



## **Zoning and Building Permitting Guide - Uncovered Decks and Porches Over-the-Counter Residential Projects**

### **Residential Permit Contact Info**

[ResidentialPermits@denvergov.org](mailto:ResidentialPermits@denvergov.org)

720.865.2710

201 West Colfax Ave., Dept. 205

Denver, CO 80202

2nd floor Permit Counter Hours: Monday - Friday, Noon to 4:00 p.m.

### **Step-by-Step Guide**

#### **1 If applicable, separate permits must be obtained (in order) before you apply:**

- Homeowners doing the work themselves will need to submit the [AFFIDAVIT OF REQUIREMENTS FOR OWNER-OCCUPIER PERMITS](#) and pass all applicable exams.
- Contractors need current Denver Contractor License, and proof of identification to pull the permit.
- Landmark Certificate of Appropriateness - All residential projects involving the exterior of a designated landmark structure or a landmark district must be logged in for review. See [denvergov.org/preservation](http://denvergov.org/preservation) to learn more.
- If there are public right-of-way trees in the project area, contact the Office of the City Forester, Dept #605 (720-913-0651; [forestry@denvergov.org](mailto:forestry@denvergov.org)) See [www.denvergov.org/forestry](http://www.denvergov.org/forestry) to learn more.
- Demolition of existing accessory structure prior to issuance of permit for new accessory structure (such as a detached garage or carport; see [Total Demolition Guide](#))

#### **2 To Obtain Over-the-Counter/"Same Day" Zoning and Building Permits:**

- Submit a completed application (attached), complete building plans, fully dimensioned site plan, and fully dimensioned elevations (use template provided or scaled drawings) in person at the Development Services Permit Counter. Residential Service hours are Monday - Friday, Noon to 4:00 p.m., queue opens for check-in at 10 a.m. and closes at 3:30 p.m. Select "Single-Family/Duplex Walk Thru - All Others" at the sign-in kiosk, by text or online.
- Limit of two projects per visit.

#### **3 If applicable, separate permits are required for:**

- Sewer Use and Drainage via Wastewater (720-865-3060; [www.denvergov.org/SUDP](http://www.denvergov.org/SUDP)) or email: [wastewaterpermits@denvergov.org](mailto:wastewaterpermits@denvergov.org)
- Roofing and Electrical via Quick Permits (720-865-2705) [denvergov.org/quickpermits](http://denvergov.org/quickpermits)
- Right of Way Street Occupancy Permit (303-446-3469) [denvergov.org/pwpermits](http://denvergov.org/pwpermits)
- Asbestos Inspection Acknowledgement form (See page 6 of this guide).

#### **4 For additional information please go to [www.denvergov.org/ds](http://www.denvergov.org/ds) to find the:**

- Complete Residential Permitting Guide
- Zoning Tip Sheet 1 (Block Sensitive Setbacks)
- Zoning Tip Sheet 2 (Base Plane, Height & Bulk Plane)
- The Denver zoning codes [www.denvergov.org/zoning](http://www.denvergov.org/zoning)



## Building Permit Submittals

### Building Plans, Details, and Specifications

All **Deck/Patio** submittals (**Español**) must include the following to process your application:

- |                                 |  |
|---------------------------------|--|
| 1) Rafter size and spacing      | 7) Roll blocking size and location for cantilevered deck |
| 2) Beam size and span           | 8) Decking size and type                                 |
| 3) Uplift connection            | 9) Stair details   |
| 4) Post size and specifications | 10) Guard and handrail details                           |
| 5) Footing size and depth       | 11) Cantilever length                                    |
| 6) Ledger connection details    |  |

Additional information and examples can be found at [http://www.coloradochaptericc.org/building\\_guides.php](http://www.coloradochaptericc.org/building_guides.php)



## Zoning and Building Permit Application

### CONTACT INFORMATION

Issue Permit to (please check one) ☐ Contractor ☐ Homeowner ☐ Agent

|  |          |           |
|--|----------|-----------|
| Property Owner   | Name:    | Phone:    |
|  | Address: | City:     |
|  | Email:   | ZIP Code: |
| Applicant Information<br>(If different from owner)<br>License # _____ Opt.       | Name:    | Phone:    |
|  | Address: | City:     |
|  | Email:   | ZIP Code: |
| Contractor/Agent Information<br>(If different from applicant)<br>License # _____ | Name:    | Phone:    |
|  | Address: | City:     |
|  | Email:   | ZIP Code: |
|  | Fax:     |           |

