CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT BUILDING PERMIT POLICY		
Subject:	**ADJACENT PROPERTY NOTIFICATION FOR CONSTRUCTION ACTIVITIES**	
Number: DCBC 3307.1.1	**Effective Date: May 20, 2026** Replaces policy dated: January 14, 2026	**Page:** 1 of 3

REFERENCE: 2025 Denver Commercial Building Code (DCBC) Section 3307.1.1

A. PURPOSE

The purpose of this policy is to outline the scopes of work requiring notification, define adjacent properties, and outline the steps required to notify all adjacent neighbors.

B. APPLICABILITY

1. Scopes of work:

Notification of construction activities is required for the scope of work listed below:

a. Relocation
b. Demolition that requires a total demolition permit.
c. Excavation, benching, and/or shoring that requires an excavation permit.
    i. Building code policy ADMIN 130, 131, & DCBC 3307 outlines when an excavation permit is required for DRC structures.
d. New building or structure greater than 200 square feet.
e. Addition to an existing structure, open or enclosed, greater than 200 square feet.
f. Retaining walls greater than 4 feet in height, measured from the bottom of footing to top of wall.
g. Types of accessory structures that are included:
    i. Detached garage
    ii. Shed or workshop
    iii. Pool
    iv. Covered patio
    v. Pergola
    vi. Porch
    vii. Carport

2. Exempted work:

Notification for construction activities is not required for the scope of work listed below:

a. Interior alterations
b. Fences
c. Re-roof
d. Driveway
e. At grade patios
f. Awnings
g. Egress window
h. Treehouse/play structure
i. PV/solar install
j. Window replacements
k. Any scope of work that does not require a building permit, demolition permit or excavation permit.

C. ADJACENT PROPERTY DEFINITION

For purpose of this policy adjacent properties include the following:

1. Properties that share property lines with the subject property.
2. Properties that have a property line within 20' of the subject property when measured perpendicular from the subject property lines.

D. NOTIFICATION

Notification is required for all scopes of work outlined in DCBC 3307.1.1. Notification is required by posting, and by written notice when applicable.

1. POSTING

A sign posted on the subject property is required for all projects that meet the scopes of work identified in DBC 3307.1.1. Posting must be completed prior to requesting a preconstruction inspection with the inspection team.

a. Each sign must include the following information:
   i. Subject address
   ii. Site contact
   iii. Start date
   iv. Scope of work – To include all phases of construction (i.e., demolition, excavation, construction)

b. Location of Signs

   At least one sign must be posted on each street frontage in a manner that makes it clearly visible and legible to neighboring residents and passers-by. Do not post signs in any public right-of-way.

c. Time and Duration of Posting

   You must post the sign(s) on the subject property at least 10 calendar days prior to start of construction activities. The sign must remain posted for duration of construction. If damaged for removed, a new sign must be posted in its place.

d. Size and Color Specifications
   i. The sign must be printed to the exact size and color specifications listed below. Most professional print, photocopy, or sign shops are equipped to make sign copies from the enclosed template.
   ii. Minimum sign size: 24 inches x 36 inches
   iii. Font: Arial
   iv. Minimum text size: 80 pt
   v. Colors: Black text on a white background
   vi. Weatherproof: All signs must be weatherproof and made of durable material (e.g., one option would be to laminate a paperboard sign).

2. WRITEN NOTICE

A written notice is required if the owner of the adjacent property has a different address listed in the assessor records database than the adjacent property address to which the notification

is required.

a. Written notice shall be received by the owners of the adjacent property by no later than 10 calendar days prior to start of construction. Verification of written notice sent to adjacent owners shall be provided upon request.
b. Written notice is not required if the owner of the adjacent property is the same owner as the subject property.
c. Written notice shall consist of:
    i. The address of the subject property
    ii. Site contact – Name and number
    iii. Scope of work – To include all phases of the scope of work
    iv. Date construction will start
d. Written notice is not required for each phase of construction and is only required one time to include the full scope of work with each phase involved.

3. ATTACHMENTS

The following forms and templates are attached:

a. Affidavit forms to complete if excavation will occur on an adjacent property:
    i. Affidavit for Excavation and Neighbor Notification for Applicants that Own Multiple Lots in a Row.
    ii. Adjacent Property Owner Affidavit for Excavation
b. Written Notice - Neighbor Notification Template
c. Posting - Sign Templates

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END OF DOCUMENT

AFFIDAVIT FOR EXCAVATION & NEIGHBOR NOTIFICATION

FOR APPLICANTS THAT OWN MULTIPLE LOTS IN A ROW

PROPERTY OWNER INFORMATION		
Property Owner	Name	
	Phone	
	Email	
	Address	
Contractor	Name	
	Contact	
	Phone	
	Email	
	Address	

ADDRESSES OWNED BY THE SAME OWNER		
Property Addresses (Limit this form to addresses on one block)	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	

