

# CHERRY CREEK

## SHOPPING CENTER

### PERMIT INFORMATION

It is tenant responsibility to verify and follow all required processes.  
The below information is offered as guidance only.

**Note - Permit review times are averaging 10-14 weeks, so it is strongly recommended that you submit for permit as quickly as possible to avoid delays in your project. Verify with the city if there is any opportunity to obtain an expedited review.**

#### **Denver Building Department Permit Page:**

<https://www.denvergov.org/content/denvergov/en/denver-development-services/help-me-find-/building-permits.html>

- Apply for permit in person at the **Development Services Permit Counter**, 2nd floor, Wellington Webb Municipal Building, 201 W. Colfax Ave., Denver.
- 3 sets of sealed Construction Drawing sets are required. The city does not accept electronic submittals for construction permits. Verify.
- Upon permit submittal, you will be issued a "Permit Log Number" that you can use to check the permit status during the city review process.
- It depends on the projects criteria, as to whether the Bldg Dept will require submittal be logged in for a full plan check review (min 6wk) or review the plans over the counter. Generally, if project is over 300,000 in cost, has any structural/new hvac units, or if it's a change of use, the city requires full review.

To check permit status after submittal to the city, enter Permit Log Number here:

<https://www.denvergov.org/buildingpermitstatus>

If you don't know your log number or if you need additional help: 720-865-2720

**NOTE** - With the adoption of the 2016 Denver Building Code (DBC), the City will be in a transition period until the new code's effective date of September 12, 2016. Before 9/12/16, customers may apply for building permits under the 2011 code or the 2016 code. On 9/12/16 and after, customers must submit under the 2016 DBC unless the project has received prior approval for a major project. If a major project expects to submit a building permit application after 9/12/16 under the 2011 DBC, the owner or owner's agent must submit a letter requesting approval to do so no later than Friday, August 26th to Scott Prisco at [scott.prisco@denvergov.org](mailto:scott.prisco@denvergov.org).

**Licensed Contractor Requirements** - Denver requires that all contractors working in the mall must be licensed with the City. Getting license approval can require time, so verify with the requirements with the city so there are no delays in construction start.

See link for more details for contractor

licensing: <http://www.denvergov.org/content/denvergov/en/community-planning-and-development/contractor-licenses.html>

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#### **Fire Alarm / Sprinkler Permits:**

The review times for Fire Alarm and Sprinkler are also lengthy. Again it is strongly recommended that you submit for FA and SPR permits at the same time as submitting for the construction permit to avoid delays. The city will not allow any work to commence until the FA approval is issued.

#### Fire Alarm:

- Intermountain Electric, Jim Johnson, [jjohnson@imelect.com](mailto:jjohnson@imelect.com), 303-715-2832
- The mall uses a Honeywell brand fire alarm system, which requires a specific process for drawings and permitting. You must use the mall required contractor, Intermountain Electric (IME), for drawings and FA work.
- IME will forward tenant layout drawings to Honeywell for drawing production, which will take 6-8weeks, after which IME will submit for fire alarm permit.
- Permit review time with fire department is 4-6weeks.

#### Sprinkler:

- Fire Department does the sprinkler review, 5-7wk review. There are evening reviews and weekend inspections available for a fee. Verify process with the city
- Mountain States Fire Protection, Dan Kyle, [Kyle\\_Dan2002@yahoo.com](mailto:Kyle_Dan2002@yahoo.com)  
720-299-6394

Expediting Services can help the permit process, by assisting tenant's architect with the submittal for city review. Utilizing an expeditor is recommended, but is not required.

CRL Associates, Inc.  
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Denver, CO, 80264  
Peter Wall  
O: 303-592-5469 C: 303-880-7405  
[peterw@crlassociates.com](mailto:peterw@crlassociates.com)

#### **Health Permit**

- Every tenant, including new restaurant tenants, will be required to apply for a Sewer Use & Drainage Permit ([application overview](#)).
- As part of their SUDP submittal, new restaurant tenants are required to submit:
  - o Number one [Food and/or Beverage Uses Questionnaire](#)
  - o A copy of the menu.

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- A kitchen equipment floor plan and kitchen equipment schedule showing location, purpose, and size of the food preparation or service areas and equipment including seating capacity/layout.
- All restaurant/food & beverage tenants are also required to submit the following along with 3 sets of signed and sealed drawings:
  - Plan Review Report
  - Equipment/Cabinetry Shop Drawings
  - Menu
  - Storage (personal/chemical) Location
  - Equipment Specs
  - Water Supply & Water Systems
  - Interior Finish Specs
  - Water Heater Specs
- The [Commercial Planning Handbook](#) is a helpful tool to layout the City's process and requirements for restaurants and all tenant finish projects. The entire packet contains important detail on the process, but required information includes:
  - Statement of Valuation (Page 6)
  - Tenant Finish & Remodel Checklist (Page 8)
  - Plan Review Contact List (Page 9)
  - Fee Calculation Charts (Pages 13 & 14)

#### **Additional Tips:**

- Given increased development in the City and high project volume, tenants will need to remotely get in the que for log-in. They can get in that que beginning at 8am Monday-Friday, by visiting this [link](#) and inputting their phone number. Note that log-in que typically closes in a matter of minutes given the significant influx of projects. The log-in line will likely be closed if tenants attempt to get in the que in person past 8:05am or so.
- It's imperative that tenant drawings contain a wet signature and date on each and every page. Unfortunately, the City is unable to take drawings that do not have a wet signature and date on each drawing sheet. Mechanical and plumbing specs should also have a wet signature and date.