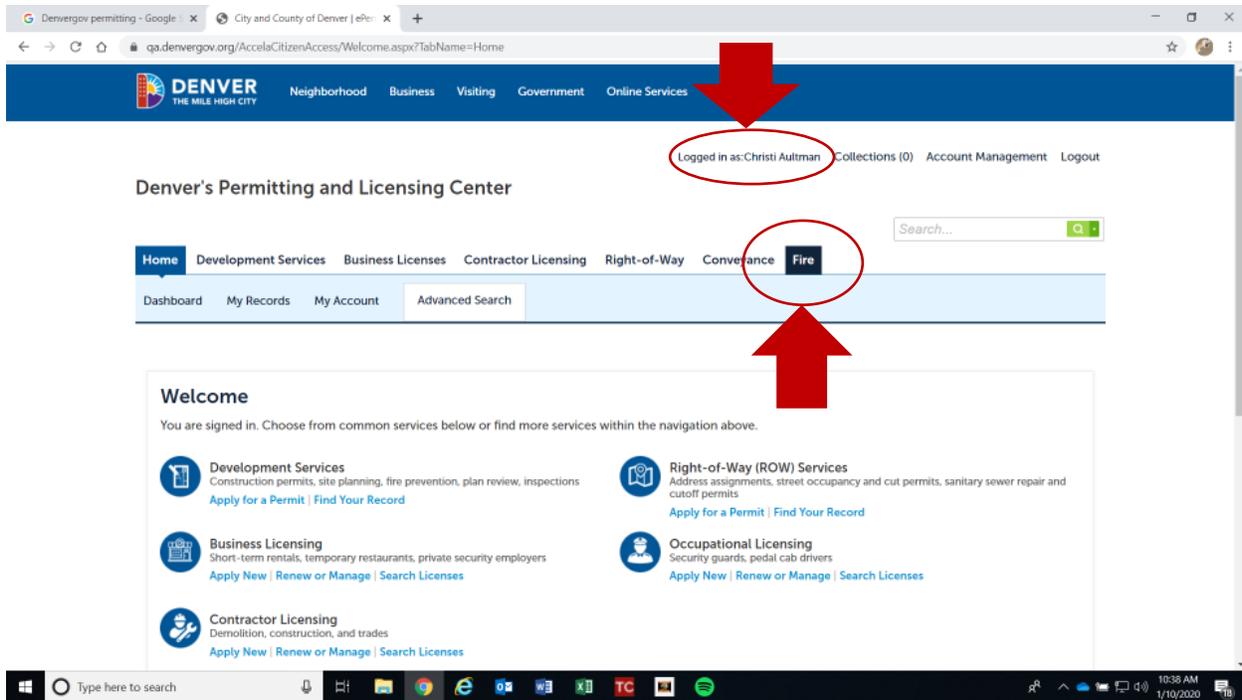


Step 1: Go to <https://www.denvergov.org/AccelaCitizenAccess>, and register for an account. Provide an email that you will use to receive permit update notifications.



Step 2: Make sure you are logged in, then hover your cursor over the **Fire** tab and click on it.

Denvergov permitting - Google x City and County of Denver | ePermitting

qa.denvergov.org/AccelaCitizenAccess/Cap/CapHome.aspx?module=Fire&TabName=Fire&TabList=Home%7C0%7CDevelopment%7C1%7CLicenses%7C2%7CContractors%7C3%7CROW%7C4%7CConv...

**DENVER**  
THE MILE HIGH CITY

Neighborhood Business Visiting Government Online Services A to Z

Logged in as: Christi Aultman Collections (0) Account Management Logout

### Denver's Permitting and Licensing Center

Search...

