

PERMITTING PROCESS

FOCUS: RESIDENTIAL PLAN REVIEW

LUTI - December 3, 2024

AGENDA

1. INTRODUCTION
2. RESIDENTIAL REVIEW PROCESSES
3. STEP 1: CUSTOMER PREPARES SUBMITTAL
4. STEP 2: CUSTOMER SUBMITS
5. STEP 3: APPLICATION INTAKE
6. STEP 4: PLAN REVIEW
7. STEP 5: PERMIT ISSUANCE
8. STEP 6: CONSTRUCTION
9. STEP 7: INSPECTIONS
10. QUESTIONS



INTRODUCTION

Mikaela Firnhaber

Residential Plan Review Supervisor
Community Planning and Development

Eric Browning

Building Official
Community Planning and Development

Tina Axelrad

Zoning Administrator
Community Planning and Development

Residential Team

1 Supervisor
1 Assistant Supervisor
15 Plan Reviewers



CONTACT US

By Appointment

Virtual or In-Person Appointments
[Denvergov.org/CPD](https://denvergov.org/CPD) – Select Contact Us

By Phone

Intake / Permit Issuance:
720-865-2700

Residential Building & Zoning Code /
Submittal Requirements:
720-865-2710

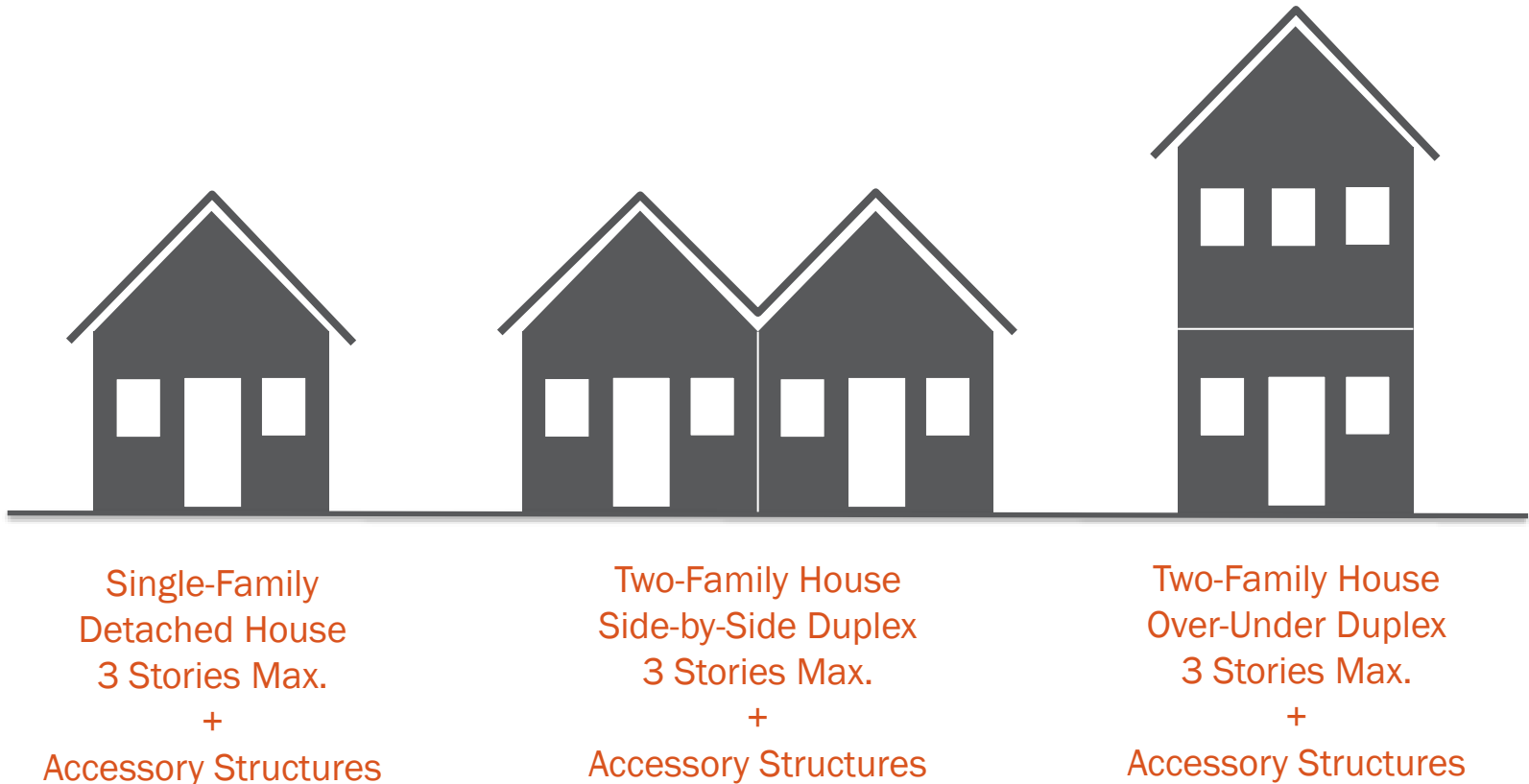
By Email

Intake / Permit Issuance:
planreview@denvergov.org

Residential Building & Zoning Code /
Submittal Requirements:
residentialpermits@denvergov.org



WHAT IS RESIDENTIAL PERMITTING?



WHAT IS RESIDENTIAL PERMITTING?

