

Council Request Update

October 29, 2015

Council Request 15-209 (Construction Hours Code Change Inquiry)

Requested by: Council Member Yates

Assigned to: Community Development/Police

Request: Request regarding the possibility of changing the Municipal Code to reduce allowed construction hours in residential areas.

Response: The attached memo from Deputy City Manager Michael Flaherty provides information that may be helpful if Council wishes to consider a Code change.

Council Request 15-213 (Owner Contact – Motel Licensing Requirement)

Requested by: Council Members Gillit and Jefferson

Assigned to: City Manager/Police

Request: Request that staff notify the impacted business owners of the upcoming motel licensing requirement.

Response: Two of the business owners were contacted personally by City Manager Eric Keck and the Police Impact Team hand-delivered a copy of the ordinance to all four motels.

Council Request 15-214 (Developer Process Inquiry)

Requested by: Council Member Wilson

Assigned to: Community Development

Request: Request for information on the process a developer goes through to get a project approved.

Response: The attached memo from Deputy City Manager Michael Flaherty provides a detailed overview of the process.

Council Request 15-216 (Early Morning Construction Activity - Swedish)

Requested by: Mayor Penn

Assigned to: Police/Community Development (Building Division)

Request: Report of early morning construction activity at Swedish Hospital.

Response: The attached memo from Deputy Chief Sanchez responds.

2015 COUNCIL REQUESTS

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
15-184	9/21/2015	I	Olson	Denver Fire Response - Wheel Chair Access	CMO	9/24/2015		9/22/2015
15-185	9/21/2015	I	Gillit	Oxford/Windermere Pedestrian Access	PW	9/24/2015		10/1/2015
15-186	9/21/2015	I	Gillit	Possible Sign Code Violations - S. Broadway	CD	9/24/2015		10/6/2015
15-187	9/21/2015	I	Jefferson	Safety analysis of sideyard setback proximity	CD	9/24/2015		9/24/2015
15-188	9/21/2015	I	Council	Future P&Z Discussion/Recommendation Topics	CD	9/24/2015		10/6/2015
15-189	9/24/2015	I	Gillit	Follow-up on 15-175 (S. Lipan Code Violations)	PD	9/28/2015		9/24/2015
15-190	9/28/2015	I	Yates	McLellan Property Ballot Question Inquiry	CMO/CAO	9/28/2015		9/28/2015
15-191	9/28/2015	I	Olson	3200 block Humboldt Backyard Residence Inquiry	PD	9/30/2015		10/7/2015
15-192	9/28/2015	S	Olson	Assorted Code Violations - Lafayette, Humboldt	PD	9/30/2015		9/30/2015
15-193	9/28/2015	I	Yates	City Ditch Concerns	UT	9/30/2015		9/30/2015
15-194	9/29/2015	I	Olson	Forward CML presentation to Council	CMO	10/2/2015		9/29/2015
15-195	9/29/2015	S	Gillit	Follow-up Sign Code Inspector at Best Deal	CD	10/2/2015		10/6/2015
15-196	9/29/2015	I	Yates	Comparison of 'head shop' zoning regulations	CD	10/2/2015		10/15/2015
15-197	9/29/2015	I	Penn	Report on illegal activities at current 'head shops'	PD	10/2/2015		10/9/2015
15-198	10/1/2015	I	McCaslin/Wilson	Hotel/Motel Legislation	CAO etc.	10/6/2015		10/5/2015
15-199	10/2/2015	I	Gillit	Solar Output Report/Monitoring	CMO	10/7/2015		
15-200	10/2/2015	I	Gillit	4945 S. Delaware - Follow-up/Enforcement	PD/CD	10/7/2015		10/5/2015
15-201	10/5/2015	I	Jefferson	IPMC Update - Info to Business Owners	CD	10/8/2015		10/7/2015
15-202	10/5/2015	I	Olson	Public Art Requirement Inquiry (Developments)	CD	10/8/2015		10/15/2015
15-203	10/5/2015	I	Wilson	IPMC - Depot Application	CD/PD	10/8/2015		10/8/2015
15-204	10/5/2015	I	Council	MOA Letter to Council	CMO	10/8/2015		10/6/2015
15-205	10/6/2015	S	Penn	CityCenter Vagrant Behavior Concerns	PD	10/9/2015		10/15/2015
15-206	10/12/2015	I	Penn	Oxford/Windermere Pedestrian Access - Follow-up	PW	10/15/2015		10/15/2015
15-207	10/12/2015	S	McCaslin	Report of an unsafe front porch - 4245 S. Delaware	CD	10/15/2015		10/14/2015
15-208	10/12/2015	S	McCaslin	Code Violations - Cherokee & Delaware	PD	10/15/2015		10/15/2015
15-209	10/14/2015	I	Yates	Construction Hours Code Change Inquiry	PD/CD	10/19/2015		10/28/2015
15-210	10/19/2015	S	Wilson	Demo Permit Inquiry - 2700 block S. Grant	CD	10/21/2015		10/19/2015
15-211	10/19/2015	I	McCaslin	Trans-Pacific Partnership Study Session	CMO	10/22/2015		10/20/2015
15-212	10/19/2015	I	Wilson	Demolition Timeline Inquiry	CD	10/22/2015		10/21/2015
15-213	10/19/2015	I	Gillit/Jefferson	Owner Contact - Motel Licensing Requirement	FAS	10/22/2015		10/26/2015
15-214	10/19/2015	I	Wilson	Developer Process Inquiry	CD	10/22/2015		10/29/2015
15-215	10/19/2015	I	Penn	Parks & Recreation Awards List	PR	10/22/2015		10/20/2015
15-216	10/23/2015	S	Penn	Early morning Construction Activity - Swedish	PD	10/27/2015		10/26/2015