Home Development Services Business Licenses Contractor Licensing Right-of-Way Conveyance **Fire**

**Create an Application** Search Applications

#### Records

Showing 1-10 of 15 | Add to collection

| Date       | Record Number     | Record Type                                  | Description                             | Project Name            | Expiration Date | Status             | Action             | Short Notes |
|------------|-------------------|--|---|-------------------------|-----------------|--------------------|--------------------|-------------|
| 01/08/2020 | 2020DFD-HZ-000001 | Fire Prevention HAZMAT Operational Permit    | We make stuff (optional description)    | AAA                     | 01/08/2020      | Review In Progress |                    |             |
| 12/12/2019 | 2019DFD-HZ-002899 | Fire Prevention HAZMAT Operational Permit    |   | AAA                     | 12/12/2019      | Review In Progress |                    |             |
| 11/14/2019 | 2019DFD-HZ-002875 | Fire Prevention HAZMAT Operational Permit    |   | AAA                     | 11/14/2019      | Closed - Withdrawn |                    |             |
| 10/23/2019 | 2019DFD-HP-002855 | Fire Prevention High Pile Operational Permit | fine sweaters for your feline companion | Joe Florez Cat Sweaters | 10/23/2019      | Issued             |                    |             |
| 10/22/2019 | 19TMP-000987      | Fire Prevention HAZMAT Operational Permit    |   | AAA                     |                 |                    | Resume Application |             |
| 10/10/2019 | 2019DFD-HP-002833 | Fire Prevention High Pile Operational Permit |   | Joe Florez Cat Breeding | 10/11/2020      | Issued             |                    |             |

Type here to search

10:40 AM 1/10/2020

Step 3: In the blue field, click on **Create an Application**.

Denver's Permitting and Licensing Center

Home Development Services Business Licenses Contractor Licensing Right-of-Way Conveyance **Fire**

Create an Application Search Applications

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

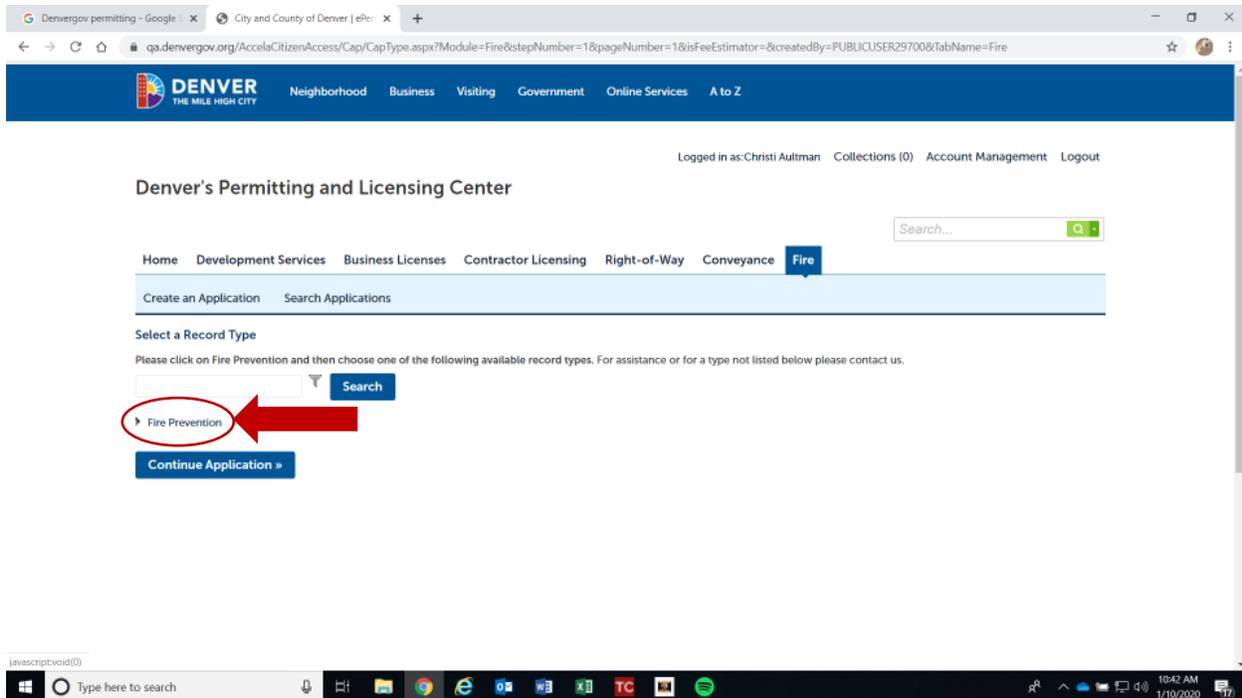
**General Disclaimer**  
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this website are the property of their respective owners. Any commercial use of the materials stored on

I have read and accepted the above terms.