Check for Compliance with Codes and Regulations



RESIDENTIAL REVIEW PROCESSES

RESIDENTIAL REVIEW PROCESS

Review Process | Steps in the Review Process

Q Quick Permits



E Express Plan Review



S Standard Plan Review



RESIDENTIAL REVIEW PROCESS

Review Process		Applicable Permits	Other Approvals / Permits May be Required
Q	Quick Permits	<ul style="list-style-type: none"> • Building – Boiler and AC • Building – Mechanical • Building – Plumbing • Building – Electrical • Building – Roofing and/or Siding • Zoning – Fence 	<p>Other Permits:</p> <ul style="list-style-type: none"> • Demolition Permit • Conveyance Permit • Fire Suppression Permit • Right-of-Way Permit • Tree Removal Permit
E	Express Plan Review	<ul style="list-style-type: none"> • Zoning • Building - Residential Construction • Sewer Use and Drainage 	<p>Other Approvals:</p> <ul style="list-style-type: none"> • Addressing • Administrative Modification - Building • Dedication • Landmark Design Review • Parcel Reconfiguration • Rezoning • Site Development Plan • State of Colorado Approvals • Subdivision • Transportation Engineering Plan • Vacation • Zone Lot Amendment • Zoning Relief
S	Standard Plan Review (Logged-in)	<ul style="list-style-type: none"> • Zoning • Building – Shoring / Excavation • Building – Residential Construction • Sewer Use and Drainage 	

RESIDENTIAL REVIEW PROCESS

Review Process		Project Types	Target Review Timeframes (Business Days)	
Q	Quick Permits	<ul style="list-style-type: none"> Trade-Specific Permits Roof and Siding Permits Fences that Meet Specific Criteria 	NA (Plan Review Not Required)	
E	Express Plan Review	<ul style="list-style-type: none"> Interior/Exterior Remodels (Alterations) <ul style="list-style-type: none"> 1,000 Square Feet or Less in GFA Minor Structural Work Non-Structural Repairs Accessory Structures Landscaping & Site Features Non-structural Preparatory Demolition 	Intake:	0
			Plan Review:	2
			Affordable Housing Review:	2, if Applicable
S	Standard Plan Review	<ul style="list-style-type: none"> New Dwelling Construction Additions Interior/Exterior Remodels (Alterations): <ul style="list-style-type: none"> Exceed 1,000 Square Feet in GFA Convert Non-Living Space to Living Space (ex. Garage to ADU, or Attic Conversion) Basement Dig-Out Structural Work that is not Minor Structural Repairs 	Intake:	2
			Plan Review:	10
			Affordable Housing Review:	2

STEP 1: CUSTOMER PREPARES SUBMITTAL

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CUSTOMER PREPARES SUBMITTAL

Steps Include:

1. Decide project scope
2. Hire professionals/consultants to prepare the submittal or decide to submit as a homeowner
3. Conduct research
4. Prepare construction documents and application forms for submittal

Resources:

**Community Planning &
Development Website**
Denvergov.org/CPD

Zoning Code
Denvergov.org/Zoning

Building Code
Denvergov.org/BuildingCode

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CUSTOMER PREPARES SUBMITTAL

Topic	Resource	Website
Is a permit required?	See Denver Building Code Section 130.1-130.3	Denvergov.org/BuildingCode
	See Denver Zoning Code Section 12.4.1	Denvergov.org/Zoning
Property Research	GIS Data for Individual Properties	Denvergov.org/Maps
	Approved Plans, Permits, Etc.	Search at Denvergov.org/Epermits
	CORA Request - Approved Plans, Permits, Etc.	Denvergov.org/CPD – Select Contact Us
What do I need to submit?	Project Scope-Specific Website	Denvergov.org/DS
	Residential Permitting Guide	Denvergov.org/DS
How do I submit?	Project Scope-Specific Website	Denvergov.org/DS
	E-Permits Website	Denvergov.org/Epermits
Hiring a Contractor vs. Homeowner Permits	Licensed Contractors	Denvergov.org/DS – Verify a Contractor License
	Homeowner Permits	Denvergov.org/DS - Search Applying for Homeowner Permits

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CUSTOMER PREPARES SUBMITTAL

Applying for Permits as a Homeowner

Learn how to apply for permits as a homeowner.

Residential Permitting Guide

Review requirements for single-family/duplex projects, information on related permits, and required application materials.

Permits for New Homes and Additions

Learn how to apply for permits for new single-family and duplex homes and additions.

Permitting an Accessory Dwelling Unit (ADU)

Learn how to apply for permits for an Accessory dwelling unit (ADUs).

Residential Garages

Learn how to apply for residential garage permits.

Residential Sheds

Learn how to apply for residential shed permits.

Fences and Walls

Learn how to apply for permits for fences and walls, including retaining walls.

Residential Decks, Porches, Patios, Pergolas, and Carports

Information about deck, porch, patio, pergola, and carport permits.

Residential Interior Remodel

Learn how to apply for permits for a residential interior remodel, attic conversion, second story addition, basement finish, windows, doors, egress windows, and skylights.

STEP 2: CUSTOMER SUBMITS APPLICATION

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CUSTOMER SUBMITS APPLICATION

Submit at: denvergov.org/epermits

Welcome to E-permits

Denver's online permitting system offers an easy, convenient way to submit permit applications for development projects, add contractors to your project, pay fees, download permits, schedule inspections, check your inspector's estimated time of arrival (ETA), see inspection results, and so much more without ever leaving your home or office.

All materials submitted with your application become public record and are subject to the Colorado Open Records Act (CORA).



E-permits portal

Apply for development permits online.



E-permits tutorial videos

View e-permits tutorial videos.



E-permits FAQs

Answers to frequently asked questions.

