

**CITY & COUNTY OF DENVER
COMMUNITY PLANNING AND DEVELOPMENT DEPARTMENT
BUILDING & ZONING PERMIT POLICY**

**Subject: COMPLETE SUBMITTALS REQUIRED UNDER THE RESIDENTIAL
(SINGLE-FAMILY & DUPLEX) PERMITTING GUIDE**

**Approved: Scott Prisco, CPD Building Official
Michael O’Flaherty, CPD Zoning Administrator**

DBC Policy Number: DBC ADMIN 130

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DZC Policy Number: DZC Admin Policy 2016-1

Revised Date: None

References: *Denver Building Code*, Chapter 1 (Administration), Section 130, Permits and Inspections; *Denver Zoning Code*, Sections 12.3.3.3 (Application Contents), 12.3.3.7 (Complete Applications Required for Processing), and 12.4.1 (Zoning Permit Review); *Former Chapter 59*, Article II (Administration and Enforcement)

Scope. This policy establishes the minimum submittal requirements for complete applications for building and/or zoning permits required for all new residential projects required to be logged in for review (see related Building Permit Policy Admin 131).

Policy. The Community Planning and Development Department will accept zoning and/or building permit applications for logged-in single-unit and duplex Residential Projects only if the minimum submittal requirements stated in the *Residential Permitting Guide* have been met.

Purpose. This policy furthers Denver’s goals to provide predictable, efficient, and coordinated review of all new residential development projects. This policy enables more efficient residential project reviews by avoiding unnecessary delays due to incomplete applications or missing information, while supporting the public’s interest in full compliance with Denver’s zoning and building codes. Permitting customers are benefitted because complete submittals reduce time spent ensuring application packages are ready for review and reduce the number of review rounds, resulting in faster issuance of required permits.

To find the Denver Residential Permitting Guide (Single-Family & Duplex), visit www.denvergov.org/DS.

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