

Denver Fire Department (DFD) Permits For the Colorado Convention Center & Belco Theatre (CCC)

Directions for logging into the Denver's Permitting and Licensing Center are attached. If you need assistance with creating your account or selections within the permitting website, please contact:

Mark Brisse
Senior Operations Manager
Colorado Convention Center/Belco Theatre
303-228-8013
mbrisse@denverconvention.com

Joe Florez
Fire Prevention
Denver Fire Department
720-913-3464
joseph.florez@denvergov.org

Show management or show contractors **must obtain a permit for the following:**

- Exhibit Hall, Ballroom, Meeting Rooms and Lobby Space Floorplans
- Fueled Vehicles and Machinery
 - This does not include fully electric vehicles
 - This does include lawn equipment, boats, and RVs
 - This only pertains to equipment that has previously had and/or currently has fuel in it
- Open Flame Requests
 - Includes Propane or Butane for Cooking. Max size is a 1lb bottle.
 - Sterno
 - Candles
- Pyrotechnics and cryogenics
- Two Story Exhibit Booths
- Tents, Canopies, or Any Display With a Top 400 Square Feet or Greater
 - The CCC requires a smoke detector and fire extinguisher with any tent, canopy, or enclosed roof of 199 square feet or more

Floorplans

Effective May 1, 2022 – Event floorplans must be submitted directly by show management or producing contractor to DFD.

If a floorplan is submitted within 2 weeks of event, individual uploading the floorplan will receive a notification on the permitting website that floorplan may not be approved in time.

In addition to submitting floorplans through the City's permit, the CCC still requires copies of all floorplans to ensure accuracy and for the purposes of setting equipment. Please send to your event manager.

Floorplans should include location of fueled equipment.

DFD 2022 Fee for Floorplan: \$75 per event*
*This rate is scheduled to increase in 2023

Fueled Vehicles

DFD has fees associated with vehicles displayed at the CCC. These fees are broken down by number of vehicles.

DFD 2022 Fueled Vehicle Permit Fees
1 – 4 vehicles = \$75
5 ≥ vehicles = \$150

Show management may provide information to exhibitors to request their own vehicle permits or show management may obtain permits for entire event. Due to fees being broken down into quantity of vehicles, if a show manager expects multiple exhibitors to display vehicles, it may be more cost effective for show manager to obtain permit to cover all vehicles at event.

DFD's requirement to have fire detail arrive onsite 1-2 hours prior to event to inspect 10 or more vehicles remains unchanged.