Contact Information:

E-Permits Assistance

720-865-2720

planreview@denvergov.org

STEP 3: APPLICATION INTAKE

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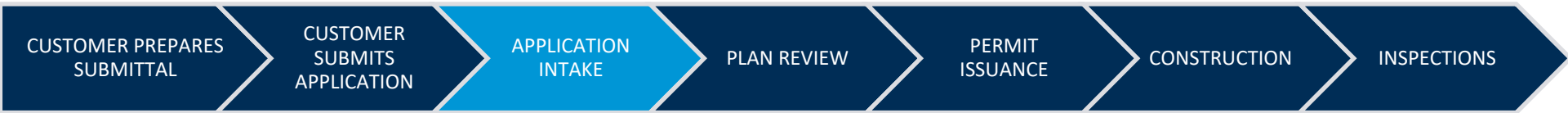
APPLICATION INTAKE

Application Intake Steps Include:

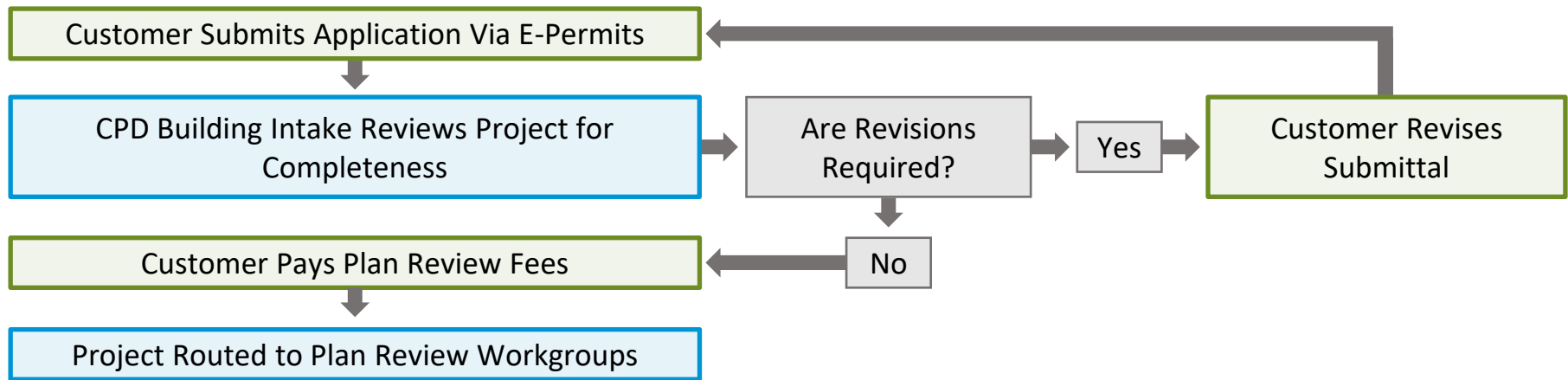
1. Verify submittal meets minimum submittal criteria.
2. Verify submittal notes correct codes.
3. Verify plan review fees.
4. Verify project scope.
5. Identify which review groups need to review the project.
6. Accept or deny the project for review.

Contact Information:

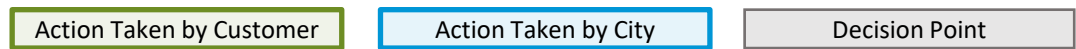
Intake/E-Permits Assistance
720-865-2700
planreview@denvergov.org



APPLICATION INTAKE



KEY



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APPLICATION INTAKE

What Customers Should Expect:

1. Emails from Denver's Permitting System. The sender is planreview@denvergov.org.
2. Emails that provide direction on your next steps.
3. At this step you will not have a designated reviewer or contact. All questions should be directed to the contact information outlined to the right.

Contact Information:

Intake/E-Permits Assistance
720-865-2700
planreview@denvergov.org

STEP 4: PLAN REVIEW

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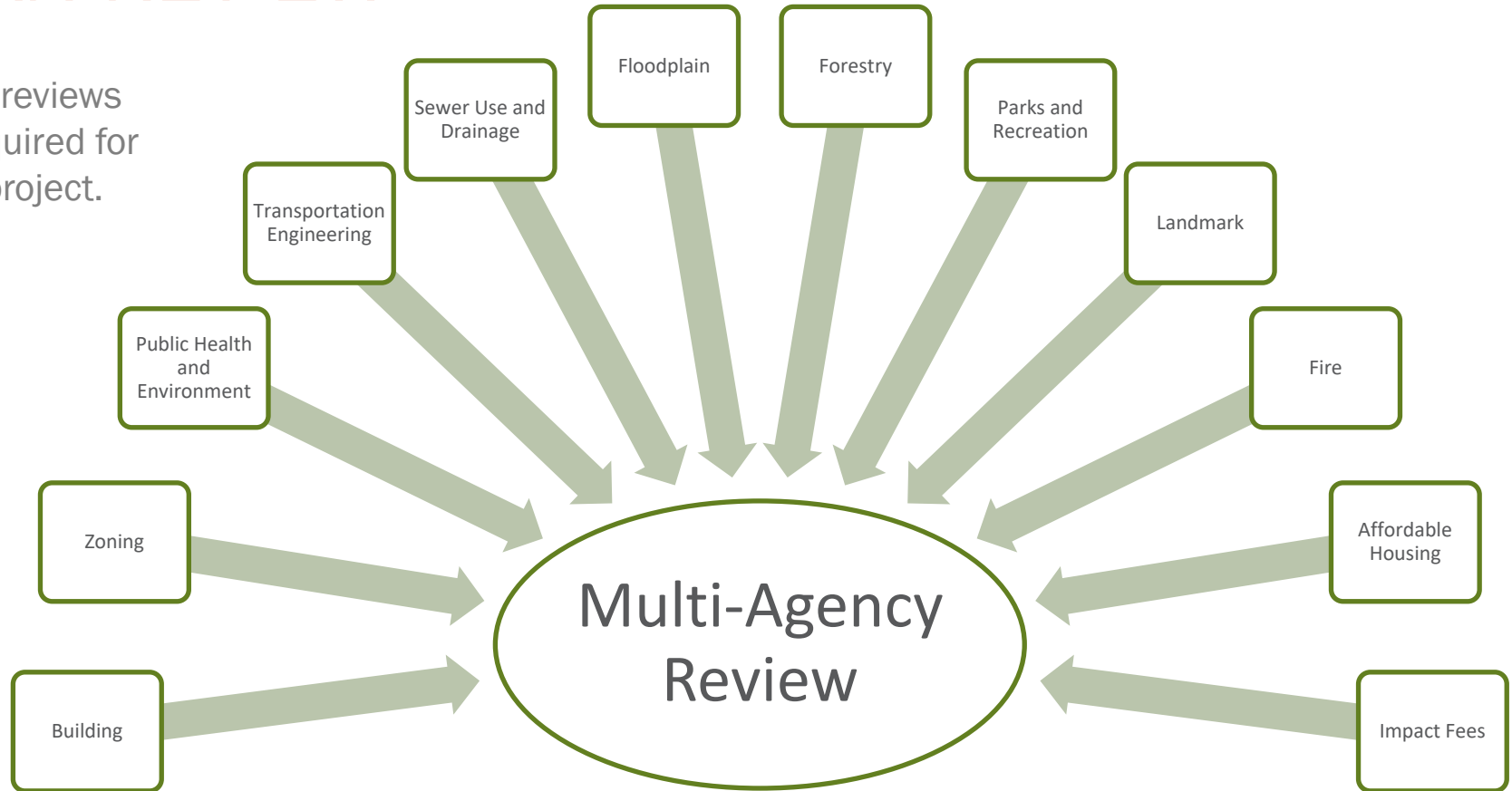
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Not all reviews are required for every project.



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Plan Review Steps Include:

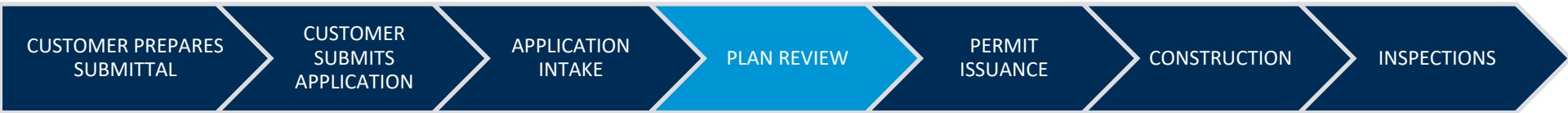
1. Verify submittal meets minimum submittal criteria.
2. Verify submittal meets codes and regulations.
3. Accept or deny the project for review.
4. Coordinate with other review groups as needed.
5. Communicate with customer.
6. Verify and add permit fees.
7. Fill out permits.
8. Create approved set of drawings.

Contact Information:

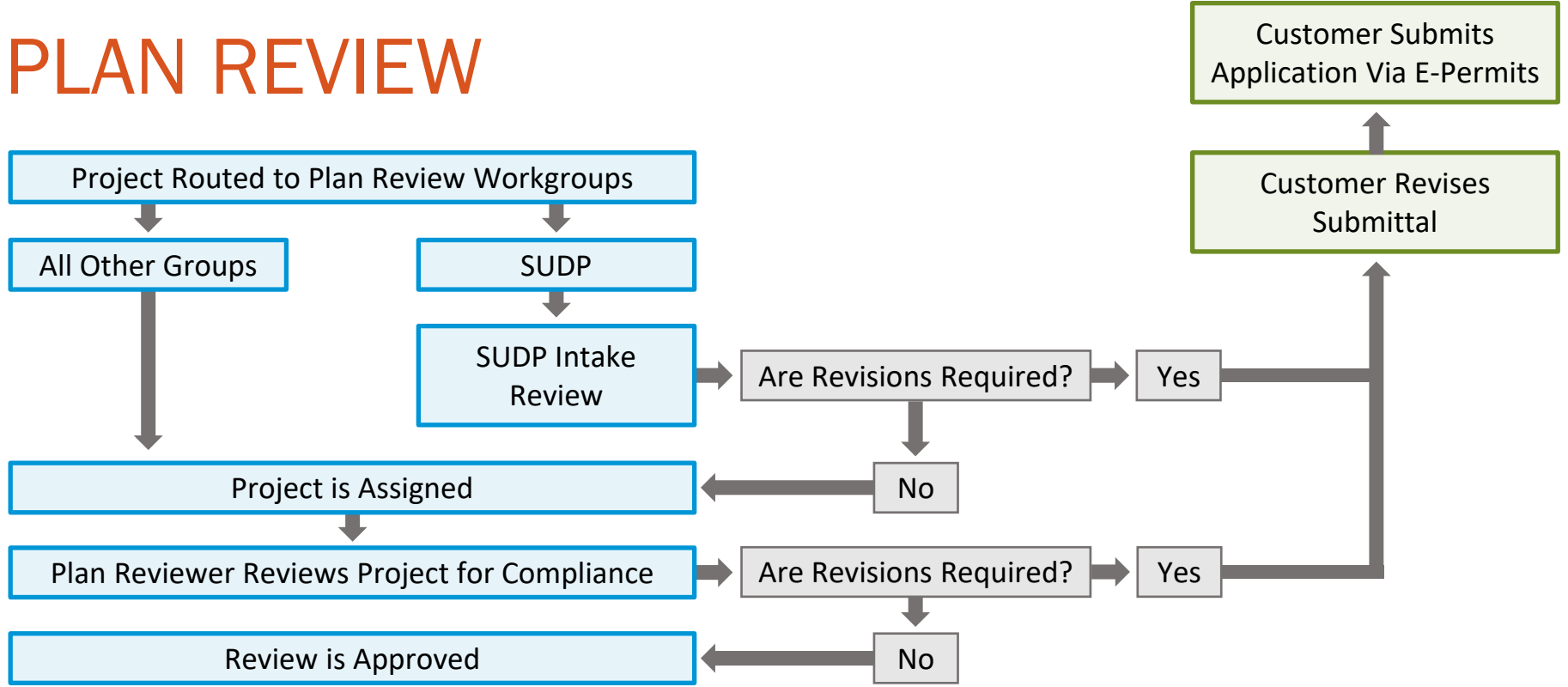
Building & Zoning Reviews:

720-865-2710

residentialpermits@denvergov.org



PLAN REVIEW



KEY



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What Customers Should Expect:

1. At this step, you will have designated reviewers who will serve as your main point of contact.*
2. You will have a reviewer for each agency review, which means projects have multiple people reviewing them.
3. You will receive a separate comment letter from each assigned reviewer.
4. Customers may submit responses to any workgroup, but it may be more cost effective to respond to all review teams with one coordinated resubmittal.
5. The majority of projects require 1-2 resubmittals.

* Some initial project reviews are not assigned to a reviewer immediately.

Contact Information:

Building & Zoning Reviews:

720-865-2710

residentialpermits@denvergov.org

STEP 5: PERMIT ISSUANCE

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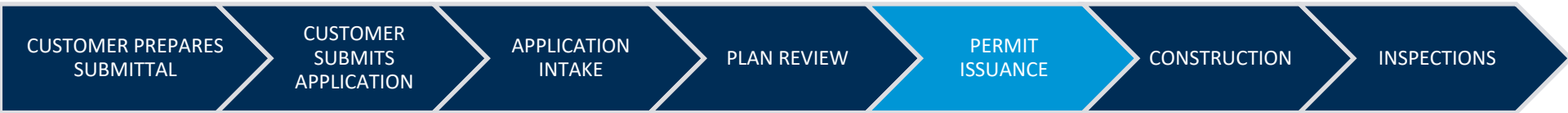
PERMIT ISSUANCE

Permit Issuance Steps Include:

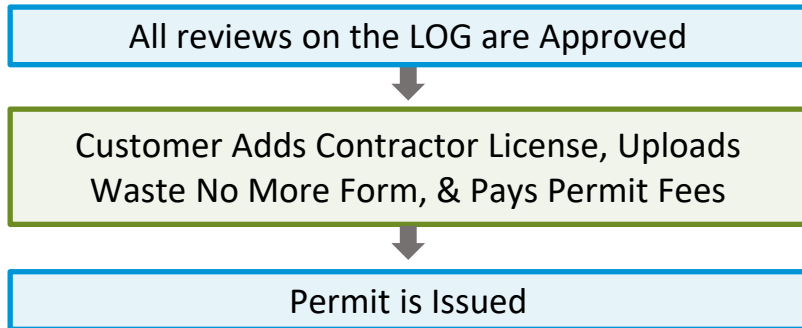
1. Email to customer outlining all reviews are approved, the order to pull permits, directions to add a contractor license, and directions on Waste No More.
2. Customer adds and verifies contractor license. Customer contacts Intake if applying for a homeowner permit.
3. Permit fees are invoiced.
4. Customer pays permit fees.
5. Permit is emailed to customer.

Contact Information:

Intake/E-Permits Assistance
720-865-2700
planreview@denvergov.org



PERMIT ISSUANCE



KEY

Action Taken by Customer

Action Taken by City

Decision Point

STEP 6 & 7: CONSTRUCTION & INSPECTIONS

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CONSTRUCTION & INSPECTIONS



Contact Information:

Building Inspections

720-865-2505

Building.InspectionService@denvergov.org

Zoning & Neighborhood Inspections (ZNIS)