[Continue Application »](#)

Step 4: Read the **General Disclaimer** and click the box indicating you have read. Then click on **Continue Application** to advance to the next step.



Step 5: Locate the text that reads **Fire Prevention** with a small arrow pointing to the right. Hover your cursor over the small arrow and click on it. This should expand a list of choices.

City and County of Denver | ePermitting

Logged in as: Christi Aultman Collections (0) Account Management Logout

## Denver's Permitting and Licensing Center

We are currently experiencing issues with permit renewals and expiration notices - the system is sending duplicates and irrelevant emails in some cases. If you have a valid permit, and received notices for permits which were previously expired, or are no longer needed - please disregard. If you still have questions, please contact us at DENFPB@denvergov.org

Home Development Services Business Licenses Contractor Licensing Right-of-Way Conveyance **Fire** Parks Recreation

Create an Application Search Applications

### Select a Record Type

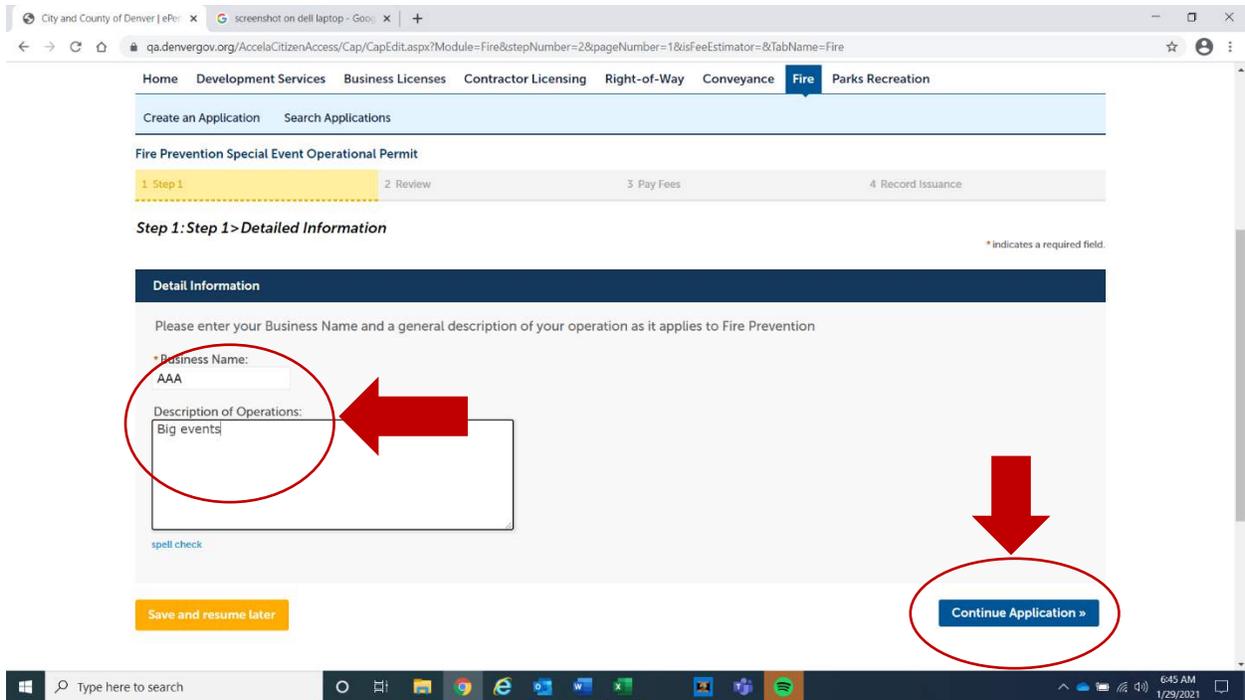
Please click on Fire Prevention and then choose one of the following available record types. For fire construction permits, which are related to any commercial construction project in new or existing structures (installing sprinklers, fire alarms, etc.), submit through the Development Services tab. For assistance or for a type not listed below please contact us.

