

CITY & COUNTY OF DENVER COMMUNITY PLANNING & DEVELOPMENT BUILDING PERMIT POLICY		
Subject: ISSUANCE OF OWNER-OCCUPIER (HOMEOWNER) PERMITS		
Approved: Scott V. Prisco, AIA, Building Official		
Number: ADMIN 131.3	Effective Date: August 20, 2009 Revised Date: February 7, 2017	Page: 1 of 2

Reference: ADMIN Section 131.3

Scope:

This policy is to establish the procedure for issuance of permits to an *owner-occupier*. This policy also establishes who may assist the *owner-occupier* in obtaining owner-occupier permits and performing work authorized under owner-occupier permits.

Definitions:

DESIGNATED WORKER. The individual who will be assisting the *owner-occupier* with the *owner-occupier* permitted work and may assist the *owner-occupier* with the *owner-occupier* exams. This individual cannot accept payment from the *owner-occupier* for services rendered without written request and approval from the Building Official. The individual who will be assisting the *owner-occupier* must be identified on the *owner-occupier* permit.

OWNER-OCCUPIER. The natural person listed in the Assessor's records who owns and occupies a *single-unit dwelling*, or who owns and occupies such *single-unit dwelling* they wish to construct. This natural person must own and occupy, as their domicile, the single-unit dwelling for 12 months after the certificate of occupancy is issued.

SINGLE-UNIT DWELLING. The primary (stand-alone) structure, housing a single dwelling unit which is the domicile for the *owner-occupier*. Duplexes, townhomes (attached single-unit dwellings), condominiums, apartments, and commercial buildings are not single-unit dwellings. Note: For the purposes of this policy, accessory dwelling units are not considered single-unit dwellings.

Policy:

Owner-occupier permits may be obtained for a *single-unit dwelling* in the following circumstances:

1. The *owner-occupier* must be the individual seeking the permit and submitting to take the exam. An individual who has been granted Power of Attorney by the natural person who owns and occupies the single-unit dwelling may apply for a permit in the owner-occupier's name, by providing the original, City Clerk recorded Power of Attorney to the permitting staff. However, this individual who has been granted Power of Attorney may not assist with the exam or perform the work unless they are the designated worker.
2. The *owner-occupier* of an existing *single-unit dwelling* may be issued permits and conduct work on their own *single-unit dwelling* and accessory structures after agreeing to occupy the dwelling for 12 months and passing discipline-specific exams.
3. The *owner-occupier* of an existing *single-unit dwelling* may be issued permits and conduct all work in the construction of new accessory structures (including detached garages) after agreeing to remain in the dwelling for 12 months, and passing all applicable discipline specific exams. Such permits shall only be issued to the *owner-occupier* once in any five (5) year period.
4. The *owner-occupier*, who intends to construct a new *single-unit dwelling* and to occupy it for at least 12 months, may be issued permits and conduct work on their new dwelling after passing all applicable discipline-specific exams. Such permits shall only be issued to the *owner-occupier* once in any five (5) year period.

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5. The *owner-occupier* must perform the work for which he/she has obtained the permit. In performing the work authorized by the owner-occupier permit, the *owner-occupier* may utilize the assistance of the *designated worker*.
 - 5a. When the owner-occupier wants to act in the capacity of General Contractor, he/she must request written approval from the Building Official. Such request must include the name(s) of the property owners, the property address, statement that the owner intends to live in the property for a minimum of 12 months after construction is complete and that they will hire licensed (in the City and County of Denver) contractors to perform any work that they are not doing themselves.
6. To sit for the owner-occupier exam for the work to be performed, the *owner-occupier* must supply a current Colorado Photo ID or Driver's License. The name on the ID must match the name listed on the Assessor's property record to verify property ownership. To assist with the test, the *designated worker* must supply a current Colorado Photo ID or Driver's License. A Colorado temporary Driver's License, other State-Issued Photo ID or Driver's License, Passport, or Federal Issued Permanent Resident Card ("Green Card") may also be accepted with the Building Official's approval.
7. The *owner-occupier* must sign the attached NOTICE OF REQUIREMENTS FOR OWNER-OCCUPIER PERMITS.
8. In order to pick up permits, the *owner-occupier* must show a valid Colorado driver's license or photo I.D. that matches the property owner name listed in the Denver Assessor's database.
9. The *owner-occupier* must agree to all testing rules set forth by the Building Official, and delineated in the attached sheet, "Owner-occupier (Homeowner) Exam Information."

END OF DOCUMENT

- Encl. #1 Notice of requirements for owner-occupier permits
 #2 Owner-occupier (homeowner) exam information
 #3 Homeowner request for approval of designated worker

NOTICE OF REQUIREMENTS FOR OWNER-OCCUPIER PERMITS

In compliance with Denver Building Code Section 131.3 item 1, for the scope of (circle all that apply)

ELECTRICAL MECHANICAL/HVAC PLUMBING CONSTRUCTION

work under consideration for a permit, I hereby declare **all** of the following statements to be true.

