# Temporary Address Entrance Requirements

<table>
<thead>
<tr>
<th><strong>Authority:</strong></th>
<th>Revised Municipal Code, Chapter 49, Article IV</th>
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<tbody>
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<td><strong>Purpose:</strong></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><strong>Document Date:</strong></td>
<td>7/26/2021</td>
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| **Address Date:** | Temporary addresses issued for vacant land, sales or construction trailer, or water tap are in effect until:  
  - The building has removed from the site  
  - The address is updated to ‘permanent’ |
| **Request:** | Circumstances when a temporary address may be requested:  
  - Prior to proposed subdivision recording (water tap only)  
  - Permit purposes  
  - Parcel reconfiguration purposes  
Contact [Addressing@denvergov.org](mailto:Addressing@denvergov.org) with questions |
| **Customer Interface:** | Communication with the Addressing Specialists may be done via:  
  - Email, [Addressing@denvergov.org](mailto: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](mailto:Addressing@denvergov.org) |
| **Submittal Requirements:** | **Temporary Address:**  
  - **Vacant Land:** For parcel reconfigurations or amend the current Zone Lot with no development planned, applicant must furnish a survey with the proposed parcels and/or Zone Lots with legal description. The vacant land address may be associated with the Zone Lot Amendment (ZLAM) permit and for the parcel reconfiguration, please provide ZLAM record number. Vacant land address(es) cannot be used for building permits.  
  - **Sales or Construction Trailer:** Applicant must furnish a site plan and/or plot plan. All plans shall include the north arrow, surrounding street designations and location of the structure with respect to the property lines. Address will be retired after the trailer is removed from site. Please provide removal date if known at the time of request.  
  - **Water Tap for a Future Structure:** Applicant must furnish a water tap plan. Water tap addresses are often associated with a proposed subdivision. The fee for all ‘temporary’ address(es) will be collected at the time of the request. The water tap address cannot be used for building permits. |
### Fees:

- **$50 per address**

**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.