S = Service
I = Information

CA - City Attorney; CMO - City Manager's Office; CD - Community Development; EEF - Englewood Environmental Foundation
FAS - Finance and Administrative Services; FD - Fire Department; LIB - Library; MC - Municipal Court; PR - Parks and Recreation;
PW - Public Works; PD - Police Department; UT - Utilities; WW = Wastewater Treatment Plant

TO: Mayor Penn and Members of City Council

THROUGH: Eric Keck, City Manager

FROM: Michael Flaherty, Deputy City Manager

DATE: October 28, 2015

SUBJECT: Council Request 15-209 – Construction hours - code change

A City Council Member asked staff to research and consider the feasibility of reducing the hours that construction is allowed in residential areas from 6 am to 9 pm to 7 am to 8 pm.

Title 6, Chapter 2 of the Englewood Municipal Code establishes the policy for control of noise. Section 6-2-2.E regulates the times the construction activity may occur. The language of this code section is as follows:

Construction Work. The operating, or causing to be used or operated any equipment used in construction activities in any residential or commercial district between the hours of nine o'clock (9:00) P.M. of one day and six o'clock (6:00) A.M. of the following day. Construction projects shall be subject to the maximum permissible noise level specified for industrial districts for the periods within which construction is to be completed pursuant to any applicable building permit.

If Council desires to change this section of the code, they may do so by ordinance. If a change is proposed, it might be wise to notify licensed contractors of the intent to change allowed hours of work. In addition, Council may want to consider scheduling a public hearing.

The following information may be of interest to Council in your consideration of this matter.

Allowable construction times in other jurisdictions:

Aurora	7 am - 7 pm weekdays; 7 am - 5 pm weekends
Broomfield	7 am - 7 pm weekdays; 9 am - 6 pm weekends Holidays same hours but limited to interior construction
Centennial	7 am - 7 pm if within 300 feet of residential area. All other areas are not regulated.
Denver	7 am - 9 pm weekdays; 8 am - 5 pm weekends
Lakewood	6 am - 9 pm (May not use power equipment before 7 am)
Littleton	7 am - 9 pm
Lone Tree	7 am - 7 pm weekdays; 8 am - 6 pm weekends and state holidays. Interior construction limited to 7 am - 9 pm
Parker	7 am - 7 pm weekdays; 8 am - 7 pm Saturdays; 10 am - 7 pm Sundays and holidays
Thornton	6 am - 9 pm

Currently, when a complaint is received about construction noise, the Building Division will contact the contractor to try and correct the situation. If the noise continues the complaint is turned over to the Police Department. It should be noted that we rarely receive complaints related to construction noise.

The most recent noise complaint, which was the subject of Council Request 15-216, was alleged to have emanated from Swedish Medical Center. Although the source of the noise was not confirmed to have been related to the current construction at Swedish, the Facilities Manager stated that they limit most construction activity to not begin until 7 am out of concern for their patients. When questioned regarding their opinions on the possibility of a change in construction hours, the Facilities Manager stated that changing the construction hours to begin at 7 am was not going to be much of an impact but that 8 pm was too early since many of the projects at Swedish can only be done after normal hospital working hours.

TO: Eric Keck, City Manager

FROM: Michael Flaherty, Interim Director, Community Development

DATE: October 29, 2015

SUBJECT: CR 15-214 – Development Process

The development review process relates primarily to the Zoning and Development and Building Division processes, regulations and fees. The process is spelled out reasonably well in the City's website under the Community Development and Building Division webpages. The following materials from these webpages provides step-by-step information on the development process:

- Community Development home page
- Zoning Regulation and Map page
- Zoning and Development Overview
- Zoning Application and Checklists
- Zoning Application Form
- Development Review Fee Schedule
- Development Review Team (DRT) Steps and Process
- Development Review Team Checklist
- Building Division home page
- Do I need a permit?
- Building Code and Amendments
- Residential Building Guides
- Plan Submittal Requirements for Residential Plan Review
- Plan Submittal Requirements for Commercial Plan Review
- Building Permit Fees
- Inspections

If you have additional questions on the development process, please contact me.

Community Development

Englewood Civic Center
1000 Englewood Parkway
Englewood, CO 80110

Interim Director: Michael Flaherty, Deputy City Manager
Phone: 303-762-2347
Email: [Community Development](#)

The Community Development Department oversees the Building Division, planning, zoning, environmental, neighborhood, business, and housing initiatives in the City of Englewood. For information on specific programs, follow the links below.

