

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 8-10 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 website or via phone, 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>

- There are two options to submit for permit, Electronically or In person with sealed hardcopies. Refer to the commercial Building Permit Guide at the above link for the processes required for each option.
- Be aware that resubmittals must be made in the same format as the initial submittal. (i.e. electronic or hardcopy)
- 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.
- Tenants are required to apply for a Sewer Use & Drainage Permit ([application overview](#)).

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

Early Start – Tenants may also be able to pull a ‘Expanded Prep Demo’ permit. The EPD permit would allow demo as well as some limited light framing and mep work. Information is available at this link:

http://www.denvergov.org/content/dam/denvergov/Portals/696/documents/Other_forms_and_guides/Expanded_Prep_Demo.pdf

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:

Review times for Fire Alarm and Sprinkler are lengthy. Again it is strongly recommended that you submit for FA and SPR permits at the same time 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, Dan Hutton C 303-598-6358 O 303-733-7248
dhutton@imelect.com
- 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 4-6 weeks.

Sprinkler:

- Mountain States Fire Protection, Marvin Heath C 720-273-8259 O 303-778-8193
Marvin@MtnStatesFirePro.com
- 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

Expediting Services can help the permit process, by assisting tenant's architect with the submittal for city review. Utilizing expeditor experienced with the Denver city processes is strongly recommended.

Service First Permits

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Health Permit

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

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**. City will not accept/review un-stamped sheets.