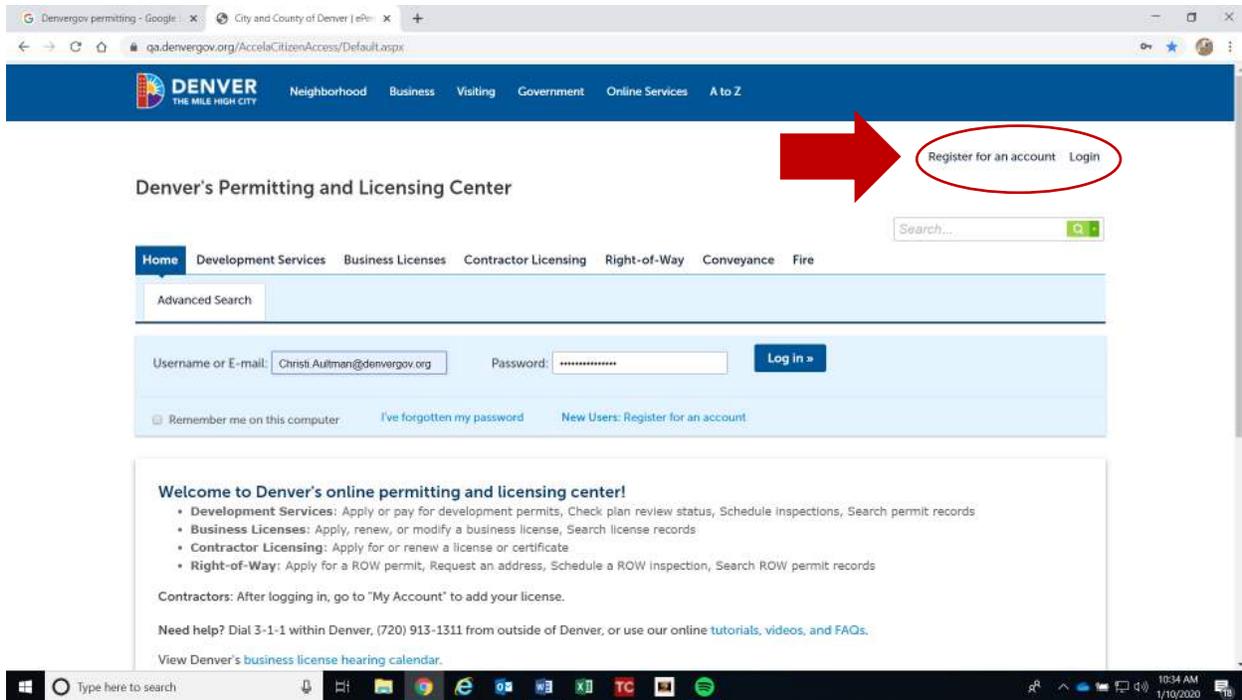
Hazers

You do not need to submit a permit request for haze. The CCC holds a permit for haze. This means that the CCC must receive your request for haze, including times of hazing including testing, a Safety Data Sheet (SDS) for the haze fluid, and a cut sheet for the hazer.

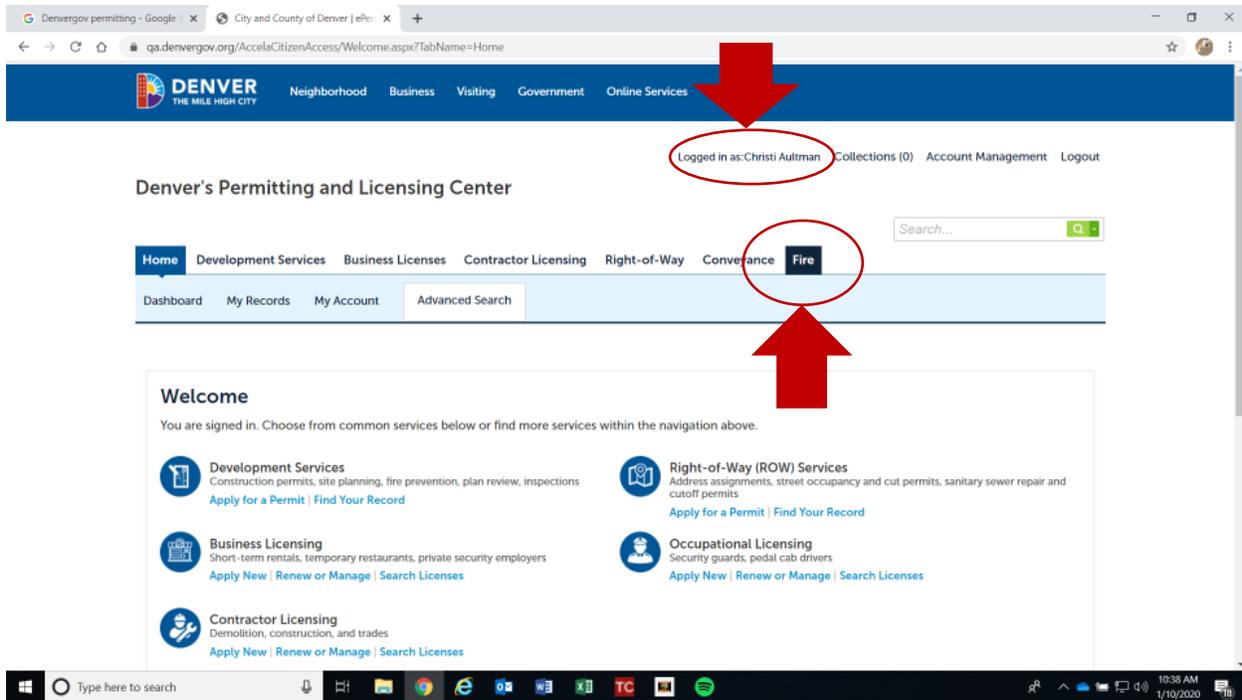
CCC 2022 Hazer Use Fee: \$50 per hour***
***This price is subject to increase

