one or more retaining walls are used as an integral part of a below-grade window well or other basementegress area that is allowed by this Code to encroach into the Primary Street Setback area. See Section 13.1.7, Fence and Wall Height Measurement.
    - **Note:** Construction of any retaining wall over 12 inches in height requires a zoning permit (Section 12.4.1.2.A.1), and is subject to minimum design standards for retaining walls found in Section 10.5.6. Construction of any retaining wall over 4 feet requires a building permit and stamped, wet signed engineered drawings.

**Note: Examples of common scenarios can be found on page 2 of this tip sheet.**

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**Example 1**

**Area of Grade change- fill**

**Area of Grade change- Cut**

In this example, filling in Area 1 with dirt behind the first 4' retaining wall (raising the original grade by more than 1 foot) still complies per zoning code because the resulting landscaped, finished grade is closer to the elevation of the front base plane, per 10.10.6.5.3. Making the cut into the original grade in Area 2, which lowers the original grade, also complies per zoning code because the cut (change) is not more than 1 foot. This grading scenario complies with the DZC.

Grade at front P/L or zone lot line = 5000 ft

First 10' of PS setback area (measured from PS zone lot line) – area of concern for Sec. 10.6.5 zoning grading standards. Any wall that requires a building permit will require signed, stamped engineering drawings. Walls less than 4' do not require building permits (measured from bottom of footer). Zoning permits are required for any wall over 1' in height.

1" = 60'

**Example 2**

**Area of Grade change- fill**

**Area of Grade change- Cut**

In this example, cutting out Area 1 from original grade results in a change in grade of more than 1 foot, does not bring finished grade closer to the front base plane elevation, and therefore violates the zoning code, per 10.10.6.5. It is irrelevant that the first retaining wall complies with the maximum 4-foot height; the grading standard was still violated. Making the cut into the original grade in Area 2, which lowers the original grade, still complies per zoning code because the cut (change) is not more than 1 foot. This grading scenario does NOT comply with the DZC.

Grade at front P/L or zone lot line = 5000 ft

First 10' of PS setback area (measured from PS zone lot line) – area of concern for Sec. 10.6.5 zoning grading standards. Any wall that requires a building permit will require signed, stamped engineering drawings. Walls less than 4' do not require building permits (measured from bottom of footer). Zoning permits are required for any wall over 1' in height.

1" = 60'



## Zoning Tip Sheet # 4: Determining the Zone Lot

The concept of a “zone lot” was established in 1956 with the city’s adoption of a new comprehensive zoning code now known as Former Chapter 59 (“FC59”). Most land in Denver was already subdivided into blocks and lots and Denver leaders wanted to save landowners the expense and process of having to “re-subdivide” tracts of land to meet the new zoning rules. A “zone lot” is the city-approved piece of land that meets zoning code requirements for minimum lot size, minimum lot width, required frontage on a public street, and in some cases limits on the number of structures and land uses. A “zone lot” may have the same boundaries as a single assessor tax parcel, or it may contain multiple tax parcels, or only portions of a tax parcel. Accordingly, if you want to build on your newly reconfigured tax parcel(s), or if you have reduced the size of the parcel containing an existing building, you must confirm whether the parcel complies with Denver’s minimum zoning standards. Any reconfiguration of the “zone lot” requires a Zone Lot Amendment and participation of all land owners per Denver zoning codes.

### Intent of the Zone Lot

The purpose of a zone lot is to provide a boundary for a defined area of land consistent with zoning’s regulations for both land uses and structures. The Denver Zoning Code (“DZC”) formally defines a zone lot as: “The land designated as the building site for a structure; also, the land area occupied by a use or a structure. Such land area may be designated as a zone lot only by the owner or owners thereof.”

### General Standards for all new Zone Lots

- All zone lots must have frontage abutting a named or numbered public street. DZC Section 1.2.3
- All zone lots must be composed of contiguous land area and its boundaries may not cross a public right-of-way (including streets and alleys) unless otherwise allowed by the zoning code.
- “Flag” zone lots are allowed only to accommodate an existing single-family development pattern consistent with the SU zone district and compatible with the existing neighborhood context. DZC Section 1.2.3.3; FC59 Section 59-120.C
- All zone lots must comply with minimum standards set forth by the zoning code for maximum number of uses and allowed structures. DZC Section 1.2.3.5; FC59 Section 59-120 (and similar)
- Zone Lots containing existing structures that are amended must comply with all zoning standards such as setbacks, building coverage, and height.

