Permitting Checklist for Interior Remodels and Egress Windows

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Introduction

Who is this document for?

Customers completing an interior only remodel of a single-family residence, duplex, or accessory dwelling unit, including adding, replacing, or relocating windows or area wells, should use this checklist as a guide in their permit application process.
If your remodel includes creating a dwelling unit, or adding dwelling space to a previously unfinished space, this checklist does not apply to your project. An attic conversion, or digging out a crawl space to create a basement are both considered an addition project. A garage conversion to a dwelling unit, or adding an attached ADU are both considered new dwellings. These project scopes have more requirements and are covered in different permitting guides.

How to use this document?

This guide consists of a checklist of required submittal documents and key resources to help customers move through the permit application process.

1. Review the list of required documents on the next page and verify which apply to your project.
2. Review the detailed checklist, and work with your design team to gather and complete these requirements for permit application. The checklist is organized by discipline and then by suggested sheet. Presentation of required information is at the discretion of the design team
3. Use the code reference links on this page to look up specific code sections shown in the checklist.
4. Submit the documents outlined in this checklist to apply for building and zoning permits.
5. Identify other permits and approvals that are required for your project. Use the referenced websites to locate application procedures and checklists for those permits and approvals.

Code References

Zoning Codes

Denver Zoning Codes, Policies, and Interpretations Website	denvergov.org/zoning
2010 Denver Zoning Code (DZC)	Denver Zoning Code
Former Chapter 59 (FC59)	Former Chapter 59

Building Codes

Denver Building Codes, Policies, and Guides Website	denvergov.org/buildingcode
2025 Denver Building Code (DBC)	2025 Denver Building Code (Adopted I-Codes & Amendments)
2025 Denver Commercial Building Code (DCBC)	2024 International Building Code & Amendments
2025 Denver Residential Code (DRC)	2024 International Residential Code & Amendments
2025 Denver Energy Code (DEC)	2021 International Energy Conservation Code & Amendments

Building and Zoning Code Submittal Checklist

Requirements for plan review are described in the checklist below. All items listed are required for plan review as applicable to your project type. Each project is different, so your reviewers may ask for additional items during the plan review process.

This checklist is only a summary of the code requirements. It is the applicant's responsibility to meet all code requirements as they are written in the adopted codes. Completing the drawings to these standards can be difficult for many homeowner applicants. It is recommended and encouraged to hire design professionals to develop the necessary documents.

List of Required Documents:

☐ Architectural Drawings – The drawings must accurately show the proposed design scope of work, and the design must meet all health, safety, egress, fire, and structural requirements of the code to receive a permit for construction.

☐ Structural Drawings and Calculations - Buildings and structures shall be constructed to safely support all loads. Structural drawings shall show a complete load path meeting the requirements for the transfer of loads from their point of origin through the load-resisting elements to the foundation. Any structural designs which are not prescribed by the Denver Residential Code must be engineered and demonstrate compliance with the Denver Commercial Building Code.

Provide structural drawings when making structural changes, including but not limited to the following conditions:

- When providing new openings in walls, or increased width of openings (e.g., changing the width of a window/door)
- Substantial foundation work, including helical piers, underpinning, and foundation repairs
- Adding interior loads
- Moving or adding interior load bearing walls

☐ Other Permits and Approvals –Depending on the specific scope of work, design elements, and site location, projects may require additional permits or approvals. Review this checklist to verify any that may apply to your project.

Requirements for All Project Submittals		
Requirement	**Details**	**References**
Address	List the address of the building.	DCBC 133.2(1)
Legal Description	List the property and zone lot legal description.	DZC 1.2.2.2.C(1)
Design Contact	List the name of the person or firm responsible for preparing the drawings and specifications.	DCBC 133.2(2)
Seals and Signatures	If a licensed design professional prepares drawings and specifications, the construction documents shall bear the seal and signature of the licensed design professional. Utilize the Electronic Signatures Guide located under building guides on the Denver Building and Fire Code website.	DCBC 133.1
Project Scope	Describe the scope of the project using a written narrative.	DCBC 133.2
Adopted Codes	List the adopted codes applicable to the project: • 2025 Denver Building Code (DBC) • 2024 International Residential Code (IRC) • 2024 International Building Code (IBC) – If used for an engineered structural design. • 2021 International Energy Conservation Code (IECC) • 2010 Denver Zoning Code (DZC) • Former Chapter 59 (FC59) – Only if project has a zone district in Former Chapter 59	DCBC 101.1 DZC FC59
Plan Graphics	• Graphic scale - drawings must use a common graphic or engineering/architectural scale • North arrow • Graphic legend or key for all line types, symbols, and abbreviations used in drawings • Callouts or tags for all physical elements shown in drawings • Dimensions	DCBC 133.2