Most Common Special Event Permit Fees

Candles, Sterno, and open flame	\$50/\$175 (annual)
Fueled Vehicles Indoors	(Separate fee chart)
Fog/Haze Machine ^	\$75 single use/\$125 Annual
Fireworks Indoors +	\$125 single show/ \$250 multiple shows
Fireworks Outdoors +	\$350 (Aerial Displays)
Flame Effects +	Add \$50 (LPG fuel use calculated separately)
Fire Dancer/Performance	\$50 ea. / \$150 annual
Canopies 401-1999 sq ft	\$125
Canopies 2000-9999 sq ft	\$125
Canopies > 10,000 sq ft	\$250
Tent 200sq ft-1000sq ft	\$100
Tents with air-supported structure 201-999 sq ft	\$100
Tents 1000-4,999 sq ft	\$125
Tents 5,000 and greater	\$250
Multiple Tents	Additional \$25
Vendor	\$75 single event/ \$200 Annual
Temp Heating Appliance (propane, electric, diesel)	\$75 (fuel use calculated separately)
Temp Generator (propane, diesel, gas)	\$75 (fuel use calculated separately)
Mushroom Heater	\$75 single use/\$200 Annual (fuel use calculated separately)
Occupancy Increase	\$200 (10% max when approved)
LPG Use & Storage	(Propane fuel use for cooking, heating, and generators)
Flammable Liquid Use & Storage	(Diesel or gasoline fuel use for heating and generators)
Small Community Event with minimal elements*	\$75/ \$200 annual (e.g. event series)
Mid-Size Event with several elements	\$250
Large Event with multiple elements*	\$500



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%7CDDevelopment%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		

