



# PERMITTING PROCEDURES AT DENVER INTERNATIONAL AIRPORT



# WHY ARE WE HERE?

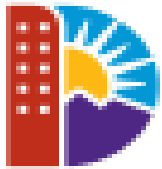
- Summary of permitting procedures for projects at DEN
  - City and County of Denver (CCD) Community Planning and Development (CPD)
  - Denver Fire Department (DFD)
  - Colorado Department of Public Health and Environment (CDPHE)
  - Federal Aviation Administration (FAA)
  - US Army Corps of Engineers
- Roles and Responsibilities
- Submittal Process and Permit Fees
- Inspections
- Permit Close-out



# ROLES AND RESPONSIBILITIES



- **DEN Project Manager** – ultimately responsible for permitting coordination.
- **Project Management Team (PMT)** – represents DEN on larger projects as extension of staff for the DEN Project Manager



- **CCD Community Planning and Development (CPD) DEN Coordinator** – located downtown in the Webb Building and coordinates all project reviews and permits for DEN projects
- **CCD Public Works / Wastewater Management Division (WMD)** – issues sewer use and drainage permits (SUDP), storm sewer project reviews (SSPR), erosion control (EC) permits
- **Denver Fire Department (DFD)** – issues fire protection, conveyance, hot works, and other types of permits to contractors, conducts inspections



# ROLES AND RESPONSIBILITIES

- **Architects and Engineers of Record** – responsible for stamping and signing submittals for CPD and DFD review, attending CPD/DFD meetings.
- **Licensed (with the City) Construction Contractors and Subcontractors** – responsible for pulling permits and closing permits out when completed.
- **Colorado Department of Public Health and Environment (CDPHE)** – issues permits to contractors for air quality and general stormwater permits.
- **Federal Aviation Administration (FAA)** – reviews projects under NEPA and issues 7460 permits for DEN projects.
- **U.S. Army Corps of Engineers** – issues Section 404 permits for waters of the U.S. and wetland impacts on DEN property.



**US Army Corps of Engineers**

# DEN PROCEDURES



- Coordinate with DEN Project Manager and/or PMT on permitting process
- Resource: DEN Environmental Management System  
[http://www.flydenver.com/about/administration/environmental\\_management](http://www.flydenver.com/about/administration/environmental_management)
- Permitting process can start in the design phase or after the contractor has been selected
- Have a designated permitting coordinator on your team
- Need a **Letter of Authorization (LOA)** for the project from the DEN Project Manager that will designate the type of project, type of review at CPD, and how permit fees will be collected
- For larger projects, CPD permitting fees may be paid by DEN directly, so early coordination is critical to identify requirements
  - All other permit fees are the responsibility of the contractor or designers

# CPD PERMITS



- Coordinate with CPD DEN Coordinator to set up a pre-submittal meeting with CPD, WMD, and DFD reviewers
  - Can be at the design phase with architects and engineers or record
  - Include general contractor if they are on board
  - Have a preliminary schedule of phasing, submittals, and construction dates
- Submittal Requirements:
  - Letter of Authorization from DEN Project Manager
  - **Confirm project address (one of the biggest mistakes)**
  - Projects will be subject to 2019 Denver Building and Fire Code (DBC)
  - If hardcopies are submitted: 2 original sets of architectural or engineering stamped and signed drawings, 1 set of stamped and signed specifications, 1 set of stamped and signed calculations, and 1 set of product and material sheets
  - If electronic submitted: plans have to be electronically signed by each discipline.
- No zoning permits are required at DEN. DEN is exempt from the Green Roof Initiative and Affordable Housing fees for most projects.



# CPD PERMIT SUBMITTALS



- Forms:
  - Forms located in Commercial Permitting Handbook at:
    - [https://www.denvergov.org/content/dam/denvergov/Portals/696/documents/Other\\_forms\\_and\\_guides/Commercial\\_Permitting\\_Handbook.pdf](https://www.denvergov.org/content/dam/denvergov/Portals/696/documents/Other_forms_and_guides/Commercial_Permitting_Handbook.pdf)
      - Plan Review Contact List
      - Valuation Statement
      - Asbestos Inspection Acknowledgement Form
      - Affordable Housing Fee Application
    - Deferred submittals, if needed (e.g., fire protection shop drawings)
  - All plan submittals, permit fee payments, and permit issuances are done online at the following e-Permit link:  
<https://www.denvergov.org/AccelaCitizenAccess/Default.aspx>
  - Each company will need to set up an account under Accela Citizen Access.