Building Division

- Visit the [Building Division](#) for useful information on permits, contractor licenses, and building codes.

Business

- [Business and Economic Development](#) - Visit our "[Doing Business](#)" section for useful information about doing business in Englewood

Environmental

- [Keep Englewood Beautiful](#) - A volunteer commission that promotes community participation and environmentally responsible behavior through partnerships with citizens, schools, businesses, and government agencies.

Housing

- [Housing and Neighborhoods](#) - Information on various housing programs

Planning

- [Englewood Forward](#) - A list of upcoming planning updates and studies
- [Englewood Comprehensive Plan](#) - A policy document containing a vision for the development of Englewood over the next 20 years
 - [Light Rail Corridor Plan](#) - Light rail station area planning project
 - [Small Area Plans](#) - The development of a shared district vision in the area of Downtown Englewood and the Swedish-Craig Medical Center districts
 - [South Platte River Open Space Plan](#) - A long-term strategy for improving the South Platte River Corridor
- [Redevelopment Projects](#) - A list of current redevelopment projects in Englewood
- [2010 Census Information](#) (outside link)

* Zoning and Development

- [Zoning Regulations and Map](#) - Current zoning and subdivision regulations
- [Development Review Team](#) - Free and voluntary pre-application review for developments
- [Zoning and Development Overview](#) - Applications, manuals, and fee schedule for development process

- [Sign Code](#) (PDF file) - Signage regulations

Zoning Regulations and Map

Zoning and development in Englewood are regulated by the Unified Development Code, which lists the specific development standards and processes that must be followed for each project. Englewood's zoning map indicates the permitted land uses in each neighborhood. The map and development regulations are used to implement the goals of the City's Comprehensive Plan, which sets the long-term vision for the community.

- [Zoning and Subdivision Regulations Supplement No. 44 \(PDF File\)](#)

Other Zoning Related Matters:

[Ordinance No. 28, Series 2015: Moratorium on Establishment of New Marijuana Consumption Establishments](#)

[Zoning Map \(PDF File\)](#) - The zoning map is neither a legal recorded map nor a survey. It is intended only as a generalized visual reference. Use of this map is not a substitute for legal description of property, zoning information, nor any other designation of property rights.

- [Permitted Uses by Zone District \(PDF File\)](#) - A table showing uses permitted in each zone district

The page linked below lists possible zoning amendments being considered by the Planning and Zoning Commission and City Council.

- [Proposed Zoning Amendments](#) - Description of proposed amendments and hearing dates

If you are planning to develop property in Englewood, you are encouraged to verify the zoning of the property and the applicable regulations that apply. For additional information, please call 303-762-2347 or [email Community Development](#).

Zoning and Development Overview

The forms, manuals, and checklists below were developed to assist in the development application process.

Forms and Fees:

- [Zoning Application and Checklists](#) - Application and checklists for zoning submittals
- [Development Fees](#) (PDF file) - A list of application fees associate with planning and zoning

Development Standards:

- [Fences](#)
- [Home Occupations](#) (PDF file)
- [Sheds/Garages/Accessory Structures](#)

Manuals:

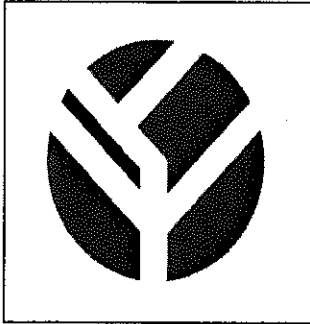
- [Landscape Manual](#) (PDF file) - Information and worksheets to assist with planning and design
- [Sign Code](#)
 - [Sign Code Manual](#) (PDF file) - Information and forms to assist with determining allowable signage
 - [Background on Sign Code Update](#)

For additional information, please call 303-762-2347 or e-mail [Community Development](#).

Zoning Application and Checklists

Requirements for all development procedures have been compiled into the submittal checklists below. To verify the appropriate form needed, please call 303-762-2347 or email [Community Development](#).

Zoning Application and Checklists	
	<i>Downloadable PDF</i>
Application - required for <i>all</i> submittals	Form
Type - Specific Checklist	
Adaptive Re-Use of Designate Historic Buildings	Form
Address Assignment/Change of Address	Form
Administrative Adjustment	Form
Administrative Property Combination	Form
Administrative Subdivision	Form
Annexation Petition	Form
Appeal	Form
Base District Rezoning	Form
Boundary Line Adjustment	Form
Conditional Use Permit	Form
Condominium	Form
Development Review Team	Form
Encroachment Agreement - Administrative	Form
Encroachment Agreement - City Council	Form
Fence Permit (<i>Application above not required</i>)	Form
Flood Plain Certificate of Compliance	Form
Flood Plain Development Permit	Form
Group Living Facility Registration	Form
Historic Designation	Form
Landscape Fee-in-Lieu	Form
Limited Use Permit	Form
Major Subdivision	Form
Minor Subdivision	Form
Non-Conforming Use Registration	Form
Planned Development Amendment	Form
Planned Unit Development - <i>Amendment</i>	Form
Planned Unit Development	Form
Shed	Form
Site Improvement Plan	Form



City of Englewood
 Community Development Department
 1000 Englewood Parkway
 Englewood, CO 80110
 303-762-2342
 englewoodgov.org

APPLICATION FORM

APPLICATION FOR: _____
(Attach Checklist and all required documents - Incomplete applications will not be accepted.)

PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: *(Provide at least one of the following)*

Lot(s) _____ Block _____ Subdivision _____

Parcel Identification No. _____ - _____ - _____ - _____

Metes and Bounds Legal Description _____
(Attach separate sheet if necessary)

APPLICANT	PROPERTY OWNER
Name: _____	Name: _____
Company: _____	Company: _____
Address: _____ _____	Address: _____ _____
Telephone Number: _____	Telephone Number: _____
Fax Number: _____	Fax Number: _____
Email Address: _____	Email Address: _____
_____ Signature	_____ Signature
_____ Print Name	_____ Print Name

Staff Use Only

Date Received: _____	Zone District: _____
Received By: _____	Planner Assigned: _____
Fee Received: \$ _____	Case/Project No.: _____

Application Fees are Non-Refundable

**City of Englewood
Development Review Fee Schedule
Effective May 16, 2011
Reso. 43, Series 2011**

Zoning Variance and Adjustments and Appeals

Application Type	Application Fee
Administrative Adjustment	\$150
Appeal	\$150
Variance	\$150

Zoning/Rezoning

Application Type	Application Fee
Amendment to an Approved PUD or TSA Expansion or PD	\$1000
Base District Rezone	\$1000
Planned Unit Development	\$1500
Transit Station Area	\$1500

Land Subdivision and Development

Administrative Subdivision	\$100
Annexation	\$1000
Boundary Line Adjustment	\$100
Major Subdivision	\$1000
Minor Subdivision	\$600
Vacation of Easement	\$250
Vacation of Right of Way	\$500

Use Permits

Application Type	Application Fee
Conditional Use Permit	\$500
Conditional Use Annual Inspection	\$25
Historic Designation Application	\$250
Adaptive Re-use of Historic Structure	\$250
Landscape Fee - in - Lieu	\$3.35 per square foot of required landscaped area
Limited Use Permit	\$150
Temporary Use Permit	\$75

Written Requests

Application Type	Application Fee
Address Assignment Request	\$50
Change of Address Request	\$50
Encroachment Agreement - Administrative	\$50
Encroachment Agreement - City Council	\$150
Flood Plain Certificate of Compliance	\$200
Flood Plain Development Permit	\$100
Group Living Facility Registration	\$50
Nonconforming Use Registration	\$50
Written Zoning Verification	\$50

Development Review Team Steps and Process

Applicant Contacts City



Pre-Application Meeting with Applicant and Planner



Possible Referral to Agencies Outside the City of Englewood



Applicant Submits DRT Application with Preliminary Plan to Community Development



City Staff Reviews Plans



DRT Meeting with Applicant



Written Comments Provided to Applicant



Optional Resubmittal for Additional DRT Review



"Next Steps" May Include:

- Rezone/PUD
- Conditional Use
- Site Improvement Plan
- Public Hearing
- Variance
- Subdivision



Applicant Finalizes Plan



Other Requirements May Include:

- Right-of-Way Permit
- Encroachment Agreement
- Sign Permit
- Sales Tax License



Building Permit Application



City of Englewood
Development Review Team
“Steps and Process”

Once an Applicant submits an application for review by the Development Review Team (DRT), the City staff will review the application and provide comments to help make the permitting process smoother. Following are some of the important steps in the DRT process:


1. Applicant submits DRT Application to Community Development along with relevant plans, project description and other information that may be helpful in the preliminary review. Submittals are due by Monday at noon. The DRT meeting will (usually) be held the following week on Tuesday at 1:30 PM in the Community Development Conference Room, 3rd Floor of the Englewood Civic Center, 1000 Englewood Parkway.
2. Staff reviews the application and prepares for the meeting with the Applicant.
3. Day of the meeting: Staff will briefly meet internally (without the Applicant) to discuss the project. Staff will then invite the Applicant and consultants into the meeting.
4. Applicant introduces their team, and staff introduces themselves to the Applicant. Applicant then presents their project and asks questions to the City Staff.
5. City Staff will provide direction and feedback to the Applicant. City Staff comments are preliminary. Final decisions will be made based on the plans submitted for permit.

After the DRT Meeting

1. Written comments will be provided to the Applicant, usually within a few days of the DRT meeting. Staff contact information will be included with written comments. Applicants with specific, technical questions for a particular staff member are encouraged to contact that Staff member directly.
2. Applicants may resubmit for additional DRT meetings if more feedback is required.
3. Some projects may require additional steps such as a rezoning, subdivision, variance, public hearing, site improvement plan or other approvals before a building permit can be issued; this may include approval, permits or licenses from agencies outside the City of Englewood.