- I am the legal owner of this existing or new dwelling.
- I am currently living in this existing dwelling or I intend to occupy this new dwelling located at _____, Denver, CO, upon completion.
- I agree to occupy the dwelling at this address for a minimum of twelve (12) months after this permitted work is completed.
- If these owner-occupier permits are for a new single-unit dwelling or accessory structure, I understand I will not qualify for any additional owner-occupier permits for the construction of new dwellings or accessory structures for a period of five (5) years.
- I will be obtaining all permits, performing all work authorized in the owner-occupier permits myself, or with the assistance of a Designated Worker, after passing all applicable discipline specific exams.
- I acknowledge that I am responsible for all work performed under the owner-occupier permit, that all work is done by the Designated Worker or me in a “workmanlike manner” and compliant with the code identified on the permit.
- I acknowledge that if I utilize the assistance of a Designated Worker, I am not allowed to pay this person for their assistance in any way, unless approved by the Building Official.
- The dwelling on which I will be working is not a duplex, townhome, condominium, apartment or commercial building/property.
- I agree to abide by the testing rules set forth by the Building Official.

I, _____ (*print name*) verify that the above statements are true. I agree to abide by these statements. I acknowledge that any violation of these statements may result in the immediate cancellation of any issued permits, revocation of my testing rights, and revocation of the single-unit dwelling’s Certificate of Occupancy.

Signed: _____ Date: _____
(Signature of owner-occupier)

Owner-occupier (Homeowner) Exam Information

The types of owner-occupier exams offered are:

- Electrical,
- Mechanical,
- Plumbing,
- Refrigeration,
- Hot water / Boiler, and
- Evaporative Cooling.

Owner-occupier Exam Requirements:

1. The *owner-occupier* listed in the Assessor's records must be the individual taking the exam.
2. The *owner-occupier* of an existing single-unit dwelling may be issued permits and conduct work on their own single-unit dwelling and accessory structures after agreeing to occupy the dwelling for 12 months and passing discipline specific exams.
3. The *owner-occupier* of an existing *single-unit dwelling* may be issued permits and conduct all work in the construction of new accessory structures (including detached garages) after agreeing to remain in the dwelling for 12 months and passing all applicable discipline specific exams. Such permits shall only be issued to the *owner-occupier* once in any five (5) year period.
4. The *owner-occupier*, who intends to construct a new single-unit dwelling and to occupy it for at least 12 months, may be issued permits and conduct work on their new dwelling after passing all applicable discipline specific exams. Such permits shall only be issued to the *owner-occupier* once in any five (5) year period.
5. The *owner-occupier* or the *designated worker* must be performing the work.
6. The dwelling must not be a duplex, tandem house, townhome, condominium, apartment, or commercial building.
7. The *owner-occupier* may have the assistance of the designated worker in taking the test. The *designated worker* is the individual, designated on the permit, which will be assisting the *owner-occupier* with the work as well as the test, and cannot accept payment from the *owner-occupier*, unless otherwise approved.
8. To sit for the *owner-occupier* exam for the work to be performed the *owner-occupier* must supply a current Colorado Photo ID or Driver's License. To assist with the test, the *designated worker* must supply a current Colorado Photo ID or Driver's License. A Colorado temporary Driver's License, other State-Issued Photo ID or Driver's License, Passport, or Federal Issued Permanent Resident Card ("Green Card") may also be accepted with the Building Official's approval.
9. The *owner-occupier* must agree to the following testing rules set forth by the Building Official:
 - Taking or using notes is prohibited during the exam. Relevant code books are provided for your use on a "first-come, first-served" basis. You may bring your own code books or instructional books; however, they may be reviewed and rejected for notations, or other inappropriate material.
 - Mobile phones, 2-way radios and pagers are prohibited during the exam.
 - Contact with individuals outside the testing area is prohibited during the exam.
 - If either the *owner-occupier* or *designated worker* needs to leave the testing area for any reason, they must return all test materials immediately.
 - In the event that the *owner-occupier* fails an exam, they must wait a minimum of thirty minutes before re-taking the exam.
 - Exams are available Monday through Friday, 8:00am to 3:00pm at Contractor Licensing, 201 W. Colfax, 2nd Floor, Denver, CO 80202. There are no exam fees.
 - If *owner-occupier* wishes to obtain the permit on the same day of testing, plan to be finished testing before 4:00pm.



**Community Planning and Development
Contractor Licensing**
201 W. Colfax Ave., Dept. 205
Denver, CO 80202
Phone: 720-865-2770

www.denvergov.org/contractorlicensing

**HOMEOWNER REQUEST FOR APPROVAL OF DESIGNATED WORKER
2016 D.B.C. SECTION 131.3**

I, _____, the owner and occupant of the
property located at _____ ,

requiring assistance to perform the work, request approval for:

Name of Designated Worker: _____

Relationship to Owner: _____

to perform this work for me at no charge. I accept full responsibility that the work performed
shall be in compliance with the Denver Building and Fire Code.

Owner's Signature: _____ Date: _____

Department Approval: _____ Date: _____

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