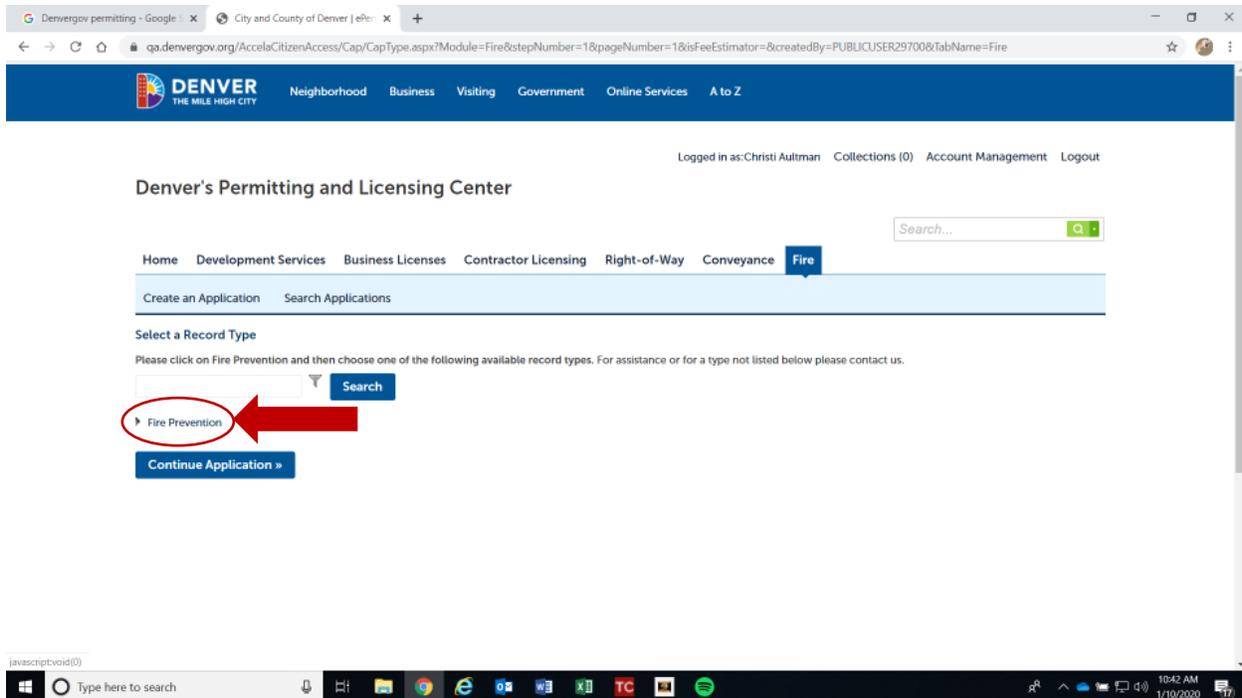
Type here to search

10:40 AM 1/10/2020

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

The screenshot shows the Denver's Permitting and Licensing Center website. The page title is "Denver's Permitting and Licensing Center". The user is logged in as Christi Aultman. The navigation menu includes Home, Development Services, Business Licenses, Contractor Licensing, Right-of-Way, Conveyance, and Fire. The "Fire" tab is selected. Below the navigation menu, there is a "Create an Application" button and a "Search Applications" input field. The main content area is titled "Online Application" and contains a welcome message and a "General Disclaimer" section. The disclaimer text is as follows: "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". Below the disclaimer, there is a checkbox labeled "I have read and accepted the above terms." which is checked. A red arrow points to this checkbox. Below the checkbox is a "Continue Application" button with a right-pointing arrow. The browser's address bar shows the URL: qa.denvergov.org/AccelaCitizenAccess/Cap/CapApplyDisclaimer.aspx?module=Fire&TabName=Fire&TabList=Home%7C0%7CDevelopment%7C1%7CLicenses%7C2%7CContractors%7C3%7CROW%7C... The browser's taskbar shows the date and time as 10:41 AM on 1/10/2020.

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.

Search

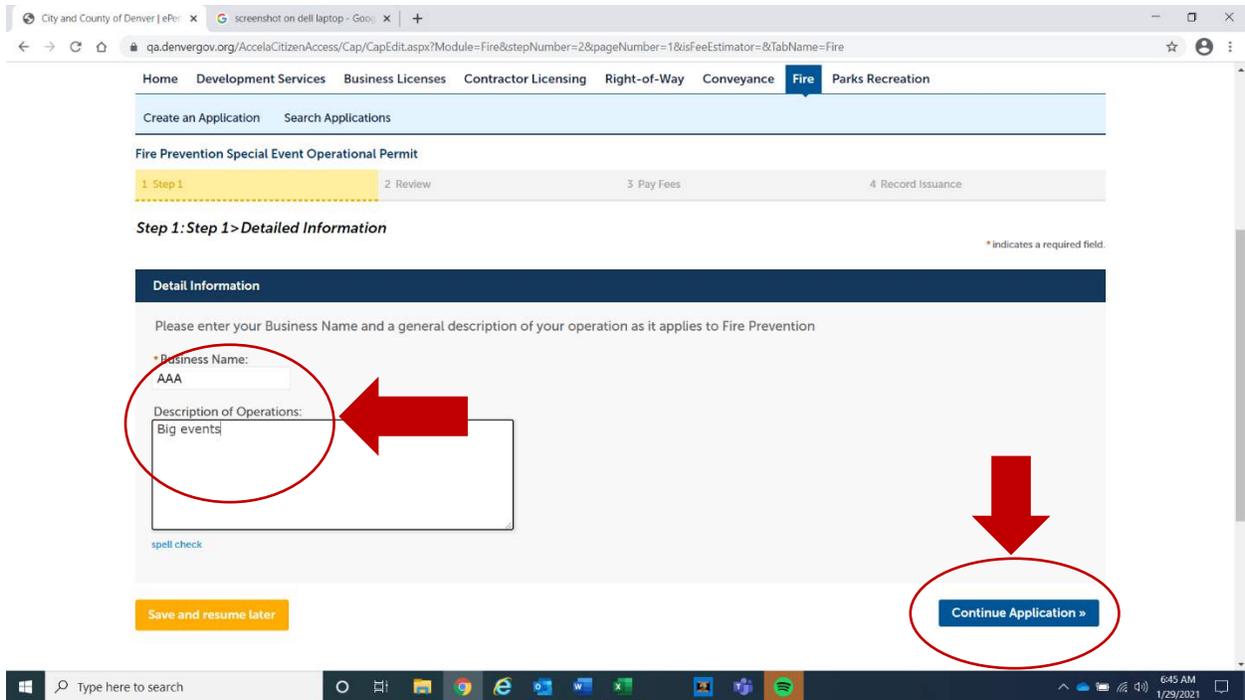
- ▼ Fire Prevention
 - Fire Prevention Aircraft Refueling Operational Permit
 - Fire Prevention Conditional Operational Permit
 - Fire Prevention Flammable Operational Permit
 - Fire Prevention HAZMAT Operational Permit
 - Fire Prevention High Pile Operational Permit
 - Fire Prevention Marijuana Operational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