Building Permit Process

1. Building Permit applications may be submitted to the Building Department as soon as a complete application and final construction documents are ready.
2. Staff will review construction documents and provide written comments to the Applicant.
3. Applicant revises plans (if needed) and submits revised plans to Building Department.
4. City Staff will contact the Applicant when the permit has been approved by all relevant departments. Please note that additional permits, steps or processes may still be required after issuance of a Building Permit. (E.g. Right-of-way permits, Sign Permits, Sales Tax License, etc.)

	City of Englewood Community Development Department 1000 Englewood Parkway Englewood, CO 80110 303-762-2342 www.Englewoodgov.org
	DEVELOPMENT REVIEW TEAM

Applications will be processed only when they are complete.
Please use the following Checklist to complete your application.

Applicant √	City √	Checklist Items
		Pre-application meeting with Community Development held on:
		Application Form
		Completed Checklist (this form)
		Site Plan:
		Maximum Size: 24"x 36" FOLDED
		Number of copies for initial submittal: 10
		Include the following items on the site plan:
		Written and graphic scale and north arrow
		Property address and Legal Description
		Lot dimensions and Lot area
		Zoning
		Label proposed and existing structures and total square footage
		Vicinity map
		A description of the business or land uses in sufficient detail to explain the potential impacts of the proposed development.
		<i>The following information is not required, but may be helpful for a more thorough review, and may help you to get more out of the DRT meeting:</i>
		Elevations of the proposed and existing structures
		Right of Way and ALL easements on the property with dimensions
		Utility locations and service connections from the street/alley to the house.
		Required and proposed building setbacks from property lines
		Location of all fences, existing and proposed
		Parking layout
		Sidewalks
		Utility poles
		Driveway cuts and driveways
		Landscaping
		Existing and proposed drainage patterns, detention and permanent water quality facilities
		Other Documents: Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		Additional material/information as requested by City Manager or Designee

Building Division

Englewood Civic Center
1000 Englewood Parkway • 3rd Floor
Englewood, Colorado 80110

Interim Director: Michael Flaherty, Deputy City Manager
Office: 303-762-2356
Fax: 303-762-2362

Inspection Line: 303-762-2403

The Building Division is open for business Monday through Friday (holidays excepted), 8 am to 5 pm.

The **Building Division** offers a variety of services to help citizens and contractors. Primarily, the division is responsible for ensuring that building structures in Englewood are safe and conform to uniform building codes.

Englewood's office of Building is a division of the Community Development Department. The staff consists of a Chief Building Official, Building Inspector, Plumbing/Mechanical Inspector, Electrical Inspector, Residential Plans Examiner and Permit Technicians.

- [International Codes and Amendments](#)
- [Permit Information](#)
- [Plan Submittal Requirements](#)
- [Inspections](#)
- [Fee Schedule](#)
- [Residential Building Guidelines](#)
- [Carbon Monoxide Detector Requirements \(PDF file\)](#)
- [Contractor License & Exam](#)
- [Home Improvement Projects](#)

Contact Building Division staff by phone or e-mail:

Permit Technician • [Jerry Brown](#) • 303-762-2356
Permit Technician • [Hope Jones](#) • 303-762-2357
Building Inspector • [Bob Foote](#) • 303-762-2369
Electrical Inspector • [Greg Croaston](#) • 303-762-2363
Plumbing/Mechanical Inspector • [Craig Daly](#) • 303-762-2364
Plans Examiner • [Karen Montanez](#) • 303-762-2355
Chief Building Official • [Lance Smith](#) • 303-762-2366

Do I need a permit?

A permit **is required** for:

- Replacing or adding a fence
- Building additions, including patios and garages
- Replacing windows
- Adding, removing or moving interior or exterior walls
- Making any change to water lines, drains or bath/shower valves
- Installing new drywall
- Replacing a furnace - also requires an electrical permit
- Altering existing heating systems
- Adding to or altering electrical wiring
- Installing signage
- Demolition of a structure

A permit **is not required** for:

- Replacing flooring or carpets
- Direct replacement of cabinets, countertops, toilets, sinks and faucets
- Repair of roofing or siding when the area to be repaired is less than 100 square feet
- Replacement of soffit, fascia and gutters
- Storage sheds that are smaller in area than 120 square feet. However, a zoning review is required to ensure the shed conforms to setback requirements. *
- Adding a driveway or sidewalk on private property. **

For additional information, please call 303-762-2357

* For additional information and requirements on sheds, decks, and driveways, contact the Community Development Department at 303-762-2347.

** For additional information regarding public sidewalks, curb cuts, and working in the public right-of-way, contact our Public Works Department at 303-762-2500.