# CCD ACCELA CITIZENS ACCESS WEBSITE



City and County of Denver | ePer... x City and County of Denver | ePer... x Building and Neighborhood Insp... x Submit Your Plans Electronically | x City and County of Denver | ePer... x

denvergov.org/AccelaCitizenAccess/Default.aspx

Apps Crime Prevention ~...

**DENVER**  
THE MILE HIGH CITY

Neighborhood Business Visiting Government Online Services A to Z

Logged in as: Amber Brenzikofer Collections (0) Account Management Logout

## Denver's Permitting and Licensing Center






2017-MECH-0006409

**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, pedal cab drivers  
[Apply New](#) | [Renew or Manage](#) | [Search Licenses](#)

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



# WASTEWATER PERMITS



- Sewer Use and Drainage Permits (SUDP)
  - Required for almost all DEN projects. Guidelines located at: [https://www.denvergov.org/content/dam/denvergov/Portals/696/documents/SUDP/Commercial Multi-Residential General Guidelines.pdf](https://www.denvergov.org/content/dam/denvergov/Portals/696/documents/SUDP/Commercial%20Multi-Residential%20General%20Guidelines.pdf)
  - Metropolitan Wastewater Reclamation District (METRO) Fee and Sanitary Sewer Services Availability (SAFE) Fee paid to CCD by contractor or DEN
  - Water tap fees paid directly to Denver Water by contractor
- Storm Sewer Project Reviews (SSPR)
  - WMD reviews storm sewer plans at DEN, but not sanitary sewers
  - DEN required to do own storm and sanitary sewer inspections
- Construction Activities Stormwater Discharge Permit (CASDP) or Erosion Control Permits
  - Required if soil disturbance is greater than 1 acre and/or construction staging areas
  - Requires SWMP stamped and signed by a drainage engineer
  - All deliverables are submitted electronically to WMD (same as above)



# WASTEWATER PERMIT SUBMITTALS



- WMD submittals are required to be submitted on the same e-Permit link for other types of submittal (no longer using EFT site):

<https://www.denvergov.org/AccelaCitizenAccess/Default.aspx>

- New! The SUDP application process has been combined with electronic building permit applications for a more streamlined submittal process and faster review times for many SUDP customers
- All SUDP reviews will now start automatically when a building permit application is received. At a minimum, please include a utility site plan showing the size, type, and location of water, storm sewer, and sanitary sewer lines (and any other [SUDP plans/documents](#) specific to your project) with your building plans to ensure a timely review. **Do not submit separately to SUDP**
- Resubmittals, SUDP-only reviews for projects that do not need building permits, and SUDP plans submitted after logging in paper plans at the counter can continue to be emailed to [wastewaterpermits@denvergov.org](mailto:wastewaterpermits@denvergov.org)

# TYPES OF CPD PERMITS AND VALUATIONS



- Commercial Construction General Permits COMMCON:
  - Usually pulled by general contractor, need a CCD construction license
  - Fees should include labor, materials, profit, overhead, and equipment
- MEP Permits
  - Mechanical valuation needs to be split out by equipment type:
    - Steam/hot water boilers, water heaters, heating systems, commercial AC/refrig
    - Air handling units, ventilation, ducts, gas piping, range hoods
- Fire Permits (fire alarm, fire sprinklers, emergency communication system[ECS])
- Access Control Permits
- **Contact CPD DEN Coordinator or DEN Reviewers with questions**

# CPD CONTACTS FOR DEN PROJECTS



- CPD DEN Coordinator:

Brad Emerick

[Brad.Emerick@denvergov.org](mailto:Brad.Emerick@denvergov.org)

720-865-2964

- Alternate CPD DEN Coordinator, DEN Architectural and Structural Reviewer:

Keith Morgan

[Keith.Morgan@denvergov.org](mailto:Keith.Morgan@denvergov.org)

720-865-2914

- CPD DEN Mechanical and Plumbing Reviewer:

David Kahn

[David.Kahn@denvergov.org](mailto:David.Kahn@denvergov.org)

720-865-3077

- CPD DEN Electrical Reviewer:

Nancy White

[Nancy.White@denvergov.org](mailto:Nancy.White@denvergov.org)

720-865-3095

- DFD DEN Coordinator:

JD Lanz

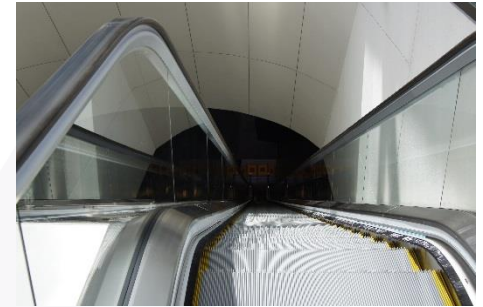
[James.Lanz@denvergov.org](mailto:James.Lanz@denvergov.org)