720-865-2505

Neighborhood.InspectionService@denvergov.org

CUSTOMER PREPARES SUBMITTAL

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APPLICATION INTAKE

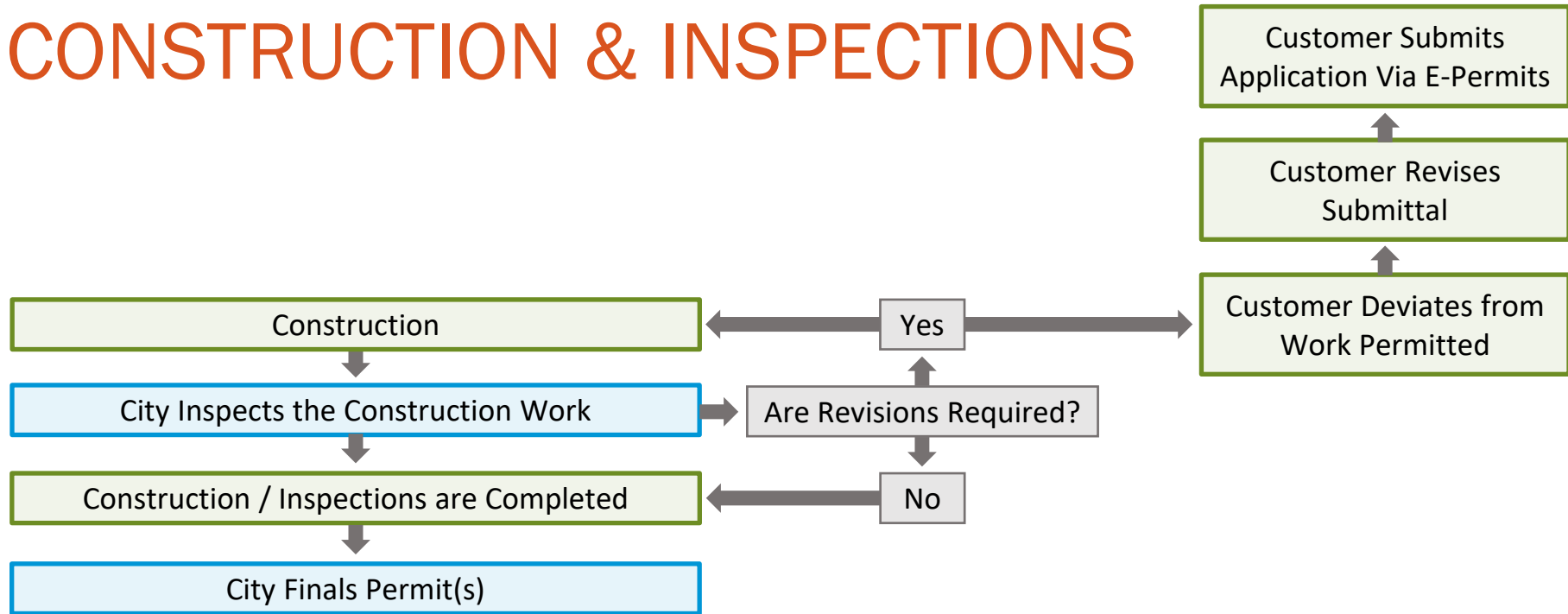
PLAN REVIEW

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KEY

Action Taken by Customer

Action Taken by City

Decision Point



QUESTIONS / COMMENTS

APPENDIX A: CUSTOMER SUBMITS APPLICATION

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[Register for an account](#) [Login](#)

Denver's Permitting and Licensing Center

Search... 

[Home](#) [Development Services](#) [Business Licenses](#) [Contractor Licensing](#) [Right-of-Way](#) [Conveyance](#) [Fire](#)

Advanced Search

Username or E-mail:

Password:

[Log in »](#)

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an account](#)

Welcome to Denver's online permitting and licensing center!

- **Development Services:** Apply or pay for development permits, Check plan review status, Schedule inspections, Search permit records
- **Business Licenses:** Apply, renew, or modify a business license, Search license records
- **Contractor Licensing:** Apply for or renew a license or certificate
- **Right-of-Way:** Apply for a ROW permit, Request an address, Schedule a ROW inspection, Search ROW permit records

Contractors: After logging in, go to "My Account" to add your license.

Need help? Dial 3-1-1 within Denver, (720) 913-1311 from outside of Denver, or use our online [tutorials](#), [videos](#), and [FAQs](#).

View Denver's [business license hearing calendar](#).

CUSTOMER LOGS IN / NEW USERS CREATE AN ACCOUNT

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Denver's Permitting and Licensing Center



Home

Development Services

Business Licenses

Contractor Licensing

Right-of-Way

Conveyance

Fire

Dashboard

My Records

My Account

Advanced Search

Welcome

You are signed in. Choose from common services below or find more services within the navigation above.



Development Services

Construction permits, site planning, fire prevention, plan review, inspections

[Apply for a Permit](#) | [Find Your Record](#)



Business Licensing

Short-term rentals, temporary restaurants, private security employers

[Apply New](#) | [Renew or Manage](#) | [Search Licenses](#)



Contractor Licensing

Demolition, construction, and trades

[Apply New](#) | [Renew or Manage](#) | [Search Licenses](#)



Right-of-Way (ROW) Services

Address assignments, street occupancy and cut permits, sanitary sewer repair and cutoff permits

[Apply for a Permit](#) | [Find Your Record](#)

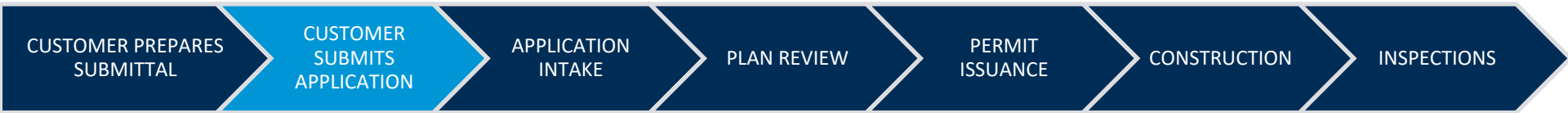


Occupational Licensing

Security guards

[Apply New](#) | [Renew or Manage](#) | [Search Licenses](#)

SELECT "APPLY FOR A PERMIT"



[Home](#) **Development Services** [Business Licenses](#) [Contractor Licensing](#) [Right-of-Way](#)

[Apply for a Permit](#) [Search Applications and Permits](#) [Schedule an Inspection](#)

Online Application

Contractors are expected to know what work is allowed under their specific license. [Read this policy if you are u](#)

Please "Allow Pop-ups from This Site" before proceeding.

