



# CITY AND COUNTY OF DENVER

## DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE (DOTI)

### RIGHT-OF-WAY SERVICES - SURVEY & ADDRESSING

Right-of-Way Services -  
 Survey & Addressing  
 201 W Colfax Ave, Dept 507  
 Denver, Colorado 80202  
 720-865-3002  
[www.denvergov.org/doti](http://www.denvergov.org/doti)

## Change Existing Address Entrance Requirements

<b>Authority:</b>	Revised Municipal Code, Chapter 49, Article IV
<b>Purpose:</b>	The City Engineer or designee has the authority to assign addresses within the boundaries of the City & County of Denver per Sec. 49-56 (Code 1950 341.2) of the Denver Revised Municipal Code (DRMC) and per the Engineering Addressing Policy dated 02/01/2010.
<b>Document Date:</b>	6/17/2021
<b>Address Date:</b>	Addresses issued are in effect until: <ul style="list-style-type: none"> <li>• The owner requests a change of address</li> <li>• For safety and sound practice</li> </ul>
<b>Request:</b>	The request to change an existing address when the structure remains may be requested for various reasons, but not limited to: <ul style="list-style-type: none"> <li>• Safety</li> <li>• Prior to logging in for permits, or permit requirement</li> <li>• Change in main entrance due to modifications to the existing structure</li> </ul>
<b>Customer Interface:</b>	Communication with the Addressing Specialists may be done via: <ul style="list-style-type: none"> <li>• Email, <a href="mailto:Addressing@denvergov.org">Addressing@denvergov.org</a></li> <li>• Phone, 720-865-3002</li> <li>• E-permits, <a href="https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home">https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home</a></li> </ul>
<b>Affiliated Departments &amp; Agencies:</b>	<ul style="list-style-type: none"> <li>• Community Planning &amp; Development</li> <li>• Denver Assessor's Office</li> <li>• Denver Fire Department</li> <li>• Excise &amp; Licensing</li> <li>• DOTI: Development Engineering Services Survey</li> <li>• DOTI: Wastewater</li> <li>• DOTI: Solid Waste Management</li> </ul>
<b>Considerations:</b>	All requests are handled in the order they are received.
<b>Electronic Submittals:</b>	The address request may be submitted via: <ul style="list-style-type: none"> <li>• E-permits: <a href="https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home">https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home</a></li> <li>• Email: <a href="mailto:Addressing@denvergov.org">Addressing@denvergov.org</a></li> </ul>
<b>Submittal Requirements:</b>	<b>Change existing address:</b> Applicant can provide a site plan and/or plot plan, a bird-eye view image of the property, or pictures of the property. All plans shall include the north arrow, surrounding street designations and location of the structure with respect to the property lines. Mark the front door with an 'X' to indicate the entrance. Additional information may be required.
<b>Fees:</b>	\$50 per address and/or \$50 per unit. Upon change of ownership of an incorrectly out-of-sequence addressed property the City shall be notified to correct the address for safety reasons. This change shall be free of charge. Payment Options: <ul style="list-style-type: none"> <li>• E-permits: see Electronic Submittals section</li> <li>• Phone: 720-865-2780</li> <li>• In-Person: 201 W Colfax Ave, 2<sup>nd</sup> floor</li> <li>• Mail-in Payment: <b>Must include the invoice</b> with the check. Mail it to:            City &amp; County of Denver            Revenue Accounting/Cashier            201 W Colfax Ave, Dept 205            Denver, CO 80202</li> </ul> Check or money orders are made payable to <b>Manager of Finance</b> . Payments accepted: Cash, check, money order, Discover, Master Card & Visa.