

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 12-14 weeks, it is strongly recommended that you submit the application for permit as quickly as possible to avoid delays in your project.

Permit Expeditor

Cherry Creek Mall is under the jurisdiction of the City of Denver. The permit process is long and often extremely challenging. **To aid tenants with this complicated process, Taubman has retained a local Permit Specialist for use by New Tenants. This expediting firm will work directly with each Tenant once the lease has been fully executed, at no cost to the Tenant to facilitate submitting and obtaining the required Construction Permits from the local authorities having jurisdiction. Please Note: The tenant will still be responsible for payment of all plan review and permit fees imposed by each authority having jurisdiction.**

Service First Permits

Trina Borja, Operation/Sr. Project Manager

414 14th Street., Suite 500

Denver, CO, 80202

Denver: 303-263-9327

Cell: 720-498-7111

[Trina Borja Trina@s1permits.com](mailto:Trina@S1permits.com)

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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 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 project’s 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 a 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

Licensed Contractor Requirements - D e n v e r 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: Required Vendor:

- Intermountain Electric, Tom Sutton (303) 434-8353 tsutton@imelect.com
- The mall uses a Honeywell brand fire alarm system, which requires a specific process for drawings and permitting. ***If you have selected a general contractor or if not, have your architect*** reach out to IME (contact person reference above) to start the submittal drawings process from Honeywell which takes from 2-4 weeks.
- IME will forward tenant layout drawings to Honeywell for drawing production.
- Once your general contractor has been selected, they will work with IME to submit for-Fire Alarm permit.
- Permit review time with fire department is an additional 2-4 weeks. Please work with the permit expeditor on status of permit.

Fire Sprinkler: Required Vendor - Frontier Fire Protection.

- **Frontier Fire Protection**

- **Project Manager**

James Lennon
jlennon@frontierfireprotection.com
303 902 3603

- **Project Coordinator/Project Accountant**

Reed McGuire
Rmcguire@frontierfireprotection.com
720 556 5380

- **Estimator**

Troy Nicholas
tnicholas@frontierfireprotection.com
720 347 8924

- **Superintendent**

Chad Wildeman
cwildeman@frontierfireprotection.com
720 795 2719

1. ***If you have selected a General Contractor or if one has not, have your architect*** reach out and start the survey/design process to have this portion complete. (30-day process). Frontier will contract with you directly for ***Survey/Design only***. The General Contractor will contractor for the permitting, installation.
2. Fire Department does the sprinkler review and approval is an additional 6–8-week review. Work with the expeditor for status of permit.
3. Total typical review time for FP permits is 10-14 weeks this is, submitted concurrent with the construction permit.

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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:
 - o Number one Food
 - o A copy of the menu.
 - o 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:
 - o Plan Review Report
 - o Equipment/Cabinetry Shop Drawings
 - o Menu
 - o Storage (personal/chemical) Location
 - o Equipment Specs
 - o Water Supply & Water Systems
 - o Interior Finish Specs
 - o Water Heater Specs

Additional Tips:

- **Log-in Que:** 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.
- **Wet Signature and Date:** It's imperative that tenant drawings contain a wet signature and date on each and every page. The city will not accept/review un-stamped sheets.