### Authority:
Revised Municipal Code, Chapter 49, Article IV

### Purpose:
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.

### Document Date:
6/11/2021

### Address Date:
Addresses issued for parking space parcels or garage parcels are in effect until:
- The building has been demolished
- The parcel has been combined
- The building permits were not approved, or the structure was not built
- The owner requests a change of address that conform with addressing standards

### Request:
The request for a new or additional address(es) shall be made before logging in for permits, as a requirement for permit purposes, or requesting a parcel reconfiguration.

### Customer Interface:
Communication with the Addressing Specialists may be done via:
- Email, Addressing@denvergov.org
- Phone, 720-865-3002

### Affiliated Departments & Agencies:
- Community Planning & Development
- Denver Assessor’s Office
- Denver Fire Department
- Excise & Licensing
- DOTI: Development Engineering Services Survey
- DOTI: Wastewater
- DOTI: Solid Waste Management

### Considerations:
All requests are handled in the order they are received.

### Electronic Submittals:
The address request may be submitted via:
- Email: Addressing@denvergov.org

### Submittal Requirements:
**Parking Space Parcel or Garage Parcel**: For a parking space parcel or a garage parcel, an address is required for tax purposes or building permits. Applicant must furnish a site plan and/or plot plan that clearly shows the proposed parcel(s).

### Fees:
$50 per address and/or $50 per unit.

Payment Options:
- E-permits: see Electronic Submittals section
- Phone: 720-865-2780
- In-Person: 201 W Colfax Ave, 2nd floor
- Mail-in Payment: **Must include the invoice** with the check. Mail it to: City & County of Denver Revenue Accounting/Cashier 201 W Colfax Ave, Dept 205 Denver, CO 80202

Check or money orders are made payable to Manager of Finance.

Payments accepted: Cash, check, money order, Discover, Master Card & Visa.