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I have read and accepted the above terms.

[Continue Application »](#)

ACCEPT TERMS OF GENERAL DISCLAIMER

CUSTOMER PREPARES SUBMITTAL

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Denver's Permitting Center

Search... 

[Home](#) [Development Services](#) [Business Licenses](#) [Contractor Licensing](#) [Right-of-Way](#) [Conveyance](#) [Fire](#)

[Apply for a Permit](#) [Search Applications and Permits](#) [Schedule an Inspection](#)

Quick permits have a limited scope and are only suitable for work on single-family homes, duplexes, roofs (all structures), and in limited cases, minor electrical work or like-for-like mechanical/plumbing replacements in commercial and multifamily buildings.

Select a Permit Type :

▼ Quick Permits

- Boiler and AC Permit
- Electrical Permit
- Mechanical Permit
- Plumbing Permit
- Roofing and Siding Permit

▼ Submit Building Plans for Review

- Administrative Modifications
- Building Log

▼ Add Contractor to Permit

- Add Contractor to a Permit
- Add to General Construction Permit
- Add to Trade Permit

▼ Site Planning

- Concept Plan
- Erosion Control
- Erosion Control Amendment
- Formal Site Development Plan
- Storm and Sanitary Plan
- Subdivision Plan
- Transportation Plan

▼ Fire Permits

- Fire - Alarm and Signaling Permit
- Fire - General Permit
- Fire - Generator Installation Permit
- Fire - High Pile Combustible Storage Installation Permit
- Fire - Smoke Control Permit
- Fire - Suppression Permit
- Fire - Tank Installation Permit
- Fire Review Only - Other Jurisdiction
- Fire Review Only - Water Plans

[Continue Application »](#)

SELECT BUILDING LOG

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Search...

Home **Development Services** Business Licenses Contractor Licensing Right-of-Way Conveyance Fire

Apply for a Permit Search Applications and Permits Schedule an Inspection

Building Log

- 1 Instructions
- 2 Address and Contact Info
- 3 Project Details
- 4 Zoning Information
- 5 Document Attachments
- 6
- 7
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- 9

Step 2: Address and Contact Info > Page 1

* indicates a required field.

Address

* Enter the address number and street name, then click search.

* Street No.:

* Street Name:

Search

Clear



Additional Address Info

ADDITIONAL ADDRESS INFO

Street Direction:

Building Number:

Floor Number:

Unit Number:

ENTER ADDRESS

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Applicant

* The applicant will receive email notifications about the status of this application. To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Architect

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Other Design Professional



To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Building Manager or Owner

(if different from property owner)

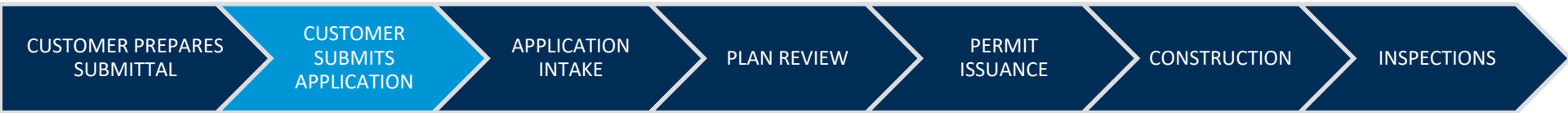
To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Licensed Contractor

ENTER CONTACTS



Building Log

1 Instructions	2 Address and Contact Info	3 Project Details	4 Zoning Information	5 Document Attachments	6	7	8	9
----------------	----------------------------	-------------------	----------------------	------------------------	---	---	---	---

Step 3: Project Details > Project Information

* indicates a required field.

Description of Work

* Please detail the type and extent of work to be done under this permit. Include a description of what type of business or other use will occupy this property.

Description of Work:

New Single Unit Dwelling with Detached Garage

[spell check](#)

ENTER PROJECT DESCRIPTION

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Project Information

PROJECT CLASSIFICATION

Commercial or Multi-Family Buildings - Use this selection for all new commercial projects, including tenant-finish work, and any building with three or more residential units. "IRC townhomes" should not use this selection.

IRC Townhomes - Use this selection for buildings with three or more dwelling units built side-by-side (not vertically) in accordance with the International Residential Code (IRC). This includes new IRC townhomes and related work for existing IRC townhomes, like garages, decks, remodels, etc.

Single-Family/Duplex - Use this selection if the home is detached or is only connected to one other unit under the same roof. This includes new construction, additions, remodels, and related garages, pools, fences, sheds, etc.

Your project location's current Zone District is:

E-SU-G

Project Classification: *

Single Family/Duplex Residential

Project Scope: *

--Select--

--Select--

Solar Panel Systems

New Accessory Dwelling Unit

New Accessory Structure

Addition Large (401 sf or greater)

Addition Small (400 sf or less)

Remodel

New Home

New Master

New Type Approved

Zoning Only Review

PROJECT SCOPE

Based on your answers in the PROJECT CLASSIFICATION section, the following project options are available.

GENERAL INFORMATION

Save and resume within 30 days

Continue Application »

SELECT PROJECT CLASSIFICATION

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PROJECT SCOPE

Based on your answers in the PROJECT CLASSIFICATION section the following project options are available.

Include the address of each dwelling unit at the top of this page in the "Description of Work" field and also in the "Address/ Unit Number" column of the valuation window in the next step of this application.

