# Entrance Requirements to Retire Address

<table>
<thead>
<tr>
<th>Authority:</th>
<th>Revised Municipal Code, Chapter 49, Article IV</th>
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<tbody>
<tr>
<td>Purpose:</td>
<td>The City Engineer or designee has the authority to assign addresses within the boundaries of the City &amp; 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.</td>
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<td>Document Date:</td>
<td>06/11/2021</td>
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</tbody>
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| Address Date: | Addresses previously issued for structures, utilities, and other purposes are in effect until:  
  - Required to be retired for permit purposes, ex:  
    - Tenant spaces combined  
    - Relocation of utilities  
    - Other |
| Request: | The request to retire address(es)/unit(s) may be made before logging in for permits or as a requirement for permit purposes. Zoning approval may be required before retiring the address(es). |
| 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:  
  - E-permits: https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home  
  - Email: Addressing@denvergov.org |
| Submittal Requirements: | Retire Address: For tenant space changes or relocation of utilities, applicant must furnish a site plan and/or plot plan. All plans shall include the north arrow and surrounding streets designations. For permit purposes, please include record number related to the project. Other documents may be required. |
| 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. |