### SUBJECT PROPERTY INFORMATION

|   |  |                 |  |              |
|---|--|-----------------|--|--------------|
| Property Address:   |  |                 |  |              |
| What is the property zone district? (Include all applicable overlay zones)  |  |                 |  |              |
| Is it Denver Zoning Code (DZC) or Former Chapter 59? <input type="checkbox"/> DZC <input type="checkbox"/> Former Ch. 59  |  |                 |  |              |
| Property Land Area - Sq Ft  |  | Valuation Sq Ft |  | Valuation \$ |
| Property Location: <input type="checkbox"/> Corner Lot <input type="checkbox"/> Interior Lot <input type="checkbox"/> Designated Parkway <input type="checkbox"/> Individually Designated Landmark Structure <input type="checkbox"/> Landmark District <input type="checkbox"/> Floodplain |  |                 |  |              |

### PROPOSAL

|  |  |
|--|--|
| Scope of Work<br>Describe nature of proposed project.                                      | <input type="checkbox"/> SFR <input type="checkbox"/> Duplex                           |
| Attachments Included:  |  |
| <input type="checkbox"/> Submittal Checklist   | <input type="checkbox"/> Elevation plan(s) showing all building and zoning information |
| <input type="checkbox"/> Building Plan Set- Architecture/Full Floor Plans/Engineering/etc. | <input type="checkbox"/> Demolition and/or Excavation Plan                             |
| <input type="checkbox"/> Site plan(s) showing all building and zoning information          | <input type="checkbox"/> Board of Adjustments Decision                                 |
|  | <input type="checkbox"/> Valuation Statement   |
|  | <input type="checkbox"/> Other (please describe) _____                                 |

### SIGNATURE REQUIRED

By my signature, I represent that I am the owner of the subject property, or am duly authorized by the owner of the subject property to make this application. To the best of my knowledge and belief, I attest that the information stated in this application and in all supporting plans and documents is true and accurate.

Signature of Owner or Authorized Owner Representative \_\_\_\_\_

Full Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Note: Proof of ownership and/or contractor will be verified at the time of permit issuance. Proof shall be provided per Admin Policy 131.1 (homeowner) or DBC 121 (contractor).

**NO REFUND WILL BE GIVEN FOR ANY PLAN REVIEW FEE COLLECTED BASED ON THE VALUATION PROVIDED BY APPLICANT.**

[www.denvergov.org/developmentservices](http://www.denvergov.org/developmentservices)

