

**Commercial and Multi-Residential (3 or more units) Submittal General Guidelines
for Sewer Use & Drainage Permits (SUDP)**

Authority:	<ul style="list-style-type: none"> ✚ Revised Municipal Code (RMC) of the City & County of Denver, Chapter 56, Section 56-41, Purpose ✚ Public Works Rules & Regulations Governing Sewerage Charges and Fees & Management of Wastewater.
Document Date:	December 6, 2018
Customer Interface:	Most communications between the Customer and the City will be done through Public Works / Wastewater or online at: Development Services/SUDP or email WastewaterPermits@denvergov.org
Affiliated Departments:	<p>Other departments that may require permits or submittals:</p> <ul style="list-style-type: none"> ✚ Building Department (Building Permits) (720-865-2710) CPD electronic submittal instructions ✚ Development Engineering Services Wastewater Site Engineering Projects and/or developments over ½ acre ✚ Landmark (all proposed work to a designated landmark/historical structure) (720) 865-2944 ✚ Metro Wastewater Reclamation District (Public Works, Wastewater will inform you if Metro Wastewater will be involved). ✚ Public Works-Survey (address assignment slips) (720- 865-3002) ✚ Construction Engineering – Right of Way Services construction of sidewalks, driveways, setbacks, etc.) (303) 446-3469 ✚ Denver Water Board (domestic water tap permit) (303) 628-6100 <p>Licensing for work and inspections:</p> <ul style="list-style-type: none"> ✚ Contractor Licensing: Licensing Information
Applying for a Permit:	<ul style="list-style-type: none"> ✚ Submit application & plans for the ENTIRE project. (see page 2 for Submittal Requirements) ✚ Submittal for the SUDP can be done electronically (preferred) by E-mailing the submittal to PlanReview@denvergov.org (Preferred combined submittal for Building and SUDP), WastewaterPermits@denvergov.org or by hardcopy at the Sewer Use and Drainage Permit counter at 201 W Colfax Ave, 2nd Floor and signing in at the kiosk for SUDP(Wastewater). ✚ SUDP requires a separate application for each separate building or structure or tenant. Application forms can be obtained at: Development Services/SUDP or at the Sewer Use and Drainage Permit counter. ✚ A “Licensed Contractor” is not required to submit a SUDP application. SUDP permits are for the ENTIRE project or phase of work, not by contractor. Whoever signs the application for the permit is the contact for the SUDP and must be the property owner’s “Local Authorized Agent”, and must include their name, company name, address, phone number, email address, and signature on the application. ✚ SUDP review does not require PE or Architect signed and stamped plans, except for Grading/Plot Plans, Groundwater Management Plan, for work in a Floodplain (see page 2) or as requested by the plan reviewer, but the plans must be “For Construction.” cannot be marked “Draft”, “Not for Construction” or similar markings Plans marked for anything other than “For Construction” cannot be reviewed. ✚ Any site plan and/or architectural/plumbing floor plans revised for another department must also be submitted for the SUDP for review. ✚ Other information may be required to ensure proper and complete evaluation. ✚ All submittals become the property of Public Works, Wastewater
Approval Process:	<ul style="list-style-type: none"> ✚ Sewer Use and Drainage Permit (SUDP) technician will determine if the plans must be logged in for full review or if a same day permit can be issued. ✚ The application and plans will be reviewed for Sanitary, Storm Drainage and Pre-treatment devices (as appropriate). ✚ If additional information is required to complete the review, the local authorized agent will be e-mailed a copy of the <i>Review Comments which MUST be Met Prior To Issuance of Sewer Use & Drainage Permit</i>. The requested information must be submitted and may be done electronically (preferred) by E-mailing the resubmittal to Wastewaterpermits@denvergov.org or made at the Sewer Use and Drainage Permit counter at 201 W Colfax Ave, 2nd Floor. ✚ After approval by the SUDP reviewer, an email notice stating that the permit is ready to be issued along with the invoice for the amount of any associated outstanding fee amount due will be sent to the applicant / authorized agent.
Fees: Make checks payable to Manager of Finance	<ul style="list-style-type: none"> ✚ Application fee: \$100.00, collected at time of permit issuance. ✚ Required Inspections: \$55.00 each, collected at time of permit issuance. ✚ Sanitary connection fees will be calculated according to the current Public Works Wastewater fee schedule. Fee schedule can be located at Development Services/SUDP ✚ Any revised plans submitted for review after a Sewer Use & Drainage Permit (SUDP) has been issued will require a Supplemental Sewer Use and Drainage Permit ✚ (SUDP) fees for permit issuance must be paid prior to December 31 of the invoice year. Additional fees at the new calendar year current rate shall be assessed and payment required.