- ▼ Fire Prevention
  - Fire Prevention Aircraft Refueling Operational Permit
  - Fire Prevention Conditional Operational Permit
  - Fire Prevention Flammable Operational Permit
  - Fire Prevention HAZMAT Operational Permit
  - Fire Prevention High Pile Operational Permit
  - Fire Prevention Marijuana Operational Permit
  - Fire Prevention Same Day Operational Permit
  - Fire Prevention Special Event Operational Permit
  - I don't know what Fire Permit I need

Type here to search

6:44 AM 1/29/2021

Step 6: Locate **Fire Prevention Special Events Operational Permit** in the list and select. Then click on **Continue Application** to advance to the next step.



Step 7: Fill out your business name. All fields with a red asterisk are mandatory. Description of Operations is optional. Then click on **Continue Application** in the lower right corner to advance to the next page.

City and County of Denver | ePermit

Home Development Services Business Licenses Contractor Licensing Right-of-Way Conveyance **Fire** Parks Recreation

Create an Application Search Applications

Fire Prevention Special Event Operational Permit

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

**Step 1: Step 1 > Location**

Use the Address Location tool below to search for the address this Permit Application is intended for. If you can't locate the address using this tool please CLEAR YOUR SEARCH and click 'Continue Application' at the bottom of the screen and then enter your address into the section provided under 'Alternate Address'. In case of questions, please contact us at 720 913-3474 or denfb@denvergov.org

\* Indicates a required field.

**Address**

\* Street No.: 745 Direction: --Select\* Street Name: Colfax Street Type: --Select\*

Unit Type: --Select-- Unit No.:

Search Clear

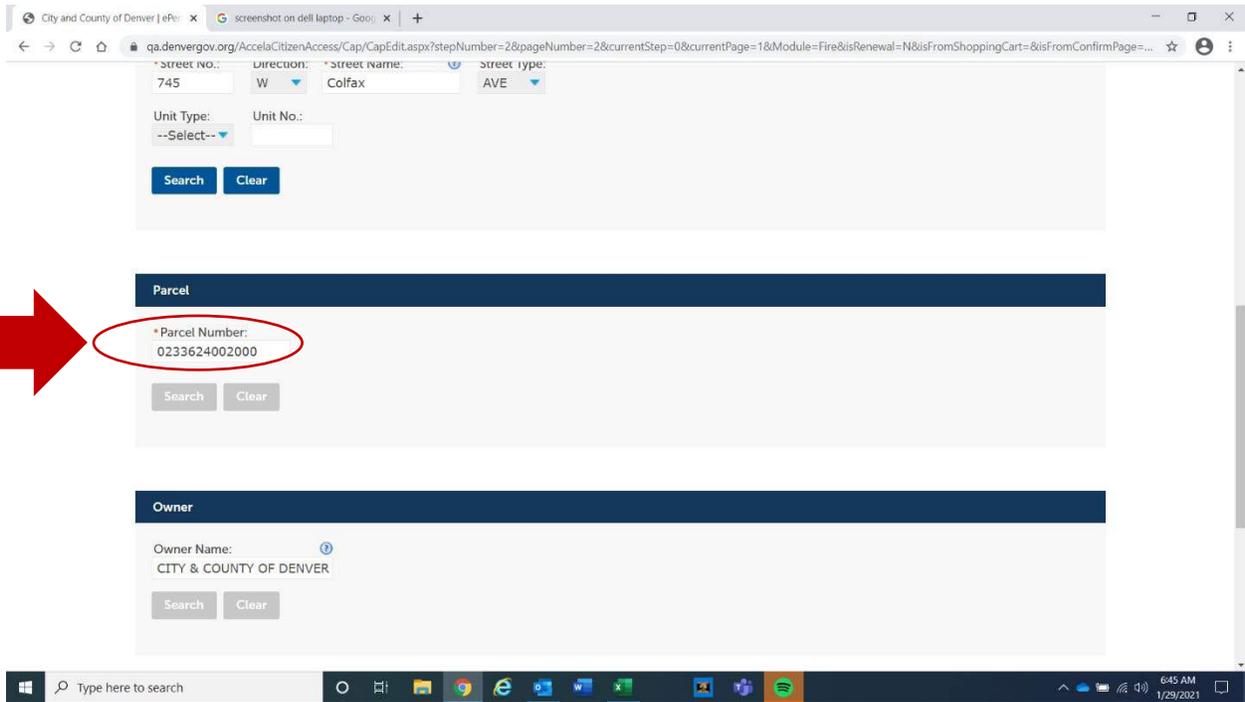
**Parcel**

\* Parcel Number:

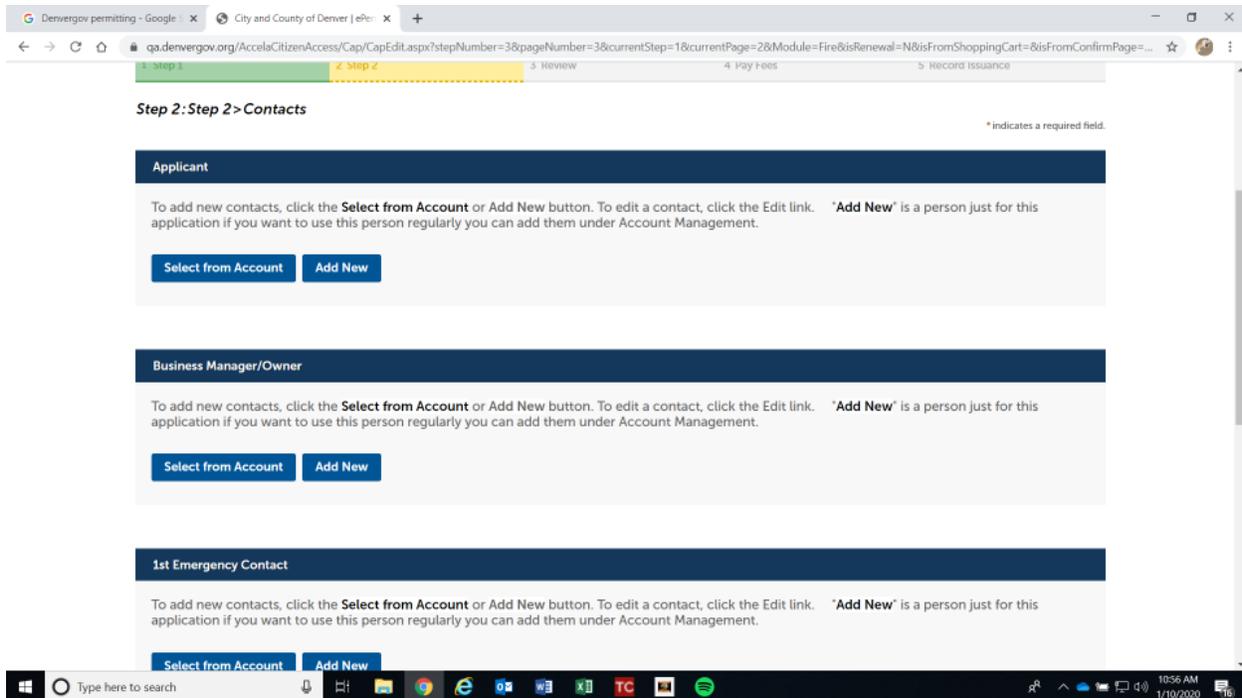
## Step 8:

In the **Address** field, \*type in the business street number and name only, and hit **search**. After a short wait, this should auto-populate the parcel and owner fields. You might be given a pop-up box with multiple choices, just pick the one that looks best. Then click on **Continue Application** to advance to the next screen.

