

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

**Subject: PERMIT APPLICATION, PROJECT CLASSIFICATION, AND TARGET DUE DATES**

**Approved: Eric Browning, P.E. – Chief Building Official**

**Drafted by:** Krausz, Firnhaber

**Number: ADMIN 131A**

**Prior Version: Oct 19, 2021  
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**Page 1 of 5**

**REFERENCE: ADMIN SECTION 131**

**A. PURPOSE**

This policy outlines how residential and commercial projects are classified within the City of County of Denver and outlines the target due dates assigned to each project classification. The project classification may also be referred to as the type of Building LOG or BID Log Type.

**B. DEFINITIONS**

**1. Projects, Commercial.**

Activities requiring permits that involve the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of a building or structure or any appurtenances connected or attached to such buildings or structures regulated by the IBC or townhouses regulated by the IRC.

**2. Projects, Residential.**

Activities requiring permits that involve the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of a building or structure or any appurtenances connected or attached to such buildings that are stand-alone structures regulated as a one- or two- family dwelling per the International Residential Code.

**C. PERMIT APPLICATION**

Application for permits on commercial and residential projects shall be submitted electronically through e-permits ([denvergov.org/epermits](http://denvergov.org/epermits)) as a Building Log. Projects that have a project coordinator (Site Development Plan projects and some Master/Type-Approved projects) cannot log in until the applicant has approval from their project coordinator.

Permits for simple projects like re-roofs not subject to Denver's Green Building Ordinance, minor electrical work, and like-for-like mechanical or plumbing replacement do not require permit review or a Project Log and are available as Quick Permits at [www.denvergov.org/quickpermits](http://www.denvergov.org/quickpermits).

**D. PROJECT CLASSIFICATION**

Applications will be classified first as commercial or residential projects. Then, projects are further classified into one of three building log classifications. Permit review staff assigns and verifies the building log (bid log) assigned to projects. Commercial walk-through will be available for the applicant to select as an option during the e-permit application process, but only for potentially eligible projects (see the criteria below). Some residential projects will automatically be classified as residential walk through based on criteria the applicant selects when filling out the e-permits applications.

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**Page 2 of 5**

## **E. COMMERCIAL PROJECT CLASSIFICATION**

### **1. Main**

Commercial projects with a valuation over \$1,000,000.00, or projects that do not qualify as intermediate commercial or commercial walk-through, such as:

- a. Large developments involving project coordinators
- b. Construction of a large new building
- c. Large additions to existing buildings
- d. Large accessory structures
- e. Major structural modifications to existing buildings
- f. Large projects involving a change of occupancy
- g. Projects involving work in multiple buildings or multiple floors
- h. Projects involving complicated fire/life safety issues (e.g. large occupant loads, hazardous materials).

### **2. Intermediate Commercial**

Commercial projects with a valuation not exceeding \$1,000,000.00, or projects with prior approval from the Building Official, such as:

- a. Construction of a new, small building
- b. Small additions to existing buildings
- c. Small accessory structures
- d. Minor structural modifications to existing buildings
- e. Telecom towers
- f. Small projects involving change of occupancy
- g. Existing building roof replacements that must comply with the Denver Green Building Ordinance regardless of valuation.

### **3. Commercial Walk-through**

Commercial projects with a total construction valuation of less than \$500,000.00, and that do not require approval from any other agency, may be approved through a walk-through review. Such projects include:

- a. Tenant finish in retail and business occupancies
- b. Non-structural like-for-like repair of existing buildings
- c. Minor structural work related to like-for-like repair of existing buildings that is not the result of collapse or a notice or order from the City
- d. Limited non-structural remodel within a residential dwelling unit or sleeping unit
- e. Window replacements not on the first story
- f. Installation of signs not requiring zoning review
- g. Interior non-structural preparatory demolition
- h. Access control (minor scope only)
- i. Rooftop equipment replacement with no size change or weight increase

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The following types of commercial projects will not be classified as commercial walk-through:

- a. New construction of additions to existing buildings or residences
- b. Projects involving initial occupancy or any change of occupancy or use
- c. Projects involving structural modifications to an existing building or residence (unless specifically allowed above)
- d. Projects involving education or institutional occupancies (hospital, day-care, assisted living, etc.)
- e. Projects in a food service establishment
- f. Projects in warehouses or manufacturing facilities
- g. Marijuana plant husbandry and extraction operations
- h. New barber shop, nail salon, pet grooming, tattoo parlor or dental office
- i. New building or non-building structures (except as specifically allowed above)
- j. Telecom towers and cell antenna replacements
- k. Projects involving exterior work (except as specifically allowed above)
- l. Projects requiring review by Zoning, Wastewater, Public Health or Fire departments
- m. Solar panel systems (except single-family/duplex solar panel systems under 10kW)
- n. Projects with a Site Development Plan (SDP) project coordinator
- o. Projects subject to the Denver Green Buildings Ordinance
- p. Modified drawings for projects originally reviewed as Intermediate or Major Project Logs

## F. RESIDENTIAL PROJECT CLASSIFICATION

### 1. Residential

The following project types will be classified as a residential building log.