720-865-2952

# CONVEYANCES AT DEN



- State of Colorado Division of Oil and Public Safety (OPS) Conveyance Registration and Inspections
  - All elevators, escalators, APM (i.e., the train at DEN), and other regulated conveyances located in Colorado be registered with OPS
  - Registration fees for each conveyance is required to be paid to OPS by contractor
  - All conveyance contractors, mechanics, and inspectors must maintain a current license issued by OPS to ensure that the installation, alteration and maintenance of conveyances are completed by qualified personnel
- DFD Permits and Inspections
  - In the City and County of Denver, DFD permits conveyances for the State, conducts inspections, and issues Certificates of Operation for each device
  - Conveyances must be registered with OPS before plans are submitted to DFD for review
  - The contractor will be responsible for paying for the first Certificate of Operation permit fees for each conveyance. DEN will pay for the annual permit fees after that



# CONSTRUCTION PERMITS AND APPROVALS



- DEN approves contractor hazardous materials management plans and stormwater management plans.
- CPD and WMD permits **will** be needed for temporary onsite construction trailers and staging areas:
  - Permits are needed if connecting trailers to power, water, and sanitary sewer.
  - SUDP permits include staging areas with port-o-lets. Need a letter from the port-o-let company indicating how many units and how often the units will be serviced.
  - Stormwater permits for staging areas with concrete wash-out areas, drum and chemical storage, soil disturbance, BMPs.
  - Trailer complexes may require fire hydrants to be installed if not nearby.
  - Temporary guard shacks need permits.
  - DFD permits for gas-powered temporary generators and electrical plants.
- Construction water use from DEN fire hydrants
  - Requires construction water meter from Denver Water to track water usage
- Xcel temporary electrical meters – need transformer address to get meter



# EXPIRATION OF PERMIT APPLICATIONS

- If no permit is issued within 180 days following the date of drawing submittal for review (opening of an application), the application will expire and plans and other data submitted will be destroyed
- The Building Official may extend the timeframe upon written request showing that circumstances beyond the applicant's control
- The CPD DEN Coordinator will notify DEN Project Manager if time is about to expire and the DEN Project Manager needs to provide written justification to extend the application

# CONTRACTOR LICENSING REQUIREMENTS



- All work done at DEN must be completed by a CCD-licensed contractor
- CPD permits will only be issued to CCD-licensed contractors
- Electrical and plumbing contractors must be licensed by the State of Colorado prior to applying for a CCD contractor's license
- To pull a permit, contractor will need to show an ID, such as their original contractor license card, a company credit card, or a non-voided blank company check
  - **Important Note:** The contractor's name on company credit card or check must match the name on the contractor's license exactly when paying fees.



- Building Permits

- Most building inspections will be conducted the next business day after your request
- Inspection can be scheduled by phone or online at the following link. Instruction and tutorials are on the site:
  - <https://www.denvergov.org/content/denvergov/en/denver-development-services/help-me-find-/inspections.html>
- If an inspection outside of our normal hours (7:30 a.m. - 3:30 p.m.) is needed, may request an after-hours inspection by filling out a special inspection request form and paid for online
- Upon completing the inspection, the inspector will leave behind a card indicating whether the work was approved or denied
  - For failed inspections, the card will include instructions on what steps to take to pass re-inspection

# DENVER PERMIT CLOSEOUT



- Building Permits
  - All contractors need to ensure that their building permits are closed out after construction activities
- Temporary Certificate of Occupancy (TCO)
  - If a TCO is needed, a TCO inspection card must be signed off by all building inspectors, DFD, wastewater, health department, CPD DEN Coordinator, etc.
- Certificate of Occupancy (CO)
  - If a CO is needed, all permits must be closed out and a CO inspection card must be signed off by all entities above
- Erosion Control Permits
  - Disturbed sites must have a 70% vegetation coverage or other permanent stabilization measures (e.g., pavement, gravel, riprap) in place before permit can be closed. It can take multiple years to achieve successful vegetation coverage at DEN

# CDPHE AIR QUALITY PERMITS



- Air Pollutant Emission Notice (APEN) and permits may be needed
  - <https://www.colorado.gov/pacific/cdphe/air-permits>
- General Construction Permit - Land Development Projects
  - Land development activities that are more than 25 contiguous acres or more than 6 months in duration
  - Concerned with fugitive dust from the site
- Permit Exemptions:
  - A heater or boiler with a design capacity less than or equal to 5 MMBtu/hour that is fueled solely by natural gas or LPG
  - A heater or boiler with a design capacity less than or equal to 10 MMBtu/hour used solely for heating buildings for personal comfort that is fueled solely by natural gas or LPG
  - Storage tank(s) of capacity less than 40,000 gallons of (used or new) lubricating oils
  - Surface area disturbance for purposes of land development that are less than 25 acres AND less than 6 months in duration



