

CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT BUILDING PERMIT POLICY		
Subject: PERMIT APPLICATION, PROJECT CLASSIFICATION, AND TARGET REVIEW DATES		
Approved: Eric Browning, P.E. – Chief Building Official		Drafted by: Krausz, Firnhaber, Browning
Number: ADMIN 131A	Prior Version: March 4, 2024 Effective Date: July 1, 2024	Page 1 of 7

REFERENCE: 2022 DENVER BUILDING CODE ADMINISTRATIVE SECTION 131

A. PURPOSE

This policy outlines how residential and commercial projects are classified by the Community Planning and Development Department 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

These definitions define how projects are classified for the purposes of this policy.

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

1. Quick Permits

Quick permits are trade-specific permits that can be issued without the need for a plan review or a Building Log. Comprehensive information on project types that qualify as Quick Permits is available at www.denvergov.org/quickpermits. Applications for quick permits on commercial and residential projects shall be submitted electronically through e-permits by selecting a permit type under the category “Quick Permits.”

2. All Other Building Permit Applications

Applications for permits on commercial and residential projects shall be submitted electronically through e-permits (www.denvergov.org/epermits) by selecting “Building Log” under the category “Submit Building Plans for Review.” 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.

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D. PROJECT CLASSIFICATION

Applications will be classified first as commercial or residential projects. Then, projects are further classified into one of four categories. Three of the categories require a permit review and are assigned a building log (bid log) classification by permit review staff. The fourth category, quick permits, are permit scopes of work that do not require a permit review. Commercial Express (“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 Express (walk through) based on criteria the applicant selects when filling out the e-permits applications.

E. COMMERCIAL PROJECT CLASSIFICATION

1. Main

Commercial projects with a valuation over \$1,500,000.00, or projects that do not qualify as Intermediate Commercial or Commercial Express (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 \$1,500,000.00, 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 Express (walk through)

Commercial projects with a total construction valuation of less than \$750,000.00, and that do not require approval from any other agency, may be approved through a Commercial Express (walk through) review. Such projects include:

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- 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. Electrical work associated with mechanical equipment replacement
- g. Installation of signs not requiring zoning review
- h. Interior non-structural preparatory demolition
- i. Access control (minor scope only)
- j. Rooftop equipment replacement with no size change or weight increase

The following types of commercial projects will not be classified as Commercial Express (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 DC)
- 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

4. Quick Permits

Quick permits are trade-specific permits that can be issued without the need for a plan review. Comprehensive information is available at www.denvergov.org/quickpermits.

- a. The following types of commercial projects will be classified as Quick Permits:
 - i. Re-roofs not subject to Denver's Green Building Ordinance
 - ii. Minor electrical work, not including mechanical equipment replacement
 - iii. Some minor commercial mechanical and plumbing work
 - iv. Special events generator grounding where event will remain in place for up to 3 days

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- b. The following types of commercial projects will not be classified as Quick Permits:
 - i. Split A/C units/condensing units that serve a heated space
 - ii. Gas-fired forced air heating systems, gas-fired roof top units
 - iii. Gas-fired potable water heaters
 - iv. Gray water systems
 - v. Projects that require approval from any other agency

F. RESIDENTIAL PROJECT CLASSIFICATION

Since March 1, 2023, projects for like-for-like replacement of select gas-fired heating and cooling equipment in existing commercial, industrial, and multi-family buildings (including individual condominiums) can no longer pull a quick permit. See 2022 Denver Energy Code Section C503.3.3 for partial electrification for space heating requirements, and Section C503.4.1 for partial electrification of water heating requirements.

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)
- 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

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- 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 Express (walk through)

The following project types will be classified as a Residential Express (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
 - vii. Driveways with access from the street or alley
 - viii. Fences, retaining walls, and AC units
- e. Non-structural preparatory demolition
- f. Modified drawings where the modifications have a Residential Express (walk through) BID Log scope

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- a. The following types of residential projects will be classified as Quick Permits:
 - i. Roofing and Siding
 - ii. Mechanical
 - iii. Plumbing
 - iv. Electrical work excluding where the utility service installations is rated more than 200 Amps
 - v. Solar panel systems using SolarApp+ (under 10kW DC)

- b. The following types of residential projects will not be classified as Quick Permits:
 - i. Gray water systems
 - ii. Utility service installation rated 200 Amps or more
 - iii. Solar panel systems where SolarAPP+ is not used
 - iv. Projects designated as a landmark or located in a historic district

G. PLAN REVIEW TARGET REVIEW DATES

Projects that require a review will be assigned a target review date based on the project classification (BID log), 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. Express (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

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- 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 Express (walk through):
 - i. Initial review: 2 business days
 - ii. Resubmittal review: 2 business days
 - iii. Affordable housing review: 2 business days, if applicable

H. WITHDRAW OR CANCEL OF IMPROPERLY PULLED PERMITS

Upon discovery of an improperly pulled permit, the City and County of Denver will withdraw or cancel the permit. The permit fee will not be refunded or credited. If the project chooses to move forward, they will need to apply for a new "Building Log" permit and pay the new permit fees.

END OF DOCUMENT