Architectural Drawings

Site Plan

Requirement	Details	References
When Required	Required for new or altered exterior doors, below-grade egress windows, and area wells.	DCBC 133.2.2
Property Lines	Show and dimension the length of each property line.	DCBC 133.2.2
Streets and Alleys	Show and label all streets and alleys abutting the property.	DCBC 133.2.2
Structures	Show, label, and dimension the size and location of all existing and proposed structures on the site.	DCBC 133.2.2
Doors / Windows	Show, label and dimension any new or altered doors, below-grade egress windows, and area wells.	DCBC 133.2.2

Existing / Demolition Floor Plans

Requirement	Details	References
Floor plans	Dimension and label the existing function and use of each room (e.g., bedroom, office, kitchen).	DRC R312.1
Identify Demolished Areas	Show and label any elements being demolished from those that will remain (use poche, hatch, line weight, or similar).	DCBC 133.2.2

Floor Plans and Reflected Ceiling Plans

Requirement	Details	References
Architecture Elements	Show and label permanent physical elements in area of work (e.g., walls, doors, windows, stairs, plumbing fixtures, kitchen appliances, fireplaces, closets, attic and/or crawl space access, etc.).	DCBC 133.2
Rooms	Dimension and label the function and use of each room (e.g., bedroom, office, kitchen).	DRC R312
Kitchens / Bars	When providing more than one kitchen or a bar, note if the space is a full kitchen or partial kitchen. • A full kitchen contains either (1) a stove/cook top, range, or oven, or (2) one or more 220-volt or greater electrical outlets or a gas connection. All other kitchens are partial kitchens.	DZC 11.8.9
Toilet, Bath and Shower Spaces	• Show plumbing fixtures. Note or dimension spacing and required clearances. • Note that nonabsorbent surfaces are required at bathtub and shower floors and walls.	DRC R327
Fuel Burning Appliances	Show the location of fuel burning appliances, including existing appliances. Furnaces and water heaters cannot be located in a bedroom or bathroom unless they are installed in a dedicated enclosure. Show a clear working space of 30-inches provided in front of furnaces and water heaters.	DRC M1305.1 DRC G2406.2
Fire Rated Walls and Separations	• An interior remodel should not have any new exterior walls, unless infilling a demolished door or window. If a fire rated wall is infilled, label walls and describe how fire rating is provided in infill. Provide a UL listing number, an ICC-ES report, or identify a prescriptive fire resistance assembly from DCBC Section 721. Provide opening analysis in exterior walls as required. • Label fire separation between garage and dwelling unit and between dwelling units. • Label accessible spaces under stairs will be protected with ½" gypsum board. • Label fire protection at floor assemblies.	DRC R302 DRC B0106.4
Ceiling Height	Label the ceiling height. • Habitable space, hallways, and portions of basements containing these spaces shall have a ceiling height of not less than 7-feet. Ceiling height in bathrooms, toilet and laundry rooms shall be not less than 6'-8". • Where living space is created in an existing basement or attic, ceiling height shall not be less than 6'-8", except ceiling height in bathrooms, toilet rooms and laundry rooms shall not be less than 6'-4".	DRC R313 DRC B0106.6
Egress	Provide a continuous, unobstructed path of egress from all portions of the dwelling to an egress door. Dimension landings, stair clear width, and hallway width. • Where a floor level without any living space is converted to living space (such as finishing a basement or attic), the egress pathway, including the stairs, must meet current code. Updating an existing stair may be necessary to meet this requirement. Provide dimensions to show conformance. • When remodeling a floor level that already has living space, updating an existing stair is not required. If any portion of the existing stair is included in the remodel, the entire stair will be reviewed for current code compliance. Provide dimensions to show conformance.	DRC R318 DRC B0106.8
Emergency Escape and Rescue Openings	Show at least one emergency escape and rescue opening (EERO) in the basement and in every sleeping room. Where a sleeping room is located within a basement, the required EERO serving the sleeping room may also satisfy the EERO requirement for the basement. • Label or dimension the width and height of each window. • Dimension length and width of window wells. Ensure compliance with zoning setback exceptions.	DRC R319 DZC Articles 3-9

