

City and County of Denver Development Services

Are you thinking about relocating? Have you outgrown your current office space? Are you considering merging with another organization to make your business more efficient?

To begin, you need to know that using an existing structure, remodeling or constructing a new building, or developing a land in the City and County of Denver is subject to review, approval, permitting, and inspections. Often, organizations approach relocation of their business haphazardly, relying on limited information, and end up encountering numerous unexpected challenges related to the City's review, permitting, and inspection processes.

The following information is provided to guide you through the process and ensure a successful project. Where do you start?

The first step is to find an available property. A commercial real estate agent would be able to assist you. The City of Denver Office of Economic Development (OED) also has a database of available properties and is available to assist you. For more information please contact the Business Assistance Center at 720-913-1750, or by email at denverbac@denvergov.org.

The next step is to contact the City and County of Denver Development Services. Development Services is a one-stop shop designed to provide active assistance to customers like you to help them understand Denver's regulations and procedures. We are committed to providing professional and streamlined services. Development Services staff ensures that the customer understand development requirements and the project upholds principals of safety, sustainability, accessibility, and economic vitality. Development Services has a project-based approach to your proposal. Instead of simply issuing permits for one aspect of your project, staff will focus on how they and the City's technical experts can coordinate the work, resolve conflicts, and shorten the review time.

Each project is unique. A building permit is required prior to any construction or remodeling work. A site plan showing a site layout is typically required with an application for a building permit. Some projects may be able to use a previously approved site plan or a land survey, while other projects are required to go through the Site Development Plan review and approval process. A Development Services Project Coordinator will be assigned to your project. You may schedule a consultation (Concept Meeting) with the Project Coordinator to review your project in details. The Concept Review is a free service that will identify major issues, suggest alternatives, and provide information about the required review and permitting process. By taking this action the City will be better positioned to help you through the permitting process. The Project Coordinator will coordinate approvals as well as facilitate communication and scheduling between you and the City. They will work with a team of the City's technical experts assigned to your project to ensure success.

Please contact the Project Coordinator to discuss your ideas and to schedule a Concept Meeting. To find the Project Coordinator assigned to the area of your project, please visit us at www.denvergov.org/developmentservices and select “Project Coordinators” tab.

To further enhance our assistance to you, we offer an e-Plan review service. E-Plan is an electronic plan review service that saves our trees, reduces time necessary for printing and binding, and eliminates courier costs for delivering the submittals. You will have a secure account with the City and all files will only be accessible to you and the Development Services staff. To learn more about the e-Plan service please visit us at www.denvergov.org/developmentservices and select “e-Plan” tab.

For more information about Development Services, land development, and building permit requirements, please visit us at www.denvergov.org/developmentservices. You may also contact us at 720-865-2982, or stop in at the Development Services front counter located in the Webb Building, 201 West Colfax Ave, 2nd floor. We are ready to assist you Monday through Friday from 7:30 AM to 4:00 PM.

We firmly believe that each new project contributes to making Denver a better place to live, work, and visit. Development Services staff is looking forward to assist you with your project!