### Zone Lot Exceptions

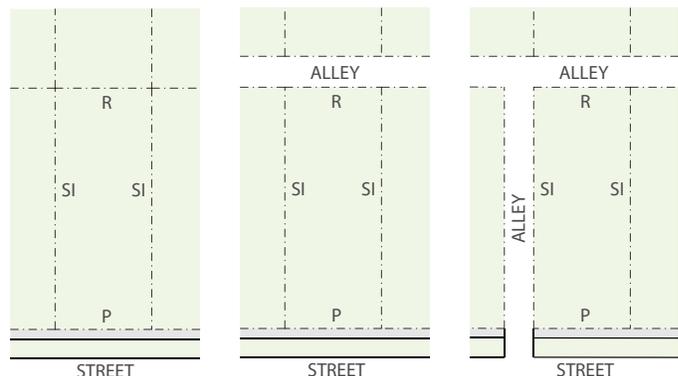
- Land area occupied by a use and/or structure, legally established prior to November 8, 1956, may be deemed the zone lot(s) for all zoning review purposes. The use and/or structure must have been continuously maintained in accordance with the applicable zoning rules. The boundaries of such zone lots may be amended per DZC Section 12.4.4.
- Legally established zone lots that do not comply with the minimum zoning standards may still be developed as “nonconforming zone lots,” with limitations. DZC Section 1.2.3.4.D and Division 12.10.

### Determining Zone Lot Lines under the DZC (Primary Street, Side Street, Side Interior, and Rear)

- Determining zone lot lines begins by determining whether the abutting public street(s) is a Primary or Side street per DZC rules in Article 13. See DZC Section 13.1.5
- CC, MX, MS and C-CCN zones have different rules for determining zone lot lines, and different criteria for the Zoning Administrator to make determinations. Rules for Zoning Administrator determinations can be found in DZC Section 13.1.5.2.C.
- See figures below for general Zone Lot line scenarios. See DZC Section 13.1.5.2 for more detailed information.

#### Interior Zone Lots (§ 13.1.5.2.D)

- Primary Street ZLL abutting Public Street = P
- Rear ZLL = R
- Side Interior ZLL = SI
- Side Street ZLL abutting Public Street = SS
- If zone lot has unique conditions, Zoning Administrator(ZA)/staff will determine

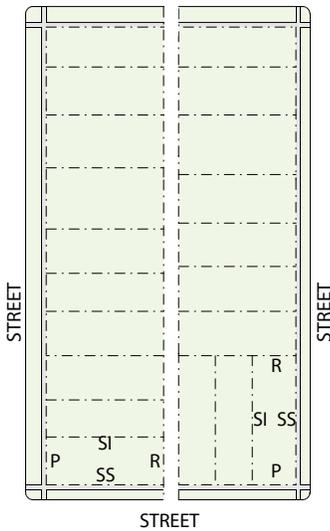


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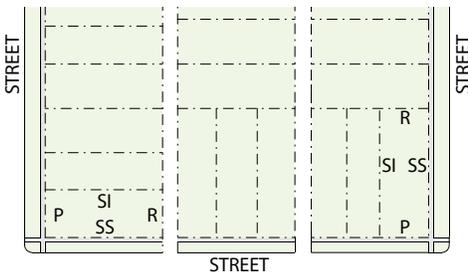
**Corner Zone Lots - Oblong Blocks (§ 13.1.5.2.E.1)**

- Primary Street ZLL abutting Public Street = P
- Rear ZLL = R
- Side Interior ZLL = SI
- Side Street ZLL abutting Public Street = SS
- If zone lot has unique conditions, ZA will determine per § 13.1.5.2.C