Glazing	• Dimension the width and height of each proposed exterior window and door. • Dimension or label sill heights. • Describe the window or door operation (e.g., fixed, sliding, single or double hung, casement, etc.). • Identify safety glazing where required. • List U-values of all proposed glazing. New fenestration must meet requirements of DEC Table R402.1.3.	DRC R324 DEC R103.2 DEC Table R402.1.3
Insulation	• Any existing unfinished walls in a basement finish remodel must be insulated to meet requirements of DEC Table R402.1.3. • Existing ceiling, wall, or floor cavities that are exposed as part of the remodel are required to be filled with insulation. These assemblies are not required to meet insulation standards for new construction.	DEC Table R402.1.3 DEC 503.1.1
Smoke and CO2 Alarms	Show and label smoke and CO2 alarms on plans or use a general note to describe locations.	DRC R310 DRC R311

Structural Documents

General Requirements - Structural

Requirement	Details	References
When Required	Required when making structural changes, including the following conditions: • When providing new openings in walls, or increased width of openings (e.g.: changing the width of a window/door) • Substantial foundation work, including helical piers, underpinning, and foundation repairs • Adding interior loads • Moving or adding interior load bearing walls	DCBC 133.2.2
Load Information	List the live, dead, snow, and wind loads; seismic design category; soil information (from referenced soils report or prescriptive values from IRC Table R401.4.1 where soils report is not required); loads used for engineered design from DCBC Chapter 16. • ASCE 7-22 introduces two ground snow load figures for each site: Pg and Pg(ASD). These figures can be found using the ASCE Hazard Tool. • Apply the Pg strength level load figure when using ASCE 7-22 load combinations for engineered designs. Use the Pg(ASD) when referencing IRC prescriptive tables for structural member sizing.	DRC Table R301.2 DCBC Chapter 16
Material Strength & Properties	List concrete strengths subject to severe weathering; wood and engineered lumber species and grades; sheathing type, thickness, and nailing patterns; and steel and reinforcement properties and grades.	DRC Chapters 4-6, 8
Inspections	Provide a statement of special inspections when required.	DCBC 1704-1705
Observations	List structural observations required by the engineer or building official.	DCBC 1704.6

Structural Foundation Plans

Requirement	Details	References
Foundation Type	Identify, dimension, and detail foundation type for buildings, structures, and site walls.	DRC Chapter 4
Reinforcement	Show, label, and dimension foundation reinforcement, including at openings. Provide structural calculations if reinforcement does not meet IRC prescriptive requirements.	DRC R404.1.3.2
Hardware	Show and label hardware including hold downs and post bases.	DRC R403.1.6
Details	Detail all unique foundation types and configurations and key to the plan view.	DRC Chapter 4

Structural Framing Plans

Requirement	Details	References
Wall Type	List stud size and spacing; sheathing thickness, type, and nailing patterns; and anchor bolt size and spacing.	DRC Chapter 6
Structural Members	• Show, label and size headers, beams, and posts. • Call out required number of king studs and trimmers.	DRC Chapters 5, 6, 8
Hardware	Show and label hardware including hold-downs, hangers, post caps and bases.	DRC Chapters 4-6, 8
Floor Framing	Show and describe floor system including member sizes & spacing; connection details; sheathing thickness, type, and nailing patterns; overhang details; and identification of live loads and equipment loads.	DRC Chapter 5
Lateral Bracing	• Show, label, and dimension prescriptive braced wall lines and braced wall panels. List method used. • Non-prescriptive lateral bracing requires details and structural calculations to be included.	DRC R602.10 DRC R301.1.1