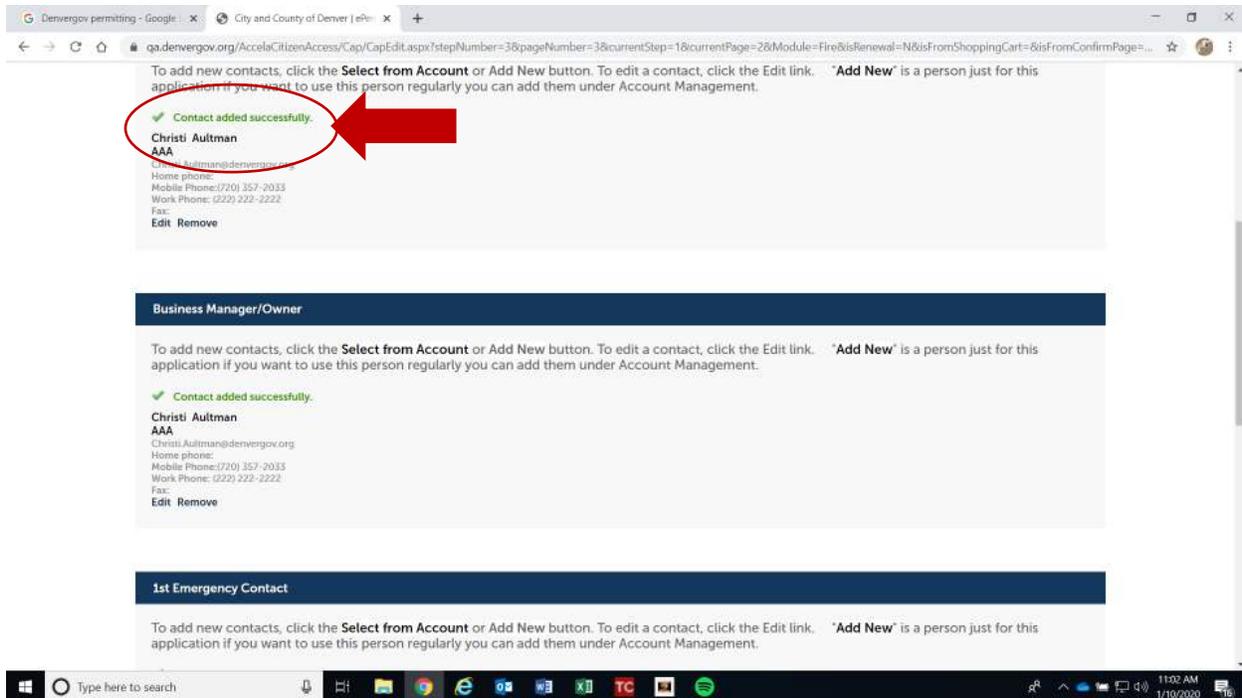
*\*REMEMBER- You only need to type in the address numbers, and street name! **Do not** type in street direction (East, West, North, South) or Street Type (Avenue, Way, Boulevard, etc.) Do NOT type this in, **only** street numerical and street name/number.*



Step 9: Parcel number will auto-populate when you search by address number and street name only.



Step 10: On the Contacts page, you must fill out the first three fields- Applicant, Business Manager, and 1<sup>st</sup> Emergency Contact. If Manager and Owner are different, choose whichever contact you'd like. You may add an additional contact as 2<sup>nd</sup> Emergency Contact, this field is optional. All fields with red asterisks are mandatory fields. If you miss a mandatory field, you will be unable to advance to the next page. Select **Continue Application** in the bottom right corner of the page when you are done to advance to the next step.



Step 11: When all contact info is added successfully, your page will look like this. Then you can advance to the next step.

### Custom Fields

APPLICATION ITEMS

\* Type of Permit:

\* Event Name:

\* Event Start Date:  

\* Event End Date:  

\* Location of the Event:

Candles and Open Flames in Assembly Areas - Sterno:

Cooking with Propane or Charcol:

Mushroom Heaters:

Number of Mushroom Heaters:

Use of Combustible/Flammable Liquids:

Portable Generator - Diesel:

Number of Units:

Portable Generator - Gas:

Number of Gas Units:

Is generator over 5 kw?:  Yes  No

Tent Over 200 Square Feet:

Size of Tent:

Step 12: Fill out all fields relevant to your Special Event- *Type of Permit, Event Name, Event Start Date and End Date, and Location of the Event* are mandatory fields (marked with a red asterisk, you cannot advance in the application if these details are not complete). Provide all the relevant details, for example, if you have tents, you must provide the sizes, etc.

Tent Over 200 Square Feet:

Size of Tent:

Number of Tents:

Canopy Over 400 Square Feet:

Size of Canopy:

Number of Canopies:

Other:

Other Description:

---

**PYROTECHNICS ITEMS**

Indoor/Outdoor Proximate Pyrotechnics:

Temporary Heat - Electric or Propane:

FireWorks:

Propane Effects:

Fogger(s)/Hazer(s):

Fire Dancing:

[Save and resume later](#)

[Continue Application »](#)



Step 13: Once you have filled out all relevant details, click on **Continue Application** in the lower right corner to advance to the next screen.