Submittal Requirements for Commercial and Multi-Residential (3 or more units) projects

NOTE: SUDP Required Forms can be obtained at www.Denvergov.org/DS - *Help Me Find* drop down/Sewer Use and Drainage Permits

Guidelines and electronic submittal information for building department permits can be found at [CPD electronic submittal instructions](#)

<p>Utility Site Plan: (Often missed items to include on the site plan as they pertain to your project are also listed)</p>	<p>NOTE: The SUDP utility site plan must match the Site Development Plan (SDP) and Sanitary and/or Storm Site Project Plan (SSPR for projects with .5 acre or more disturbance)</p> <p>Utility Site plan for the entire site (TO SCALE with north arrow, NO FREEHAND DRAWINGS) which depicts the following information:</p> <ul style="list-style-type: none"> ✚ Locations of the all existing and proposed structure(s) with respect to property lines, streets, alleys, etc. Sewer mainlines in the street or alleys with sizes, manholes or devices (inlets, ejectors, etc.) must be shown. ✚ Spot elevations in NAVD88 format for the site and all entrances, property lines, curb and alley flowlines, Finished Floor Elevation (FFE) and below grade construction (including footers, piers, etc.) must be included on ALL submittals ✚ Parking garages, below grade walkout areas, stairways and large window wells, both covered and uncovered must be identified with elevations in NAVD88 at entrances included ✚ Location, pipe size and material with ALL points of connection for the existing and proposed building sewer service(s), water tap(s), water meter(s), water service line(s) from the structure to the main. It is preferred that the new sewer line be placed at the same tap location. NOTE: Any portion of the building sewer service line being built over, or any portion within two (2) feet of a building, must be installed with approved material (Schedule 40 PVC, ABS/DWV, or Cast Iron pipe) ✚ Show required two-way cleanouts to be installed outside of the building (2'-5' preferred- cleanouts are NOT permitted to be located in the garage or in the public right-of-way. Traffic rated cleanouts are required when located within vehicle travel paths) near the connection between the building drain and building sewer, on all lines exiting the building. ✚ Show additional single cleanouts to be installed at intervals not to exceed 100 feet, and for each aggregate horizontal change in direction exceeding 135 degrees, on the building sewer line. ✚ Show all Storm drainage to include at a minimum the following: <ul style="list-style-type: none"> ○ Location, slope, pipe size and material with connection and discharge points for all storm lines and devices including downspouts, roof leader drains, sidewalk chases, inlets, area drains, landscape drains, perimeter drains, trench drains, French drains and underdrains with all outfall locations including sump pit/pump. ○ All Manholes with size and details of the construction (public and private) ○ Swales, Concrete Pans & Culverts – Show size, direction of flow & spot elevations, discharge point and type of material used in its construction. Include details of the type of drainage <p>NOTE: Minimum size for ALL building sewer laterals (storm & sanitary) is 4" diameter. HDPE pipe is NOT authorized. Discharge points cannot be directed onto or concentrate drainage flows to any sidewalk and must be a minimum of 10' from public sidewalk adjacent property lines, 3' from side-yard property lines, and 6" from alleys. The alley finish (concrete, dirt, or asphalt) must be shown on the site plan when storm drainage is being directed to it.</p>
<p>Plot Plans, Grading Plan and work in a Floodplain:</p>	<p>Required for all commercial and multi-residential exterior construction projects with sites with less than .5 acre of disturbance.</p> <p>Grading Plan Required for work in the Floodplain See the Floodplain Permit Entrance Requirements under <i>Requirements for specific project types</i> for more detailed information</p>
<p>Excavation and Shoring Plans:</p>	<p>Required for ALL commercial projects. Submit plans and required documents to building department for a separate LOG. For SUDP and ROW excavation review, plans must include property line and right-of way location and dimensions, excavations depths, benching details, shoring, footers, piers, pit, storm vault etc. depth and groundwater levels in NAVD88.</p>
<p>Soils Report:</p>	<p>Copy of the soils report (Colorado signed and stamped) within 2 years from the date of SUDP submittal and the building elevation or section plans required for all new construction and substantial below existing grade additions</p>
<p>Groundwater Dewatering Systems:</p>	<p>Dewatering is continuous or semi-continuous discharge of groundwater through a perimeter or similar draining system Refer to the Groundwater Dewatering System Permitting Requirements for information regarding permitting of these systems.</p>
<p>Architectural Floor Plans:</p>	<p>A complete set of architectural floor plans for projects with any interior work. Existing and proposed room schedule/usage must be shown.</p>
<p>Plumbing Floor Plans:</p>	<p>Complete plumbing plans for the water and waste system to include all existing and proposed plumbing. Include vent and riser (isometric) diagrams (must show routing through any pretreatment devices (grease interceptor, sand/oil interceptor, sampling cleanouts/manholes, etc). The type of plumbing fixture and size must be indicated on the plans and/or specifications and details.</p>