OWNER ACKNOWLEDGMENT – AFFIDAVIT AND NEIGHBOR NOTIFICATION	
As the owner of multiple lots in a row, this form shall serve as: 1. Proof of ownership of multiple lots in a row; 2. Neighbor notification per DCBC Section 3307.1.1; and 3. Permission to excavate on the properties listed above.	
Owner / Owner's Representative Signature	
Date	

REQUIRED ATTACHMENTS
The following documents are required to be submitted to prove ownership of the adjacent property: • A copy of the adjacent property title if the owner information differs from that shown in the Denver Property Taxation and Assessment System. • If the adjacent property is owned by a corporation, company or trust, the owner's representative may sign this document.

ADJACENT PROPERTY OWNER AFFIDAVIT FOR EXCAVATION

EXCAVATION, SLOPING, BENCHING & SHORING

SUBJECT PROPERTY INFORMATION		
Property Address		
Property Owner	Name	
	Phone	
	Email	
	Address	
Contractor	Name	
	Contact	
	Phone	
	Email	
	Address	

ADJACENT PROPERTY OWNER INFORMATION		
Property Address(es)		
Property Owner	Name	
	Phone	
	Email	
	Address	

ADJACENT PROPERTY OWNER ACKNOWLEDGEMENT

As the adjacent property owner:

- I acknowledge that I am sole owner or one of the owners of the adjacent property as shown in the Denver Property Taxation and Assessment System at denvergov.org/property/ or as shown on the property title.
- I acknowledge that I may have this agreement notarized, but the City and County of Denver will not require it to be notarized.
- I have reviewed the excavation construction documents submitted by the subject property owner and understand the extent of the excavation.
- I grant permission for the subject property owner to excavate onto my property to the extent shown on the excavation construction documents.
- I understand that any dispute arising from this acknowledgment is a civil matter.

Owner / Owner's Representative Signature	
Date	

REQUIRED ATTACHMENTS

The following documents are required to be submitted to prove ownership of the adjacent property:

- A copy of the adjacent property title if the owner information differs from that shown in the Denver Property Taxation and Assessment System.
- If the adjacent property is owned by a corporation, company or trust, the owner's representative may sign this document.

NEIGHBOR NOTIFICATION
EXCAVATION, DEMOLITION, CONTRUCTION, OR RELOCATION

SUBJECT PROPERTY INFORMATION		
Property Address		
Notification for:		☐ Demolition ☐ Excavation, Shoring and/or Benching ☐ Construction ☐ Relocation
Estimated Start Date:		
Property Owner	Name	
	Phone	
	Email	
	Address	
Contractor	Name	
	Contact	
	Phone	
	Email	
	Address	

Adjacent owners: Please read the following Denver Building Code Sections which specify the protection to be provided by the contractor.

DCBC IBC Section 3307.1 Protection required. Adjacent public and private property shall be protected from damage during construction, excavation, remodeling, demolition, and building relocation work. Protection is the responsibility of the person performing said work. Protection shall be provided for footings, foundations, party walls, chimneys, skylights, roofs, fences, and landscaping. Provisions shall be made to control water runoff and erosion during construction, excavation, remodeling, demolition, or relocation activities.

DCBC IBC Section 3307.1.1 Notification for construction activities. A person causing an excavation that requires shoring or benching, a demolition requiring a total demolition permit, a relocation, or a new building or building addition greater than 200 square feet shall notify the owners or owner's representative and non-owner occupants of adjacent properties of planned construction activities as described in policy by the building official. The person performing construction activities shall provide contact information for the person(s) doing the work; and shall protect adjoining properties as required by the applicable provisions of Chapter 33 of the Denver Fire Code. Notification shall occur not less than 10 days prior to the scheduled starting date of the work. Where required by the Agency, approval of adjoining property owners shall be provided where elements extend into their property.

ADJACENT PROPERTY OWNER INFORMATION		
Adjacent Property Owner	Name	
	Phone	
	Email	
	Address	
	Signature	
	Date	

NOTIFICATION OF CONSTRUCTION ACTIVITY

ADDRESS:

SITE CONTACT NAME:

SITE CONTACT PHONE:

ESTIMATED START DATE:

CONSTRUCTION ACTIVITY INCLUDES:

- ☑ DEMOLITION
- ☑ EXCAVATION, BENCHING, AND/OR SHORING
- ☑ CONSTRUCTION

NOTIFICATION OF CONSTRUCTION ACTIVITY

ADDRESS:

SITE CONTACT NAME:

SITE CONTACT PHONE:

ESTIMATED START DATE:

CONSTRUCTION ACTIVITY INCLUDES:

- ☐ DEMOLITION
- ☐ EXCAVATION, BENCHING, AND/OR SHORING
- ☐ CONSTRUCTION