How many dwelling units are included in the project?: *

How many detached garages are included in the project?: *

Do the detached garage(s) include any area not devoted to parking?: * Yes No

Does your project include shoring or benching?: * Yes No

GENERAL INFORMATION

* Are you submitting modified drawings for an existing permit?: Yes No

Are there any existing Administrative Modification requests related to this project?: * Yes No

Is your project related to an existing Site Development Plan number?: * Yes No

Is your project related to an approved Zoning Permit number?: * Yes No

FILL OUT PROJECT SCOPE & GENERAL INFORMATION

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Step 3: Project Details > Residential Valuation

The table below lists the permits needed for this project based on your earlier answers.

Please select all rows of the table and then click "Edit Selected" to add valuation for each permit. Calculate valuation as the total replacement cost to the owner for the work covered by that permit, including all labor, profit, overhead, materials, equipment, and installation.


The city will confirm that your valuations are in line with current construction costs. Plan review and permit fees are based on permit valuation.

Visit www.denvergov.org/dsfees for fee schedules and policies.

* indicates a required field.

Project Valuation




RESIDENTIAL VALUATION DETAILS

 Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

For residential construction permits, include the valuations requested in the table. Mechanical, plumbing, and roofing are permitted separately and should not be included here. Certain permit types in this table will also ask for gross floor area - for these, only include new square footage applicable to that permit. Deduct existing square footage and areas used exclusively for parking (e.g., attached garage).

For zoning only permits, include the valuation of all construction work, including but not limited to: labor, materials, profit, overhead, finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, and any other permanent equipment.

Showing 1-3 of 3

<input type="checkbox"/>	Address/Unit Number	Work Type	Valuation Amount	Gross Floor Area	Non-Parking Gross Floor Area	Actions
<input type="checkbox"/> 	1	Construction (RESCON)				Actions ▾
<input type="checkbox"/> 	1	Detached Garage (RESCON)				Actions ▾
<input type="checkbox"/> 	(Shoring)	Shoring (RESCON)				Actions ▾

Edit Selected

INSERT VALUATION

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Apply for a Permit Search Applications and Permits Schedule an Inspection

Building Log

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Step 5: Document Attachments > Page 1

* Indicates a required field.

Attachments

- All files must be PDFs.
- Name files with this format: DocumentName_Address_Date.pdf (e.g., ArchPlan_201WColfax_8-1-2019.pdf)
 - Character limit for file names (includes spaces):110 characters
- Make sure each document prepared by an architect, engineer, or surveyor has a valid electronic signature on the cover page and their seal on each sheet. [Instructions](#) (PDF)
- Use these checklists to make sure you are attaching the minimum information required to start a review:
 - Single-family/Duplex
 - Master/type approved (TA)
 - New buildings, addition, change of occupancy
 - Tenant finish, remodels
 - Shoring & excavation
 - Modified drawings

The maximum file size allowed is 1024 MB.

Name	Type	Size	Latest Update	Action
No records found.				

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Name	Type	Size	Latest Update	Action
AddressCard_3210NShoshone_9-09-19.pdf	Drawings-epermits submittal	323.21 KB	11/15/2019	Actions ▾
Survey_3210NShoshone_09-09-19.pdf	Documents-epermits submittal	1.53 MB	11/15/2019	Actions ▾
LenderEvidenceLinkageFee_3210NShoshone_09-09-19.pdf	Documents-epermits submittal	868.04 KB	11/15/2019	Actions ▾
ArchPlans_3210NShoshone_09-09-19.pdf	Drawings-epermits submittal	75.70 MB	11/15/2019	Actions ▾
CivilPlans_3210NShoshone_09-09-19.pdf	Drawings-epermits submittal	1.11 MB	11/15/2019	Actions ▾

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LIST OF UPLOADED DOCUMENTS

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Step 6: Acknowledgements > Project Acknowledgements

* indicates a required field.

Valuation Acknowledgement

VALUATION DETAILS

This dollar amount below represents the total of the valuation provided in Step 3: Valuation Details. If this is not an accurate representation of the overall project cost, return to Step 3: and modify the values entered in the valuation fields.

* Construction Valuation Total:

Project Acknowledgements

ASBESTOS INSPECTION

Colorado Regulation No. 8, Part B, requires that prior to renovation a facility must be inspected by a Colorado certified Asbestos Building Inspector to determine if abatement is required. Failure to have the inspection may result in an asbestos spill which puts building occupants and workers at risk. It may also be a violation of Colorado's asbestos regulation and may initiate an enforcement action pursuant to 25-7-508, C.R.S.

Has an asbestos inspection been conducted on the building materials that will be disturbed by this project?:

AFFORDABLE HOUSING

I am aware that, per the Affordable Housing Linkage Fee Ordinance 2016-0625, the affordable housing linkage fee amount applicable to my project will be assessed alongside standard permit fees and is due in full at the time my building permit(s) is issued. I acknowledge I will be unable to receive a building permit if the fee is not paid.

I acknowledge that I have read and understood the above statement regarding the affordable housing linkage fee.:

AUTHORITY TO SUBMIT

I acknowledge that I have the authority to submit the information in this application on behalf of this project, and that the information provided in and attached with this application is true and reliable.

Authority to Submit:

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CUSTOMER ACKNOWLEDGEMENT

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Building Log

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Step 9: Record Issuance



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services. You will be notified by email if your uploaded documents were accepted for review, or if additional information is required.
Your Record Number is 2019-LOG-0003404.

You will need this number to check the status of your application, upload resubmittal or additional documents, or to schedule/check results of inspections.

Thank you for using our online services, please let us know your feedback [here](#).

[View Record Details »](#)

PROJECT IS SUBMITTED & CUSTOMER RECEIVES LOG