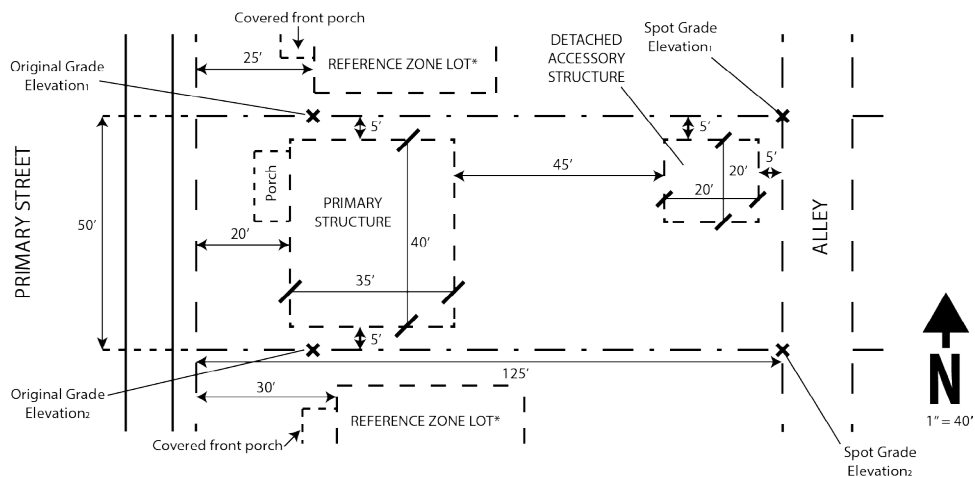


## Sample Site Plans

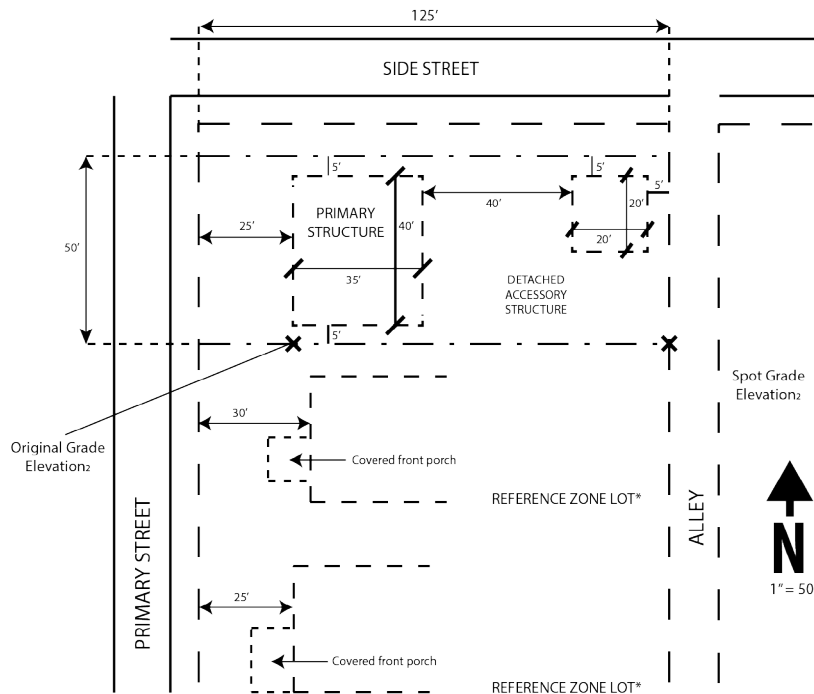
- If the front setback is less than 20 feet on one (but not both) of the reference zone lots, see Sec. 13.1.5.3.C.2.b of the Denver Zoning Code.
- If one of the reference zone lots is set back 50 percent or more of the zone lot depth from the primary street zone lot line, see Sec. 13.1.5.3.C.2.c of the Denver Zoning Code.
- If a structure is within 1 foot of required setback on any side of the lot, see setback verification policy, Admin. 133.3 in the 2011 Denver Building Code Amendments.

\* See *Site Plan & Elevation* page for all required plan information.

Interior Lot



Corner Lot



# Site Plan & Elevations

## Suburban/Urban/Urban Edge Lot

Address Circle one

Address

Owner/Applicant

Owner/Applicant

Date

Date

Zone District

Building Form

Building Form

Zone Lot Area

S.F.

Proposed Use

ft

Primary Footprint

S.F.

Accessory Footprint

S.F.

Total Footprint

S.F.

Min. Coverage

Building Code Amendments

Proposed Coverage

Front Base Plane Elevation

ft

Rear Base Plane Elevation

ft

Proposed Use

\* Label all setbacks

\* Label all exterior finishes

\* All plans must be consistent with the 2009 IRC and the 2011 Denver Building Code Amendments

\* Label all street(s), alley(s) and sidewalk(s)