Building Code Amendments

International Building Codes and Amendments

The City of Englewood has adopted the following amendments to the International Building Codes (effective July 5, 2012):

- 2012 International Building Code ([Building Code Amendments - PDF file](#))
- 2012 International Residential Code ([Residential Code Amendments - PDF file](#))
 - Please Note: City Council has enacted a moratorium on the enforcement of the requirement for fire sprinklers in residential construction pending enactment of an ordinance to remove the fire sprinkler requirement in the International Residential Code.
- 2012 International Plumbing Code ([Plumbing Code Amendments - PDF file](#))
- 2012 International Property Maintenance Code ([Property Maintenance Code Amendments - PDF file](#))
- 2012 International Mechanical Code ([Mechanical Code Amendments - PDF file](#))
- 2012 International Fire Code ([Fire Code Amendments - PDF file](#))
- 2012 International Fuel Gas Code ([Fuel Gas Code Amendments - PDF file](#))
- 2011 National Electrical Code ([Electrical Code Amendments - PDF file](#))
- 2012 International Energy Conservation Code (adopted by reference through the International Building Code).
- ICC/ANSI A117.1 - 2009 Accessibility Standards (adopted by reference through the International Building Code).

Copies of the International Building Codes are available for review in the reference section of the Englewood Public Library, located on the first floor of the Englewood Civic Center (1000 Englewood Parkway).

Code Books may be purchased from the International Code Council: www.ieccsafe.org (outside link)

Residential Building Guides

Listed below are examples of useful residential building guides to assist you in your construction projects. Please note that each of the projects below require an approved permit before the project is started.

- [Single-Family Addition \(PDF file\)](#)
- [Single-Family Detached Garage \(PDF file\)](#)
- [Single-Family Enclosing Patio \(PDF file\)](#)
- [Single-Family Patio, Cover, and Carport \(PDF file\)](#)
- [Single-Family Residential Basement \(PDF file\)](#)
- [Single-Family Uncovered Decks and Porches \(PDF file\)](#)
- [Single-Family Re-Roofing \(PDF file\)](#)

For additional information, please [contact the Building Division](#).

**CITY OF ENGLEWOOD
PLAN SUBMITTAL REQUIREMENTS
FOR RESIDENTIAL PLAN
REVIEW**

The City of Englewood has adopted the following codes with amendments:

2012 International Building Code and Appendix I - Patio Covers
2012 International Residential Code, Appendices H- Patio Covers and M- Home Day Care
2012 International Energy Conservation Code
2012 International Plumbing Code
2012 International Mechanical Code
2012 International Fuel Gas Code
2012 International Fire Code
2011 National Electrical Code
ICC/ANSI A117.1 - 2009 Accessibility Standards

In order for your permit application to be reviewed and processed properly, the following construction information must be provided with the permit application. Plans stamped "Preliminary" and/or "Not for Construction" and/or "Permit Set" are unacceptable. Provide two (2) complete sets of plans for review. Plan Review fees shall be paid in full before plans will be accepted for plan review.

The determination of valuation shall be made by the building official. The Building Valuation Data as published in the ICC Building Safety Journal may be utilized as the recognized standard to establish valuation.

SOILS REPORT:

- Provide an engineer's soil investigation report indicating type of soil and recommended foundation design.

SITE PLAN:

- Provide site plan that shows dimensions reflecting the distances to property lines.
- Indicate all public or private easements.
- Show location of all proposed and existing structures with dimensions.
- Provide landscaping plan. (Contact Community Development for requirements 303-762-2342)
- Provide bulk plane diagram. (Contact Community Development for requirements 303-762-2342)
- Indicate roof drainage on site plan with arrows. Roof drainage shall flow towards the street or alley and away from all structures.

STRUCTURAL PLANS: (Wet stamped and signed by a Colorado structural engineer.)

- Indicate size, location and method of reinforcement for all proposed footings, column pads, piers, caissons, grade beams, and foundation walls. Specify location of reinforcing steel and anchor bolts.
- Provide complete and clearly dimensioned floor framing plan for each level and roof framing plan which indicates the materials, types, sizes and location for all structural elements.
- Provide complete structural design criteria including but not limited to required design loads, material specifications and structural construction requirements.
- Provide complete structural calculations for each structure.

CITY OF ENGLEWOOD
PLAN SUBMITTAL REQUIREMENTS
FOR
COMMERCIAL PLAN REVIEW

The City of Englewood has adopted the codes with amendments:
2012 International Building Code and Appendix I-Patio covers
2012 International Residential Code, Appendices H-Patio Covers and M-Home Day Care
2012 International Energy Conservation Code
2012 International Mechanical Code
2012 International Fuel Gas Code
2012 International Fire Code
2011 National Electrical Code
ICC/ANSI A117.1 – 2009 Accessibility Standards

In order for your permit application to be reviewed and processed properly, the following construction information must be provided with the permit application. Plans stamped "Preliminary" and/or "Not for Construction" and/or "Permit Set" are unacceptable. Provide three (3) complete sets of plans for review. Plan Review fees shall be paid in full before plans will be accepted for plan review.