Details	• Detail all unique framing configurations and key to the plan view (e.g., floor to foundation; floor to wall; roof to wall; post to beam; post to foundation; overhangs; and steel connections including weld, anchor size, and type). • Detail shear walls and/or prescriptive braced walls.	DRC Chapters 4-6, 8 DRC R301.1.1
Structural Calculations		
Non-Prescriptive Elements	Provide structural calculations for all non-prescriptive elements of a design (e.g., steel elements and connections; non-prescriptive foundations, framing, and lateral design elements; retaining walls that retain more than 24 inches of soil or are greater than four feet in height measured from the bottom of footing; and masonry site walls greater than 6 feet in height).	DRC R301.1.1
Other Permits and Approvals, As Required Per Project		
Conveyance Permit	A conveyance permit from Denver Fire Department is required if the project includes an elevator. For more information email DFDconveyances@denvergov.org or call 720-913-3474.	Conveyance Program website
Fire Sprinkler Permit	A fire sprinkler permit from Denver Fire Department is required if the project includes fire sprinklers.	Fire website
Landmark Certificate of Appropriateness	Landmark preservation design review is required for proposed development to locally designated landmarks and properties located in a historic district. Once a project has been reviewed and approved, Landmark staff issues a Certificate of Appropriateness (COA) and a consolidated set of approved application materials. A COA is required prior to building and/or zoning permit approval.	Landmark Preservation Design Review Process website
Second Full Kitchen Acknowledgement	Submit a copy of the recorded second full kitchen form, *"Acknowledgement of Zoning Permit Approval with Conditions for a Second Full Kitchen in as Single-Unit Dwelling,"* if proposing a second kitchen in a single unit dwelling. • A full kitchen contains either (1) a stove/cook top, range, or oven, or (2) one or more 220-volt or greater electrical outlets or a gas line connection.	DZC 11.8.9 DZC 13.3
Sewer Use and Drainage Permit (SUDP)	All development projects will be reviewed by the Sewer Use and Drainage Permit team for compliance with wastewater specific codes, standards, policies, and criteria, including, but not limited to sanitary, storm (grading), floodplain, groundwater, pre-treatment devices, and impacts to the right-of-way (ROW) and private properties. Visit the Sewer Use and Drainage Permits (SUDP) website to learn what to submit.	Sewer Use and Drainage Permits (SUDP) website
Universal Recycling and Composting Ordinance (URCO)	Interior remodels with a modified gross floor area over 2,500 square feet are subject to the Universal Recycling and Composting Ordinance (URCO) Construction and Demolition (C&D) recycling and diversion requirements. • A waste diversion plan and refundable performance security deposit are applicable to most projects. • You may submit requests to modify minimum number of materials and/or diversion percentages, and/or reductions or exemptions of the performance security deposit.	URCO C&D Recycling and Diversion website

Contacts

Community Planning and Development		
Workgroup / Website Link	**Services Provided**	**Contact Information**
Affordable Housing	Applies the affordable housing linkage fee.	720-865-3251 Sabrina.Keil@denvergov.org
Building Inspections	Conducts building construction and business license inspections, and issues a building's certificate of occupancy. Investigates complaints about building code issues or doing work without permits.	720-865-2505 Building.inspectionservice@denvergov.org
Intake	Processes the intake of development applications, extensions, quick permits, and homeowner permits. Provides E-permits assistance.	720-865-2720 planreview@denvergov.org
Landmark Preservation	Performs landmark preservation design review for proposed development to locally designated landmarks and properties located in a historic district.	720-865-2709 landmark@denvergov.org
Residential Plan Review	Issues building and zoning permits for one- and two-family structures and their accessory structures.	720-865-2710 residentialpermits@denvergov.org
Rezoning	Processes rezoning requests.	720-865-2974 rezoning@denvergov.org
URCO C&D	Applies the applicability and compliance criteria for construction and demolition projects subject to Universal Recycling and Composting Ordinance (URCO).	CDWasteDiversion@denvergov.org
Zoning Administration	Processes zone lot amendments, administrative adjustments and variances.	720-865-2606 ZoningAdministration@denvergov.org
Zoning Inspections	Conducts zoning inspections on development applications.	720-865-2505 Neighborhood.InspectionService@denvergov.org
Denver Department of Public Health and Environment (DDPHE)		
Workgroup	**Services Provided**	**Contact Information**
Environmental Quality	Reviews for environmental quality concerns such as the presence or perceived presence of a hazardous substance, pollutant or contaminant. For more information visit the Brownfield Redevelopment website.	720-865-5452 eqcomments@denvergov.org
Department of Parks and Recreation		
Workgroup	**Services Provided**	**Contact Information**
Office of the City Forester (OCF)	Ensures trees located in the public right-of-way, and in the primary or side street setback in residential zone districts are protected and trees are planted in accordance with OCF Rules & Regulations.	720-913-0651 forestryplanreview@denvergov.org
Parkways	Ensures properties adjacent to a parkway or city park comply with parks and recreation guidelines, rules, and regulations.	parkways@denvergov.org
Department of Transportation and Infrastructure		
Workgroup	**Services Provided**	**Contact Information**
Addressing	Validates and issues new and additional addresses.	720-865-3002 | addressing@denvergov.org
Assessor	Processes parcel reconfigurations and assess taxes.	720-913-4162 | Assessor@Denvergov.org
Encroachments	Issues permits for construction work in the right-of-way.	720-865-3003 | DOTI.ER@denvergov.org
Floodplain Management Group	Ensures projects located in a regulatory floodplain comply with the City & County of Denver Floodplain Ordinance.	720-865-3215 floodplain@denvergov.org
DOTI Permit Operations	Issues right-of-way permits for dumpsters, special events, street furniture, signs, and street occupancy. Visit the Right-of-Way and General Permits website for more information.	303-446-3759 dotipermitoperations@denvergov.org
Sewer Use and Drainage (SUDP)	Reviews for compliance with wastewater specific codes, standards, policies, and criteria, including, but not limited to sanitary, storm (grading), floodplain, groundwater, pre-treatment devices, and impacts to the right-of-way and private properties.	720-865-3060 wastewaterpermits@denvergov.org
Transportation	Reviews plans for transportation impacts and determines right-of-way improvements that may be required, including sidewalks, driveways, alleys, curb and gutter.	Transportation Engineering and Permitting

