



**CITY AND COUNTY OF DENVER**  
**DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE**

**Right -of-Way Services**  
**Wastewater Permits**

201 W. Colfax Avenue, Dept 203  
 Denver, CO 80202

Wastewater Phone: 720-865-3060

Email: [WastewaterPermits@denvergov.org](mailto:WastewaterPermits@denvergov.org)

Additional Permitting Info: [www.denvergov.org/SUDP](http://www.denvergov.org/SUDP)

**Single Family & Duplex (2-unit) Submittal General Guidelines**  
**for Sewer Use & Drainage Permits (SUDP)**

<b>Authority:</b>	<ul style="list-style-type: none"> <li>• Denver Revised Municipal Code, Chapter 56 - Utilities</li> <li>• Department of Transportation and Infrastructure (DOTI) Rules &amp; Regulations Governing Sewerage Charges &amp; Fees &amp; Management of Wastewater</li> <li>• Denver Building Code Amendments to the adopted I-Codes</li> </ul>
<b>Document Date:</b>	December 4, 2023
<b>Customer Interface:</b>	<p>Most communications between the City and the customer will be done through</p> <ul style="list-style-type: none"> <li>• DOTI Sewer Use and Drainage (Wastewater) Permits 720-865-3060 / <a href="mailto:wastewaterpermits@denvergov.org">wastewaterpermits@denvergov.org</a></li> <li>• DOTI Wastewater Plumbing Inspections – <a href="mailto:dotipermitoperations@denvergov.org">dotipermitoperations@denvergov.org</a></li> <li>• Community Planning and Development/Development Services: <a href="#">E-Permits</a></li> </ul>
<b>Affiliated Departments:</b>	<p>Other departments that may require permits or submittals:</p> <ul style="list-style-type: none"> <li>• Building Department - <a href="#">E-Permits</a> / <a href="mailto:planreview@denvergov.org">planreview@denvergov.org</a></li> <li>• Development Engineering Services / Wastewater Site Engineering</li> <li>• Landmark (all proposed work to a designated landmark/historical structure) (720) 865-2944</li> <li>• Metro Water Recovery (DOTI Wastewater will inform you if Metro review is required).</li> <li>• DOTI - Addressing - <a href="mailto:addressing@denvergov.org">addressing@denvergov.org</a> / (720) 865-3002</li> <li>• Construction Engineering – Right of Way Services construction of sidewalks, driveways, setbacks, etc. (303) 446-3469</li> <li>• Denver Water (domestic water tap permit) (303) 628-6100 <a href="mailto:denverwatersales@denvergov.org">denverwatersales@denvergov.org</a></li> </ul> <p>Licensing for work and inspections:</p> <ul style="list-style-type: none"> <li>• Contractor Licensing: <a href="#">Licensing Information</a></li> </ul>
<b>Applying for a Permit:</b>	<ul style="list-style-type: none"> <li>• Upload all plans and documents for the entire project to <a href="#">E-Permits</a>. (see page 2 for <b>Submittal Requirements</b>)</li> <li>• All submittals are made online via E-Permits.</li> <li>• SUDP requires a separate permit for each building or structure.</li> <li>• A “Licensed Contractor” is not required to submit a SUDP application. SUDP permits are for the entire project and scope(s) of work, not by contractor. The applicant is submitted in E-Permits is the contact for the SUDP and must be the property owner’s “Local Authorized Agent”.</li> <li>• 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.</li> <li>• Any site plan and/or architectural floor plans revised for another department must also be submitted to SUDP for review.</li> <li>• Other information may be required to ensure proper and complete evaluation.</li> <li>• All submittals become the property of DOTI Wastewater.</li> </ul>
<b>Approval Process:</b>	<ul style="list-style-type: none"> <li>• The application and plans will be reviewed for Sanitary, Storm Drainage and Sanitary Quality Control devices (as appropriate).</li> <li>• If additional information is required to complete the review, the local authorized agent will be e-mailed a copy of the Review Comments which must be met prior to issuance of the Sewer Use &amp; Drainage Permit. The requested information must be submitted via E-Permits only.</li> <li>• Upon approval, the invoice for fees due will be sent to the applicant / authorized agent.</li> </ul>
<b>Fees: Make checks payable to Manager of Finance (all fees subject to change)</b>	<p>See <a href="http://www.denvergov.org/SUDP">www.denvergov.org/SUDP</a> for the current SUDP and DOTI fee schedules</p> <ul style="list-style-type: none"> <li>• Any revised plans submitted for review <b>after</b> a Sewer Use &amp; Drainage Permit (SUDP) has been issued will require a Supplemental Sewer Use and Drainage Permit</li> <li>• (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.</li> </ul>

