



**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](http://www.denvergov.org/doti)

**Parking Space Parcel or Garage Parcel  
 Address Entrance Requirements**

<b>Authority:</b>	Revised Municipal Code, Chapter 49, Article IV
<b>Purpose:</b>	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.
<b>Document Date:</b>	01/01/2024
<b>Address Date:</b>	Addresses issued for parking space parcels or garage parcels are in effect until: <ul style="list-style-type: none"> <li>• The building has been demolished</li> <li>• The parcel has been combined</li> <li>• The building permits were not approved, or the structure was not built</li> <li>• The owner requests a change of address that conform with addressing standards</li> </ul>
<b>Request:</b>	The request for a new or additional address(es) shall be made before logging in for permits, as a requirement for permit purposes, or requesting a parcel reconfiguration.
<b>Customer Interface:</b>	Communication with the Addressing Specialists may be done via: <ul style="list-style-type: none"> <li>• Email, <a href="mailto:Addressing@denvergov.org">Addressing@denvergov.org</a></li> <li>• Phone, 720-865-3002</li> <li>• E-permits, <a href="https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home">https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home</a></li> </ul>
<b>Affiliated Departments &amp; Agencies:</b>	<ul style="list-style-type: none"> <li>• Community Planning &amp; Development</li> <li>• Denver Assessor’s Office</li> <li>• Denver Fire Department</li> <li>• Excise &amp; Licensing</li> <li>• DOTI: Development Engineering Services Survey</li> <li>• DOTI: Wastewater</li> <li>• DOTI: Solid Waste Management</li> </ul>
<b>Considerations:</b>	All requests are handled in the order they are received.
<b>Electronic Submittals:</b>	The address request may be submitted via E-Permits: <ul style="list-style-type: none"> <li>• <a href="https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home">https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home</a></li> </ul>
<b>Submittal Requirements:</b>	<b>Parking Space Parcel or Garage Parcel:</b> For a parking space parcel or a garage parcel, an address is required for tax purposes or building permits. Applicant must furnish a site plan and/or plot plan that clearly shows the proposed parcel(s).
<b>Fees:</b>	\$60 per address and/or \$60 per unit. Payment Options: <ul style="list-style-type: none"> <li>• E-permits: see Electronic Submittals section</li> <li>• Phone: 720-865-2780</li> <li>• In-Person: 201 W Colfax Ave, 2<sup>nd</sup> floor</li> <li>• Mail-in Payment: <b>Must include the invoice</b> with the check. Mail it to:            City &amp; County of Denver            Revenue Accounting/Cashier            201 W Colfax Ave, Dept 205            Denver, CO 80202</li> </ul> Check or money orders are made payable to <b>Manager of Finance</b> . Payments accepted: Cash, check, money order, Discover, Master Card & Visa.