**Corner Zone Lots - Square Blocks (§ 13.1.5.2.E.2)**

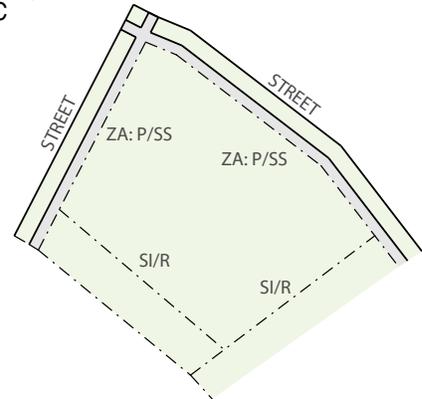
- Primary Street ZLL abutting Public Street = P
- Rear ZLL = R
- Side Interior ZLL = SI
- Side Street ZLL abutting Public Street = SS
- If zone lot has unique conditions, ZA will determine per § 13.1.5.2.C



Corner

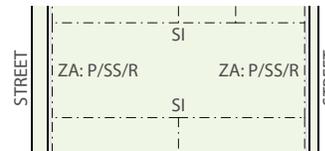
**Zone Lots - Curvilinear Blocks (§ 13.1.5.2.E.3)**

- Primary Street(s) ZLL abutting Public Street = P
- Rear ZLL = R
- Side Interior ZLL = SI
- Side Street ZLL abutting Public Street = SS
- These corner lots may have 2 Primary street ZLLs
- If zone lot has unique conditions, ZA will determine per § 13.1.5.2.C

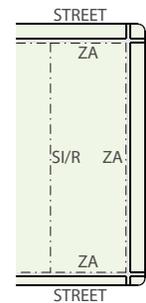


**Zone Lots with Double Frontage & Frontage on 3 or More Streets (§ 13.1.5.2.F & G)**

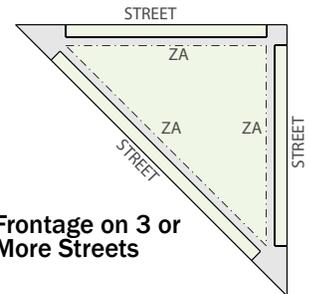
- Zoning Administrator/Staff will make zone lot line street determinations per § 13.1.5.2.F&G



Double Frontage



Frontage on 3 or More Streets



**New Zone Lots and Zone Lot Amendments**

The creation or designation of new Zone Lots (whether through subdivision, designation of a new Zone Lot, or amendment of an existing Zone Lot) shall comply with the minimum Zone Lot size and minimum Zone Lot width for at least one primary building form allowed in the subject Zone District. Different minimum Zone Lot sizes may apply to different primary building forms allowed in the same Zone District. The boundaries and area of a designated Zone Lot may be amended according to Section 12.4.4, Zone Lot Amendments. Amendment of an existing zone lot containing structures is only allowed if the resulting zone lot and structure fully comply with the all applicable standards in the zoning code.

**Code reference sections:**

- DZC - Zone Lots Division 1.2 / DZC - Siting Form Standards Section 13.1.5 / DZC - Zone Lot Amendments Section 12.4.4
- FC59 - Sec. 59-25 Zone lot for existing structures and uses. / FC59 - Sec. 59-120 Permitted structures. (and similar) /
- FC59 - Sec. 59-2 Definitions (322)

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## Zoning Tip Sheet # 5:

### Setback/Separation Verification for New One & Two-Family Dwellings, Additions and Accessory Structures

Verification is required in the form of a certification that must be signed and stamped by a licensed surveyor prior to pouring the foundation. Verification is required when the designed structure or projection is within 1 foot of the required setback, see below.

#### Intent of the Setback/Separation Verification

Establish the requirements for verifying that one-and two-family dwellings, additions and accessory structures are constructed in accordance with the approved Site Plan, having the correct setbacks or building separations.

#### Procedure

Verification is necessary when the designed placement of the structure is within one-foot of the property's required zone-district setback, or required building separation. A statement informing the applicant and inspector of the setback or separation verification requirement will be noted on the Residential Construction Permit and the statement "Setback Verification Required" will be stamped on the plans.