# CDPHE GENERAL STORMWATER PERMITS



- Submit complete applications at least 10 days prior to construction
- Stormwater Management Plan (SWMP) must be completed prior to submittal
- CDPHE has 10 days to request additional information, after 10 days with no request, coverage is automatic
- Certificate will be issued to contractor for authorization to discharge stormwater
- Inactivation of the permit can occur after all ground surface disturbing activities have been completed, AND 100% of the disturbed area must have a uniform vegetative ground cover of at least 70% of the pre-disturbance density, OR 100% of the disturbed area is 100% stabilized using permanent, physical erosion reduction methods (e.g., rock, concrete, asphalt)



# FEDERAL AVIATION ADMINISTRATION



- NEPA - Environmental Assessment (EA) or Categorical Exclusion (CatEx)
- FAA 7460 Request Form needs to be submitted to DEN PM at least 90 days prior to construction. DEN PM will submit 7460 Form to FAA.

## 7460 REQUEST FORM

Please submit form to: [Planning@flydenver.com](mailto:Planning@flydenver.com)

**PROJECT DESCRIPTION**

Project Title: \_\_\_\_\_  
 Project Number: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Project Description: (include project boundaries, all project sites, above and below ground structures, project duration, and all equipment and heights.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LOCATION(S)**

All information must be provided in DIA LDP or LAT / LONG.  
 Project boundaries and trending information should be provided as polygons.

**Description of Location:**  
 Include all work location details (relationship to nearest RWY). Complete 'Description' field information. Include locations (Temporary or Permanent), elevations (MSL and AGL), and descriptions for each of the following: project boundaries (with max equipment height, tallest structure, crane locations, and trenching / digging locations with depth).  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Additional Crane Information:**

Crane Operation:  Day  Night  Both  
 Can be lowered at night:  Yes  No  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Max Height(s): \_\_\_\_\_ Swing Radius: \_\_\_\_\_  
 Days in Operation: \_\_\_\_\_

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TOGETHER WE SOAR

## 7460 REQUEST FORM

**SPONSOR**

Attention of (company name): \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**WORK DETAILS**

Notice of: Fill in as many fields as needed for construction.

New Construction  Alteration  Existing

Construction Timeframe:  
 Permanent  Temporary  
 If temporary, \_\_\_\_\_ Months \_\_\_\_\_ Days

Work Schedule: First date must be at least 90 calendar days in future.  
 Start Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_

**Equipment Type: Check all that apply. If other, please list all equipment for project.**  
 (Include attachment for additional equipment.)

Antenna Tower  Crane  Building  
 Power Line  Landfill  Water Tank  
 Other: \_\_\_\_\_

**Marking/Painting and / or Lighting Preferred (optional):**

Red Lights and Paint  Dual - Red and Medium Intensity  
 White - Medium Intensity  Dual - Red and High Intensity  
 White - High Intensity  Other: \_\_\_\_\_

FCC Antenna Structure Registration Number (optional): \_\_\_\_\_  
 Previous FAA Aeronautical Study Number (optional): \_\_\_\_\_

**ATTACH FILE(S)**

Include CAD drawings  
 Include point table of project boundaries, crane locations, etc. (CSV / Excel / CAD points)  
 Include list of all equipment required for project with AGL height(s)

**FAA 7460 REQUEST FORM**

Federal Aviation Regulation (FAR) Part 77 "Notice of Proposed Construction or Alteration" requires notice to the FAA of any permanent construction and/or erection of temporary structures, both off airport by others and on airport property. The FAA requires a "minimum" of 90 days notice (on average the length of approval is 90-120 days). In order to expedite your request to file a FAA Notice of proposed Construction or Alteration, Form 7460, the following information is required. Depending on the nature of the project, a CAD drawing may also be requested. Please note - all requested information below must be filled out. Any information omitted, such as latitude/longitude (or LDP) and/or ground elevation, will delay filing until information is received.

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# FAA 7460 REQUESTS

- All temporary construction equipment or structures:
  - Cranes
  - Derricks
  - Earth Moving Equipment
  - Drilling Rigs
  - Haul Routes
  - Staging Areas
  - Stock Piles
  - Temporary lights
  - Fences (Construction or Permanent)
- Any new permanent structures/objects on airport property
- Communication antennas and equipment



Notify DEN Ops 5 working days  
prior to erection of any  
construction equipment