Create an Application Search Applications

Fire Prevention Special Event Operational Permit

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Document Attachments

\* Indicates a required field.

Attachment

The maximum file size allowed is 1024 MB.

| Name              | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. |      |      |               |        |

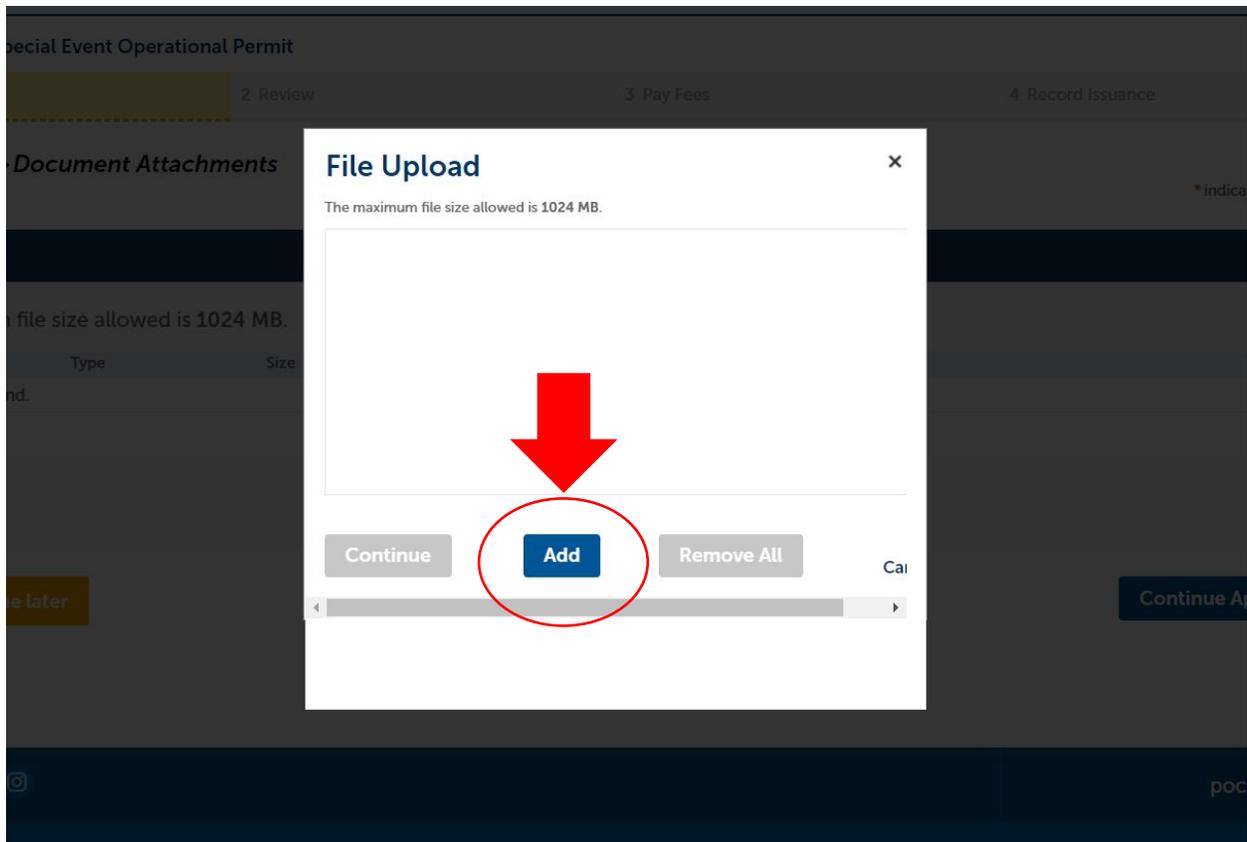
Add

Save and resume later

Continue Application »

Step 14: This is where you will attach all documents needed for review such as Site Maps, Floor Plans, Copies of Licenses and Certifications, Proof of Flame Retardant Tent Materials, etc.

Click on blue **Add** button to upload documents.



Step 15: This window will open up- click **Add** again in this field to upload documents.