## Submittal Requirements for Single Family & Duplex (2-unit) projects

**NOTE: Required Forms can be obtained at [www.denvergov.org/sudp](http://www.denvergov.org/sudp)**

<p><b>Utility Site Plan: (Often missed items to include on the site plan as they pertain to your project are also listed)</b></p>	<p>Utility Site plan <b>for the entire site</b> (To scale with north arrow, no freehand drawings) which depicts the following information:</p> <ul style="list-style-type: none"> <li>• Locations of 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.</li> <li>• Spot elevations using NAVD88 datum 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.</li> <li>• Parking garages, below grade walkout areas, stairways, and large window wells, both covered and uncovered must be identified with elevations using NAVD88 datum.</li> <li>• 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. <b>It is preferred that the new sewer line be placed at the same tap location.</b> 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)</li> <li>• Show required two-way cleanouts to be installed on all lines exiting the building 2 to 5 feet upon building exit near the connection between the building drain and building sewer (cleanouts are not permitted to be in the garage floor or in the public Right-of-Way. Traffic rated cleanouts are required when located within vehicle travel paths).</li> <li>• 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.</li> <li>• Show all Storm drainage to <b>include at a minimum the following:</b> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ All Manholes with size and details of the construction (public and private)</li> <li>○ Swales, Concrete Pans &amp; Culverts – Show size, direction of flow &amp; spot elevations, discharge point and type of material used in its construction. Include details of the type of drainage</li> </ul> </li> </ul> <p><b>Note:</b> Minimum size for all building sewer laterals (storm &amp; sanitary) is 4” diameter. HDPE pipe is not permitted unless authorized prior by DOTI. 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><b>Additions to Single Family (SFR) and Duplex (2 unit) residences</b></p>	<p>Additions, including pop-top additions, that are than 50% or greater of the existing building square footage, as shown on the Denver Assessor records not to include basement area, are considered new construction by Wastewater and will require review of the existing sanitary lateral to determine reuse eligibility. Any portion of the existing lateral not approved for reuse must be replaced up to and including the entire lateral and connection to the public or private main.</p>
<p><b>Soils Report:</b></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. Boring locations should be as close as possible to the proposed construction and not in the public Right of Way, to include the existing ground surface elevation.</p>
<p><b>Other Plans:</b></p>	<p>All additional project plans including applicable architectural, structural, civil plans, etc. should be provided.</p>
<p><b>Groundwater Dewatering Systems:</b></p>	<p>Groundwater dewatering is continuous or semi-continuous discharge of groundwater from a perimeter drain or similar draining system. Refer to the Groundwater <b>Dewatering System Permitting Requirements</b> for information regarding permitting of these systems.</p>
<p><b>Grading/Plot Plans and/ work in a Floodplain:</b></p>	<p><b>Required for work in the Floodplain</b> For all properties in the Floodplain, a “Grading Plan” including Finished Floor Elevations (FFE) and site spot elevations must be submitted and must have a PE stamp &amp; signature per Colorado Engineering Law.</p>
<p><b>Swimming Pools, spas and water features:</b></p>	<p>Refer to <b>Swimming Pools, Spas and Water Feature Entrance Requirements</b> for information and submittal requirements.</p>
<p><b>Construction Activities Stormwater Discharge Permit:</b></p>	<p><b>Required when project is part of a larger development or site is 1 acre or more or as deemed necessary by DOTI – Development Engineering Services</b> Information on submittal requirements for Construction Activities Stormwater Discharge / Erosion Control Permit can be found at <a href="#">Development Engineering Services - Wastewater Engineering</a></p>