Related Agencies (Outside of Denver.org)		
Workgroup	**Services Provided**	**Contact Information**
Underground Utilities	Call before you dig to have underground utilities marked.	1-800-922-1987 www.colorado811.org
Xcel Energy	Energy service connections.	1-800-628-2121 | Xcel website
Denver Water	Water service connections, plan reviews, locate lines, etc.	303-628-6100 | Denver Water website
Metro Wastewater Rules and Regulations	Utility locate services and sewer tap approvals.	303-286-3000 www.metrowaterrecovery.com
CDOT Access Permits	Curb cut and ROW access when property connects to a State Highway such as Federal Blvd, Colfax Ave, or Colorado Blvd.	303-512-4272 CDOT Access Permits website
Mile High Flood District	MHFD will conduct a plan review when a project is located near a floodplain, stream, or major drainageway.	303-455-6277 www.mhfd.org/services
Colorado Department of Public Health and Environment	For projects with asbestos abatement, when the project will disturb one acre or more of land, or when contaminated soil, underground storage tanks, or environmental spills are discovered.	303-692-2000 CDPHE website

Helpful Websites

Helpful Websites		
Website	**Website content**	**Link to Webpage**
Colorado Open Records Act (CORA) Requests	Request public records.	Colorado Open Records Act (CORA)
Denver Permitting Office	Provides resources across multiple agencies and departments to ensure that the permitting process for development on private property and the adjacent right-of-way within the City and County of Denver is efficient, consistent, and timely.	Denver Permitting Office
Denver Building Code	View the Denver Building Code, policies, and guides.	Denver Building and Fire Codes
Denver Energy Code	Resources for compliance with the Denver Energy Code including Denver Energy Code Checklist, fact sheets, and training videos.	Denver Energy Code Residential Energy Checklist
Colorado Chapter International Code Council - Building Guides	Review building guides for residential projects.	Building Guides | CCICC – Colorado Chapter of the International Code Council
Denver Zoning Code	View the complete Denver Zoning Code and Former Chapter 59.	Denver Zoning Code
Property Record Search	Property value and key property information.	Property Record Search
GIS Maps	View information about your subject property. A collection of customized public facing maps that provide information commonly requested by citizens, businesses, or others.	Geographic Information Systems
Denver Maps	View information about your subject property.	Denver Maps
Site Development Plans	Search for applicable site development plans and planned building groups.	Denver Maps - Site Development Plans
E-Permits	Denver's online permitting system.	Welcome to E-permits
Building and Land Development Fees	Outlines building and land development fees.	Building and Land Development Fees
Plan Review Dashboard	Displays average review times for all disciplines.	Average Plan Review Times
URCO C&D	Universal Recycling and Composting Ordinance (URCO) Construction and Demolition (C&D) recycling and diversion criteria and requirements.	URCO C&D Recycling and Diversion