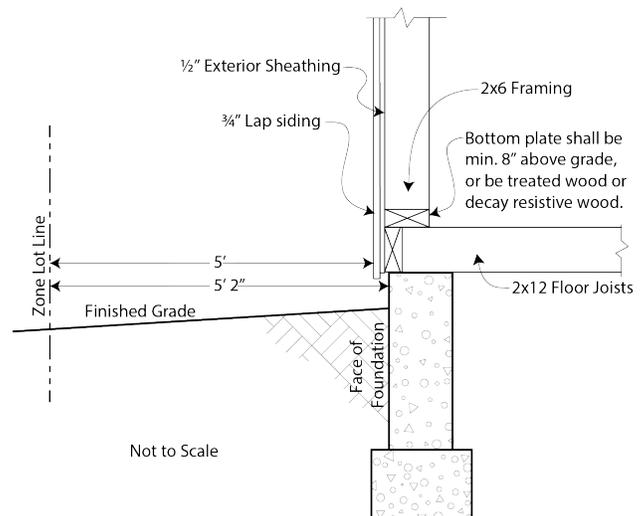
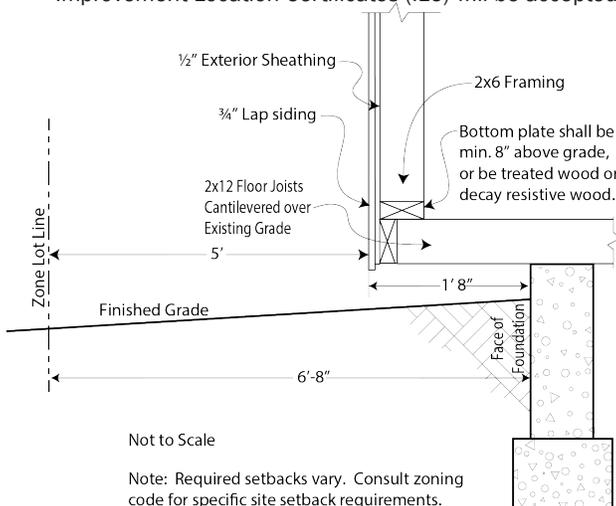
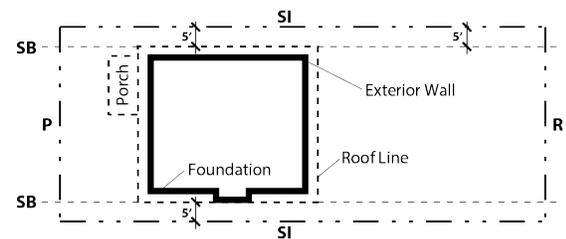
Verification is required after the formwork for the foundation walls has been set and before any concrete is placed within the forms. Verification is required to be conducted by a Colorado licensed Land Surveyor. The Inspection Services Department setback/separation certification form is to be used by the Surveyor to document verification. The form must bear the seal and signature of the licensed Land Surveyor.

Setback verification form must be on the jobsite for review and collection at the next inspection but no later than sheathing inspection. The rebar / forms inspection can be done using either a Denver building inspector or third party engineer inspector. All Setback Verifications must be performed by a Licensed Surveyor. These inspections/ verifications must be done prior to placing concrete. The Inspection Services Department's Inspector is authorized to stop the job if the verification form is not available at the above-stated request for inspection or if an encroachment is noted contrary to the Denver Zoning Code. In circumstances whereby the required verification certificate indicates foundation wall(s) as-built placement differs from plan approved location of foundation wall(s), the applicant must submit modified plans for review.

#### Construction Document Submittal Requirements

Details enabling setback verification must be provided with the submitted construction documents;

1. Site plan must provide dimensions locating the outside face of the foundation wall and the furthest projection of the exterior wall, eaves and any other element in the setback space relative to the surrounding property lines.
2. Wall section drawings must provide dimensions enabling evaluation of the furthest projection of the exterior wall, eaves, and any other elements from the outside face of the foundation wall to the surrounding property lines.
3. Boundary or Improvement Surveys (Wet Stamped & Signed) or equivalent are required at the discretion of the City and County of Denver. Only required for all new construction projects and additions less than 3 feet from the property line. No Improvement Location Certificates (ILC) will be accepted.