**Attachment**

The maximum file size allowed is 1024 MB.

| Name              | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. |      |      |               |        |

\*Type: --Select-- Remove

File: Capture1.JPG  
100%

\*Description:

spell check

Save Add Remove All

Save and resume later

Continue Application »

Step 16: Once you have attached the document, select document **TYPE** from the drop-down menu, then provide a brief **DESCRIPTION** in the field with the red asterisk, and click **Save**. Or, you can more documents, but you must remember to click **Save**. Click on **Continue Application** in the lower right corner to advance to the next page.

Home Development Services Business Licenses Contractor Licensing Right-of-Way Conveyance **Fire** Parks Recreation

Create an Application Search Applications

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

Fire Prevention Special Event Operational Permit

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Document Attachments \* indicates a required field.

**Attachment**

The maximum file size allowed is 1024 MB.

| Name         | Type              | Size     | Latest Update | Action    |
|--------------|-------------------|----------|---------------|-----------|
| Capture1.JPG | Fire-Site Diagram | 90.13 KB | 02/26/2021    | Actions ▾ |

[Add](#)

[Save and resume later](#)

[Continue Application »](#)

Step 17: This is what the page will look like when your documents are downloaded and saved correctly. Click on **Continue Application** in the lower right corner to advance to the next screen.



**Permit Type**

Fire Prevention Special Event Operational Permit

**Detail Information** [Edit](#)

Please enter your Business Name and a general description of your operation as it applies to Fire Prevention

Business Name:AAA

**Address** [Edit](#)

745 W Colfax AVE

**Parcel** [Edit](#)

Parcel Number:0233624002000

**Owner** [Edit](#)

CITY & COUNTY OF DENVER

**Applicant** [Edit](#)

Step 18: Review the information you have provided. At any step in the application, you may elect to **Save and Resume Later**. This will save the data you have entered so you can just pick up from where you left off. To advance to the next step, click on **Continue Application** in the upper right and/or lower right corner of the screen.

NUMBER OF SIZES ITEMS:

Is generator over 5 kw?:

Tent Over 200 Square Feet: No

Size of Tent:

Number of Tents:

Canopy Over 400 Square Feet: No

Size of Canopy:

Number of Canopies:

Other: No

Other Description:

PYROTECHNICS ITEMS

Edit

Indoor/Outdoor Proximate Pyrotechnics: No

Temporary Heat - Electric or Propane: No

FireWorks: No

Propane Effects: No

Fogger(s)/Hazer(s): No

Fire Dancing: No

Attachment

Edit

The maximum file size allowed is 1024 MB.

| Name         | Type              | Size     | Latest Update | Action    |
|--------------|-------------------|----------|---------------|-----------|
| Capture1.JPG | Fire-Site Diagram | 90.13 KB | 02/26/2021    | Actions ▾ |

Save and resume later



Continue Application »

Step 18 cont.: Review **all** information to confirm it is correct before you submit.

Home Development Services Business Licenses Contractor Licensing Right-of-Way Conveyance **Fire** Parks Recreation

Search...

Create an Application Search Applications

Fire Prevention Special Event Operational Permit

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

**Step 4: Record Issuance**

 For "Same Day" Operational Permits your permit is issued.  
For all other Operational Permits your application has been successfully submitted. Please print this page and retain a copy for your records.

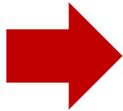
Your application has been received and will be processed in the order in which it has been received. Applications are typically reviewed within one week, however many factors can affect this timeframe and your patience is appreciated. If you have questions about the status please contact [denfpb@denvergov.org](mailto:denfpb@denvergov.org) and reference the record number of the applications.

You will also be notified of any fees due through email.

After payment is received your permit will be issued.

Thank you for using our online services.  
Your Record Number is 2021DFD-SE-000008.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy for your records.



Step 19: Your application has been submitted for review by the Special Events group. You will receive email notifications regarding any status update or change to your application. These will come from [info@denvergov.org](mailto:info@denvergov.org), do not delete them or send them to your junk/spam folder, as they contain important information regarding your permit. You will be emailed a link to pay permit fees and will be emailed a copy of your permit once payment has been posted. Please direct *general* questions to: [DENFPB@denvergov.org](mailto:DENFPB@denvergov.org). Please direct Special Events *specific* questions to: [SpecialEventsDFD@denvergov.org](mailto:SpecialEventsDFD@denvergov.org).