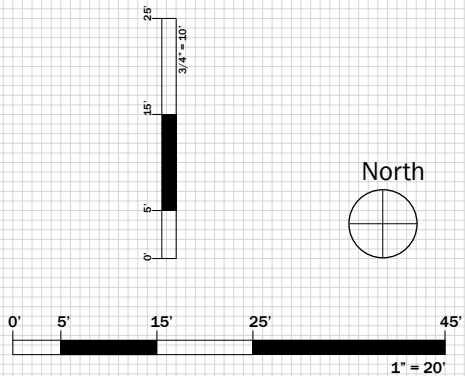
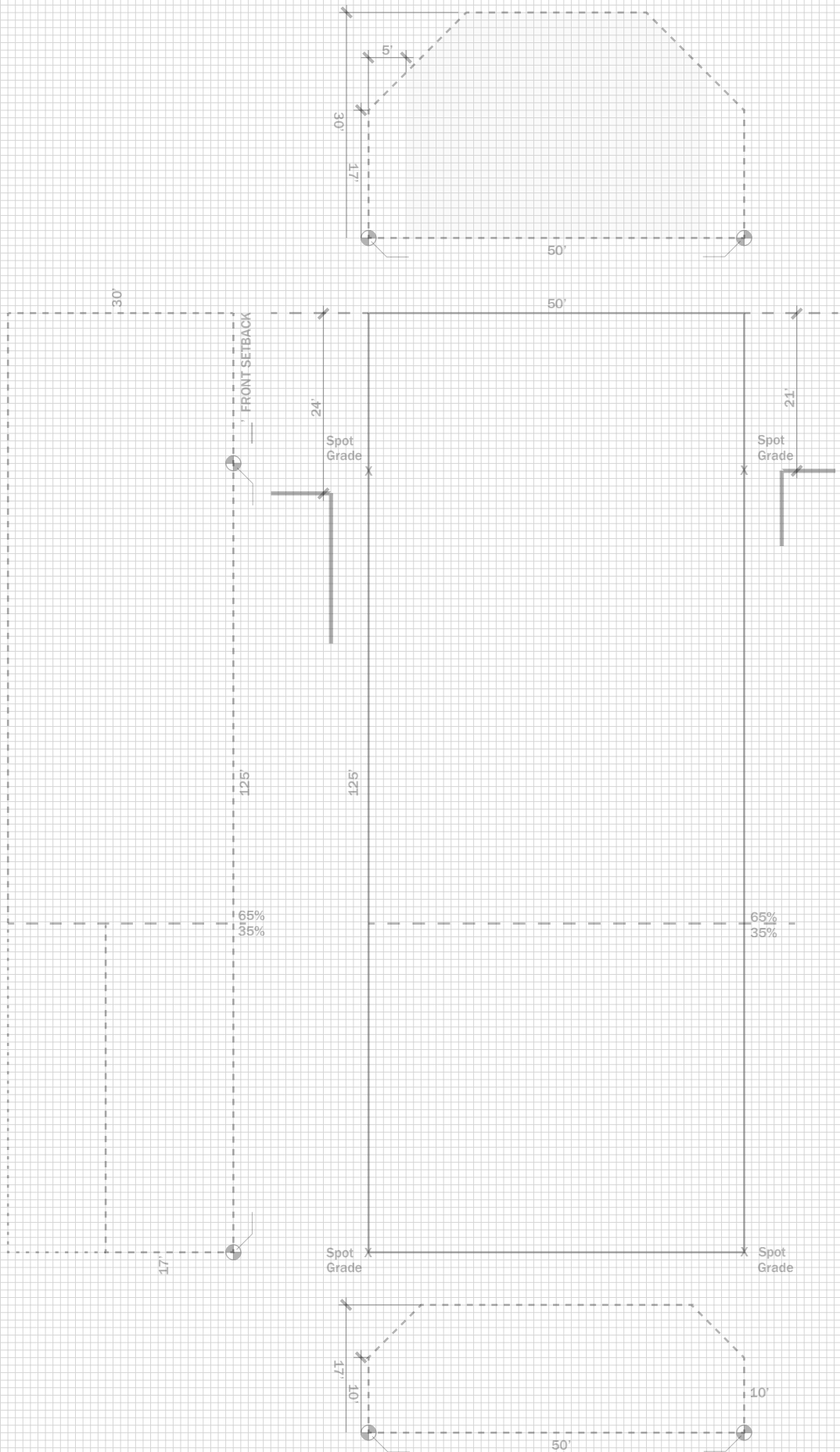
\* Dimension all existing and proposed structures, measured to exterior walls & property lines

\* Label all setbacks

\* Label all exterior finishes

\* Include window wells & A/C units

\* See Residential Permitting Guide sample site plans and tip sheets for guidance.





**DENVER**  
THE MILE HIGH CITY

**Development Services**

Building Department

201 W Colfax Ave

Denver, CO 80202

Phone: 720-865-2705

[www.denvergov.org/ds](http://www.denvergov.org/ds)

## Asbestos Inspection Acknowledgement

When renovating a property, the customer making a building permit application must disclose whether the property owner knows if the project has been inspected for asbestos containing building materials. For more information about asbestos requirements and inspections, please contact the Colorado Department of Public Health Department at 303-692-3100 or [cdphe.asbestos@state.co.us](mailto:cdphe.asbestos@state.co.us), and review the [Asbestos – Renovation and Demolition](#) handout available at [www.colorado.gov/cdphe/asbestos](http://www.colorado.gov/cdphe/asbestos).

Please check all that apply.

- ☐ I do not know if an asbestos inspection has been conducted on the building materials that will be disturbed by this project. 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.
- ☐ An asbestos inspection has been conducted on the building materials that will be disturbed by this project on or about:

\_\_\_\_\_  
DATE

- ☐ An asbestos inspection has not been conducted on the building materials that will be disturbed by this project. 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.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date