



CITY AND COUNTY OF DENVER
DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE (DOTI)
RIGHT-OF-WAY SERVICES - SURVEY & ADDRESSING

**Right-of-Way Services -
 Survey & Addressing**
 201 W Colfax Ave, Dept 507
 Denver, Colorado 80202
 720-865-3002
www.denvergov.org/doti

**New Multi-Family, Mixed-Use or Commercial
 Address Entrance Requirements**

Authority:	Revised Municipal Code, Chapter 49, Article IV
Purpose:	The City Engineer or designee has the authority to assign addresses within the boundaries of the City & County of Denver per Sec. 49-56 (Code 1950 341.2) of the Denver Revised Municipal Code (DRMC) and per the Engineering Addressing Policy dated 02/01/2010.
Document Date:	01/01/2024
Address Date:	Addresses issued for any new Multi-Family, Mixed-Use, or Commercial structure are in effect until: <ul style="list-style-type: none"> • The building has been demolished • The building permits were not approved, or the structure was not built • The owner requests a change of address that conform with addressing standards
Request:	The request for a new or additional address(es)/unit(s) shall be made before logging in for permits or as a requirement for permit purposes.
Customer Interface:	Communication with the Addressing Specialists may be done via: <ul style="list-style-type: none"> • Email, Addressing@denvergov.org • Phone, 720-865-3002 • E-permits. https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home
Affiliated Departments & Agencies:	<ul style="list-style-type: none"> • Community Planning & Development • Denver Assessor’s Office • Denver Fire Department • Excise & Licensing • DOTI: Development Engineering Services Survey • DOTI: Wastewater • DOTI: Solid Waste Management
Considerations:	All requests are handled in the order they are received.
Electronic Submittals:	The address request may be submitted via E-Permits: <ul style="list-style-type: none"> • https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home
Submittal Requirements:	New Multi-Family, Mixed-Use, Commercial: If the project is under development review, it must be in the Site Development phase before requesting the address(es). Provide the Site Development Plan (SDP) project number in the description of the request. Include the SDP document in the submittal. Accessory structures may require an address for permit purposes (ex: parking garage or a fuel canopy). If the project is NOT under development review, the following are required: <ul style="list-style-type: none"> • Site plan of property with surrounding street designations, north arrow and structure footprint with an 'X' to mark the main entrance • Elevation & floor plans • Survey if the property boundaries are changing • Legal description of the property
Fees:	\$60 per address and/or \$60 per unit. Payment Options: <ul style="list-style-type: none"> • E-permits: see Electronic Submittals section • Phone: 720-865-2780 • In-Person: 201 W Colfax Ave, 2nd floor • Mail-in Payment: Must include the invoice with the check. Mail it to: City & County of Denver Revenue Accounting/Cashier 201 W Colfax Ave, Dept 205 Denver, CO 80202 Check or money orders are made payable to Manager of Finance . Payments accepted: Cash, check, money order, Discover, Master Card & Visa.