Domestic water taps and meters:	Submit copy of stamped plan approval from Denver Water for domestic water meter and tap size and configuration. NOTE: Denver Water may allow alternate domestic water configurations for projects where the entire structure has 6 units or less. The configuration MUST be approved prior to SUDP permit issuance and applicant will be required to provide Denver Water approved plan
Food Area Detail: (Restaurants, eating places, food or beverage services/production, brewery, etc)	<p>Required Forms:</p> <ul style="list-style-type: none"> ✚ Food and/or Beverage Uses Questionnaire (All sections that pertain to your specific project type) completed by the business owner ✚ A copy of the menu <p>Submit:</p> <ul style="list-style-type: none"> ✚ Kitchen equipment floor plan showing location, purpose, and size of the food preparation or service areas including seating capacity and layout ✚ Kitchen equipment schedule showing all equipment.
Repair or Service use projects:	Location, size, use, and configuration of vehicle and/or machinery repair or service areas showing locations of ALL floor drains and sinks in the service areas.
Industrial Waste Survey (IWS):	Complete form ONLY if there is industrial waste. NOTE: The reviewer will determine IF a sampling manhole or cleanout/chamber or neutralization monitoring (pH sampling) will be required to be installed for industrial waste.
Swimming Pools:	<p>Required Form:</p> <ul style="list-style-type: none"> ✚ Swimming Pool Information Sheet <p>Refer to Swimming Pools, Spas and Water Feature Entrance Requirements for information and submittal requirements. Show location of pool, spa, pool equipment room, discharge lines locations, deck drains and points of discharge.</p>
Demo Information:	Cut-off of the sanitary and/or storm sewer laterals at the main is required to be completed prior to issuance of any SUDP permits for construction. Addresses, demolition dates, and water tap sizes (include meter tap numbers) of all existing buildings to be demolished.
Construction Activities Stormwater Discharge Permit:	<p>Required when project is part of a larger development OR site is 1 acre or more OR as deemed necessary by the Department of Public Works</p> <p>A Construction Activities Stormwater Management Plan (CASMP) must be provided for sites 1 acre or larger, or for sites that are part of a development of 1 acre or larger. If a CASMP is required, a separate permit must be obtained for the site covering construction activities. Information for submission requirements for CASMP permit issuance can be found at Development Services - Wastewater Engineering</p>