CODE ANALYSIS shall be provided on the cover sheet and include the following:

- Use and Occupancy Classification
- Construction Type
- Allowable Area Calculations including code provisions used to obtain increases
- Number of stores and height of building
- Identify new and existing fire sprinkler systems
- Applicable codes, amendments or approved requests for modifications
- Plumbing fixture count

SOILS REPORT

- Provide an engineer's soil investigation report indicating type of soil and recommended foundation design.

SITE PLAN

- Provide site plan that shows dimensions reflecting the distances to property lines.
- Indicate all public or private easements.
- Show location of all proposed and existing structures with dimensions.
- Provide type of construction for all structures on site.
- Provide landscaping plan with signed seal of a registered Colorado Landscape Architect (Contact Community Development for requirements 303-762.2347).

ARCHITECTURAL PLANS

- The signed seal of a registered Colorado Architect/Engineer shall be affixed to the plans. A structural engineer's stamp may be affixed to any portion of the plans which contain structural information only.
- Provide complete and dimensioned floor layout at each level which identifies the use of each room.
- Provide complete and dimensioned roof plan and indicate all roof slopes and size and location of primary and secondary drainage system.
- Provide complete and dimensioned reflected ceiling plan.
- Provide exterior elevation for each side of building which contains clearly dimensioned overall building height and floor-to-floor heights and indicates location of all doors and glazed openings.
- Provide building and wall sections which clearly identify the required type and location of all materials for construction of beams, columns, floors, walls, ceilings, roofs and the corresponding fire-resistance rating if applicable.
- Clearly detail all required means of egress and exits for each floor level including but not limited to corridors, stairs, doors and ramps.

- Provide details for construction of interior and exterior walls and partitions and applicable fire-resistance ratings.
- Provide door, window and finish schedules which clearly reference location on the floor plans and specifies the applicable fire-resistive ratings.

STRUCTURAL PLANS

- Indicate size, location and method of reinforcement for all proposed footings, column pads, piers, caissons, grade beams, and foundation walls. Specify location of reinforcing steel and anchor bolts.
- Provide complete and clearly dimensioned floor framing plan for each level and roofing framing plan which indicates the materials, types, sizes and location for all structural elements.
- Provide complete structural design criteria including but not limited to required design loads, material specifications and structural construction requirements.
- Provide complete structural calculations for each structure, wet stamped and signed by a Colorado Structural Engineer.

ELECTRICAL PLANS

- Complete electrical plans showing the location and capacity of main service equipment and all distribution panels, the location of all electrical receptacles, switches, lighting fixtures, exit lights, etc., and all computed loads and ground-fault calculations. Plans must be stamped by a Colorado Registered Engineer.

PLUMBING PLANS

- Complete plumbing plans sufficient to show the size and location of all heating, ventilating and air condition equipment. Indicate locations of all fire dampers, duct smoke detectors and other specialized equipment. Plans must be stamped by a Colorado Registered Engineer.

ENERGY CONSERVATION PLANS

- Provide verification that the project meets the requirements of the IECC, or provide a simulated energy performance analysis such as *COMcheck*.

FIRE PROTECTION

- Plans, show drawings and specifications on all fire protection systems to be installed within the building(s).

BACKFLOW PREVENTION SPEC'S

- Specifications on the type of backflow prevention equipment to be installed in the water service lines to the property. (Contact Utilities Department for specific requirements at 303-762-2635.)

OFF-STREET PARKING & TRAFFIC SIGN PLAN

- Plan (with dimension) of the proposed layout for off-street parking of vehicles and location of all traffic regulatory signs and pavement markings.

TRAFFIC STUDY

- A formal traffic study will be required when expected trip generation rate during peak hour exceeds 100 vehicles.

CONSTRUCTION SIGNING & TRAFFIC ROUTING PLAN

- A showing any barricade, detour, or construction sign which will be necessary during site construction activities and information regarding proposed delivery routes for construction materials and proposed right-of-way parking areas for construction vehicles.

WASTEWATER TREATMENT

- Information must be provided regarding facility operations, chemical usage, and wastewater generated so the Littleton/Englewood Wastewater Treatment Plant can evaluate the significance of a facility's wastewater discharge. The applicant is responsible for completing an Industrial Wastewater Survey (IWS). The IWS form and submittal instructions can be found at: <http://lewntp.org/divisions/pretreatment/industrial-user-identification-and-characterization>. Contact the Industrial Pretreatment Division at 303-762-2600 for additional information

ARCHITECTURAL PLANS:

- Provide complete and dimensioned floor layout at each level which identifies the use for each room.
- Provide complete and dimensioned roof plan and indicate all roof slopes.
- Provide exterior elevation for each side of building which contains clearly dimensioned overall building height and floor-to-floor heights and indicates location, size and types of all doors and glazed openings.
- Provide building and wall sections which clearly identify the required type and location of all materials for construction of beams, columns, floors, walls, ceilings and roofs.
- Provide stair geometry. Include rise and run, handrail and guardrail heights.
- Provide one major section through the exterior wall from footings to the highest part of the roof (min. scale- '14" = 1').

ELECTRICAL PLANS:

- Provide electrical plans showing the location and capacity of the service equipment and electrical panels, the location of all smoke detectors, electrical receptacles, switches and lighting fixtures.

