



**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)

**Change of Use 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 a change of use are in effect until: <ul style="list-style-type: none"> <li>• The building has been demolished</li> <li>• The change of use permit was not approved, or the change of use did not occur</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)/unit(s) may be made before logging in for permits or as a requirement for permit purposes.
<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>Change of Use:</b> 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"> <li>• <i>Change of Use may be required to submit additional permits after the address has been issued</i></li> </ul>
<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.