- a. New one- and two-family dwellings
- b. Additions greater than 400 square feet in gross floor area
- c. Change in use or occupancy that results in a new certificate of occupancy
- d. Master plan review of a production home
- e. Modified drawings where the modifications have a residential bid log scope

### 2. Intermediate Residential

The following project types will be classified as an intermediate residential building log.

- a. New production home (type approved review of previously approved master review)
- b. Zoning-only review of one- and two-family dwelling projects
- c. Additions
  - i. Adding 400 square feet or less in gross floor area
  - ii. Decks above the first story (ground floor)

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**Page 4 of 5**

- d. Interior remodels (alterations)
  - i. Remodels more than 1,000 square feet in gross floor area
  - ii. Attic conversions
  - iii. Patio enclosures
  - iv. Structural repairs and alterations that are not considered minor (ex. relocating stairs)
  - v. Crawlspace to basement conversion (Basement dig-outs)
  - vi. Foundation stabilization projects (helical piers)
- e. Exterior remodels (alterations)
  - i. Foundation stabilization projects (helical piers)
  - ii. Change in building form that is not an addition
  - iii. Second story and rooftop decks
- f. Structural repairs
- g. Habitable accessory structures or buildings (new structures, additions, alterations, repairs)
  - i. Any accessory structure containing living space
  - ii. Any accessory structure providing provisions for living, eating, sleeping, or sanitation.
  - iii. Treehouses not intended for children's use
- h. Detached garages and carports
- i. Below grade pools, spas, or hot tubs
- j. Modified drawings where the modifications have an intermediate residential bid log scope

### **3. Residential Walk-through**

The following project types will be classified as a residential walk-through building log, (except projects that require a parkway review).

- a. Interior remodels (alterations)
  - i. Remodels 1,000 square feet or less in gross floor area
  - ii. Exterior modifications are limited to the list of items under exterior remodels.
  - iii. Minor structural work (ex. addition of a beam/removal of load bearing wall)
- b. Exterior remodels (alterations)
  - i. Windows, doors, skylights, emergency escape and rescue wells
  - ii. Change in exterior materials
  - iii. Fire-rated projections
  - iv. First story (ground-level) patios, porches, decks, terraces, pergolas, patio covers
- c. Non-structural repairs
- d. Landscaping, site features, and accessory structures or buildings without living space (new structures, additions, alterations, repairs)
  - i. Storage/tool sheds
  - ii. Greenhouse
  - iii. Chicken/duck coops
  - iv. Swings, playsets, slides, treehouses, and other playground equipment intended for children's use whether premanufactured or custom-built.
  - v. First story (ground-level) patios, porches, decks, terraces, pergolas, patio covers
  - vi. Pre-fabricated, above grade pools, spas, or hot tubs

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**Page 5 of 5**

- vii. Driveways with access from the street or alley
- viii. Fences and retaining walls
- ix. AC units
- e. Non-structural preparatory demolition
- f. Modified drawings where the modifications have a residential walkthrough bid log scope

## **G. PLAN REVIEW TARGET DUE DATES**

Projects will be assigned a target due date based on the project classification, as outlined below.

### **1. Commercial Projects**

- a. Main:
  - i. Intake review: 2 business days
  - ii. Initial review: 20 business days
  - iii. Resubmittal review: 10 business days
  - iv. Affordable housing review: 2 business days
- b. Intermediate commercial:
  - i. Intake review: 2 business days
  - ii. Initial review: 10 business days
  - iii. Resubmittal review: 5 business days
  - iv. Affordable housing review: 2 business days
- c. Commercial walk-through:
  - i. Initial review: 2 business days
  - ii. Resubmittal review: 2 business days
  - iii. Affordable housing review: 2 business days, if applicable

### **2. Residential Projects**

- a. Residential:
  - i. Intake review: 2 business days
  - ii. Initial review: 10 business days
  - iii. Resubmittal review: 10 business days
  - iv. Affordable housing review: 2 business days
- b. Intermediate residential:
  - i. Intake review: 2 business days
  - ii. Initial review: 10 business days
  - iii. Resubmittal review: 10 business days
  - iv. Affordable housing review: 2 business days
- c. Residential walk-through:
  - i. Initial review: 2 business days
  - ii. Resubmittal review: 2 business days
  - iii. Affordable housing review: 2 business days, if applicable

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