## Footings and Foundations:

### Frost Protection of Footings for Oversized Freestanding Accessory Structures

#### Residential Permit Contact Info

[ResidentialPermits@denvergov.org](mailto:ResidentialPermits@denvergov.org)

720.865.2710

201 West Colfax Ave., Dept. 205

Denver, CO 80202

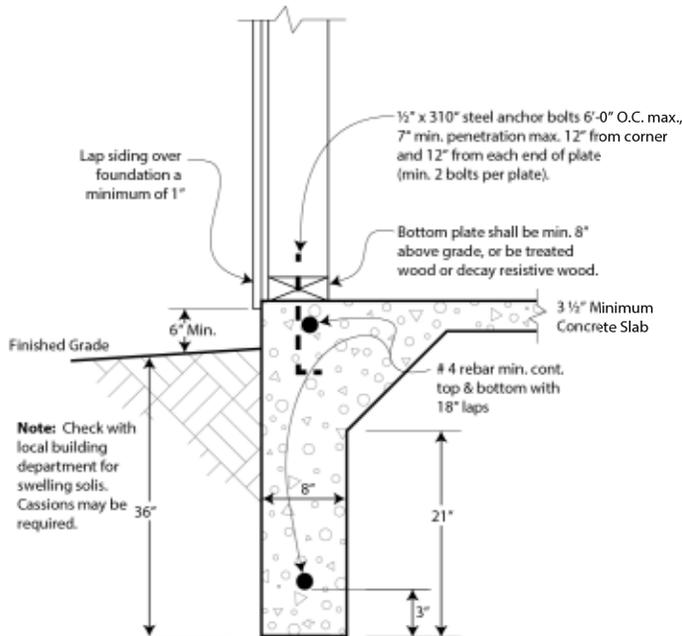
2nd floor Permit Counter Hours: Monday - Friday, Noon to 4:00 p.m.

**R403.1.4.1** Frost protection. Except where otherwise protected from frost, foundation walls, piers and other permanent supports of buildings and structures shall be protected from frost by one or more of the following methods:

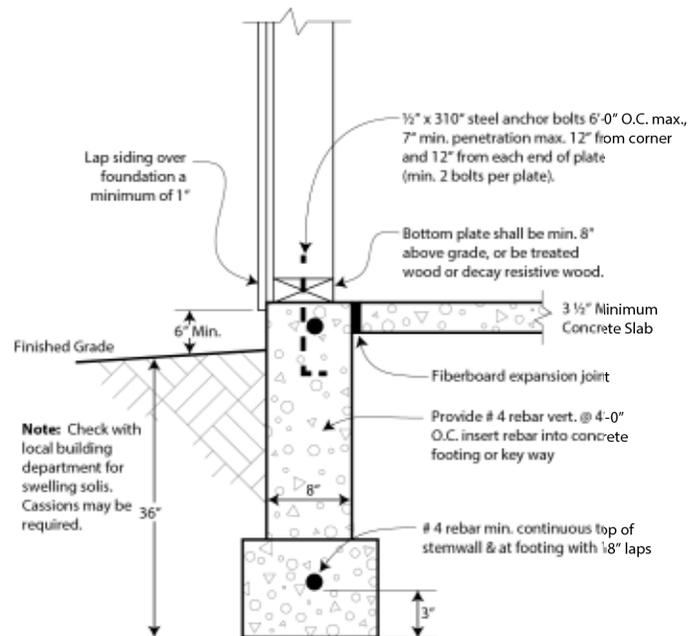
1. Extended below the frost line specified in Table R301.2. (1);
2. Constructing in accordance with Section R403.3;
3. Constructing in accordance with ASCE 32; or
4. Erected on solid rock.

#### Exceptions:

1. Protection of freestanding accessory structures with an area of 600 square feet (56 m<sup>2</sup>) or less, of light-frame construction, with an eave height of 10 feet (3048 mm) or less shall not be required.
2. Protection of freestanding accessory structures with an area of 400 square feet (37 m<sup>2</sup>) or less, of other than light-frame construction, with an eave height of 10 feet (3048 mm) or less shall not be required.



Detail A



Detail B

- All freestanding accessory structures with an area greater than 600 square feet (56 m<sup>2</sup>), of light-frame construction, shall be protected from frost in accordance with **R403.1.4.1**.
- All freestanding accessory structures with an area greater than 400 square feet (37 m<sup>2</sup>), of other than light-frame construction, shall be protected from frost in accordance with **R403.1.4.1**.
- All freestanding accessory structures with an eave height greater than 10 feet (3048 mm) shall be protected from frost in accordance with **R403.1.4.1**.
- For accessory structures containing conditioned space, foundation insulation shall be provided in accordance with **N1102.2.8**.

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