PLUMBING PLANS:

- Provide plumbing plans and indicate location of all plumbing fixtures, appliances, piping, tubing and venting. Indicate whether appliances are gas-operated, electric or otherwise. List types of material to be used for all water supply, drainage and vent piping.

MECHANICAL PLANS:

- Provide mechanical plans and indicate location of all heating, ventilating and air conditioning equipment.
- Provide Manual J and Manual D calculations.

ENERGY CONSERVATION PLANS:

- Provide verification that the project meets the requirements of the IECC, or provide a simulated energy performance analysis such as *REScheck*.

Note: You will need separate permits for electrical, plumbing & mechanical work. A licensed electrical, plumbing or mechanical contractor may obtain the permit, or a homeowner may obtain these to do his own work on residential property.

Building Permit Fee Schedules

City of Englewood
2012 International Code
Effective July 5, 2012

TABLE 1 - BUILDING PERMIT FEES

Total Valuation:	Fee:
\$1.00 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,000.01 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000 or fraction thereof.
Miscellaneous Valuations	
Asphalt Roofing	\$200 per square
Wood Fencing	\$25 per linear foot

Other Fees:

- **Plan Review Fee** = 65% of building permit fee
- **Fire Department Plan Review Fees** (PDF file)

- **Additional Plan Review Fees required by changes, additions, or revisions** = \$47 per hour
- **Exemption to Plan Review Fee Exception:** the 65% Plan Review Fee shall be waived for single-family, owner-occupied dwellings
- **Re-Inspection Fee** = \$47
- **Issuance of Temporary Certificate of Occupancy** = \$150
- **Annual Certificates of Elevator Inspection:**
 - For each elevator = \$210
 - For each escalator or moving walk = \$210
 - For each commercial dumbwaiter = \$210
- **Elevator Permit Fee** = \$30
- **Commercial Elevator Acceptance** = \$750
- **Residential Elevator Acceptance** = \$500
- **Special Elevator Inspections** = \$100 per hour
- **Use Tax** = 3.5% on one-half the total valuation
- **Arapahoe County Open Space Tax** = .25% on one-half the total valuation
- **Park Fee-in-Lieu of Public Land Dedication** = \$460 per one-unit dwelling or \$385 per multi-unit dwelling.

Inspections

24-Hour Inspection Line - 303-762-2403

Inspections are the final steps in various phases of your project as it moves toward completion. Before you begin each new phase, you must have an approval on all required inspections for the portion of the work just completed. An inspection is approved when the City Inspector has dated and initialed it as "accepted" on the back of the Permit Card.

Inspections serve two main purposes:

1. To assure that the work meets minimum code requirements; and
2. To verify the actual work is being done as it was shown on the approved plans.

A complete record of approved inspections can provide a feeling of security and can assist in qualifying homeowners for particular insurance coverage and other benefits.

The owner or contractor is responsible for calling for inspections in advance, before 7:30 a.m. on the day of the inspection at 303-762-2403. All requested information must be given in order to complete the inspections:

1. Permit number
2. Type of inspection
3. Job address
4. Contractor
5. Daytime telephone number.

A specific time cannot be scheduled due to the nature of the inspector's work. However, morning or afternoon requests are accepted and in most cases can be accommodated. The Permit Card and the Approved Construction Site Plans should be kept at the site or the inspector may not be able to make the inspection.

It is the owner's responsibility to have all animals under control. If dogs or other animals are loose in the yard, the inspection may not be made. Indoor inspections will not be performed if an adult is not present. A reinspection fee of \$47 could be charged.

A list of required inspections in sequence is given below with brief descriptions to indicate at what phase of work each inspection is to be made. Depending on a specific project, not all these inspections will be needed, but they can provide a general outline.

- [Rough Inspections](#)
- [Final Inspections](#)
- [What if I Fail an Inspection?](#)
- [Special Inspections](#)

MEMORANDUM

To: John Collins, Chief of Police
From: Jeff Sanchez, Deputy Chief
Date: October 26, 2015
Subject: Council Request #15-216

Council Response #15-216 - Early morning Construction Activity - Swedish

Assigned to: Police Department

Date Assigned: October 23, 2015

Chief Building Official Lance Smith contacted the Swedish Facilities Manager regarding a complaint about construction noise on Thursday night, October 22. He was advised that there were no scheduled construction activities that night, other than some air balancing procedures in the ER area and that those activities were limited to the interior of the building. Swedish limits most construction activity until after 7 am due to concern for their patients. The Facilities Manager will contact their contractors to remind them of the current noise restrictions for working in the City. One of the building inspectors will also meet with the general contractor to remind them of the same.

I sent an email to the complainant on Friday, October 23 advising of the above information. I also advised him that he can call the Police Department after hours so that we can send someone out to investigate.

*In regards to a previous Council Request regarding changing the construction hours, the Swedish Facilities Manager felt that 7 am was not going to be much of an impact, however, 8 pm was too early since many of their projects can only be done after normal hospital working hours.