



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 Accessory Dwelling Unit (ADU)
 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 Accessory Dwelling Unit (ADU) 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 Accessory Dwelling Unit (ADU): Applicant must furnish a site plan and/or plot plan. Include survey if the property boundary will change. All plans shall include the north arrow, surrounding streets designations and location of the structure with respect to the property lines. Mark the front door with an 'X' to indicate the entrance. <ul style="list-style-type: none"> • <i>The property must be zoned for an ADU and meet the zone lot minimum requirement</i>
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.