Continue Application »

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

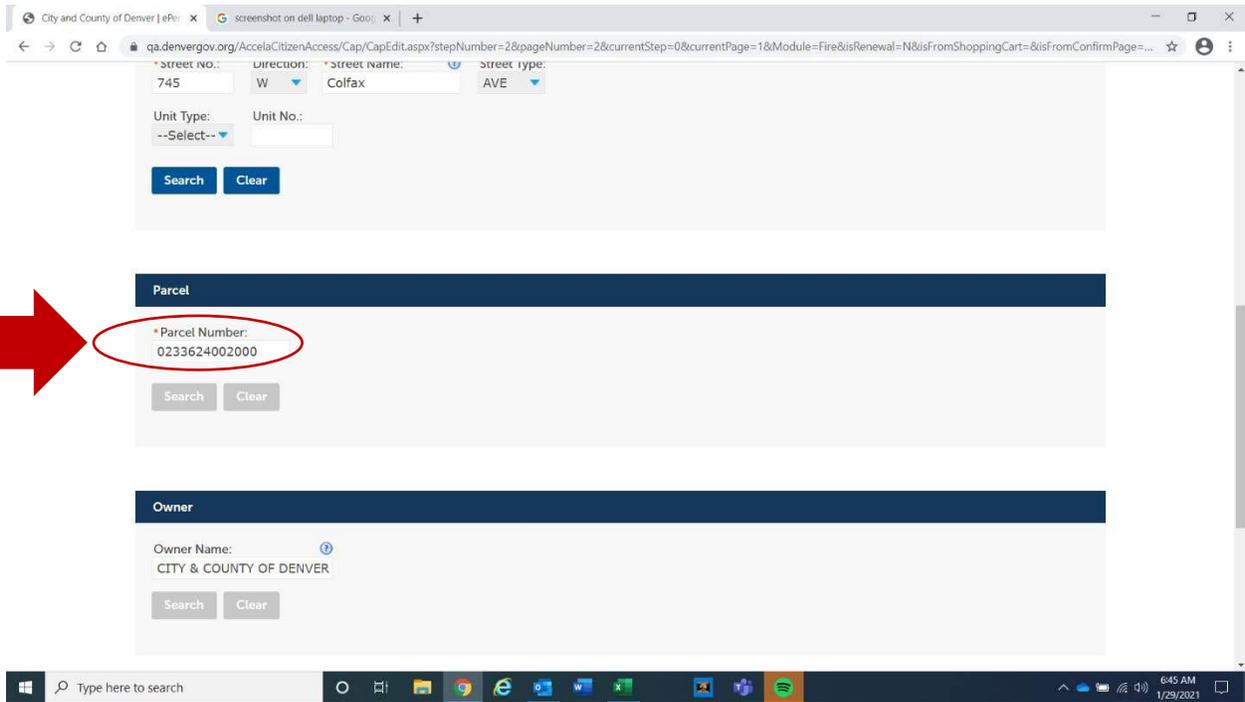
Parcel

* Parcel Number:

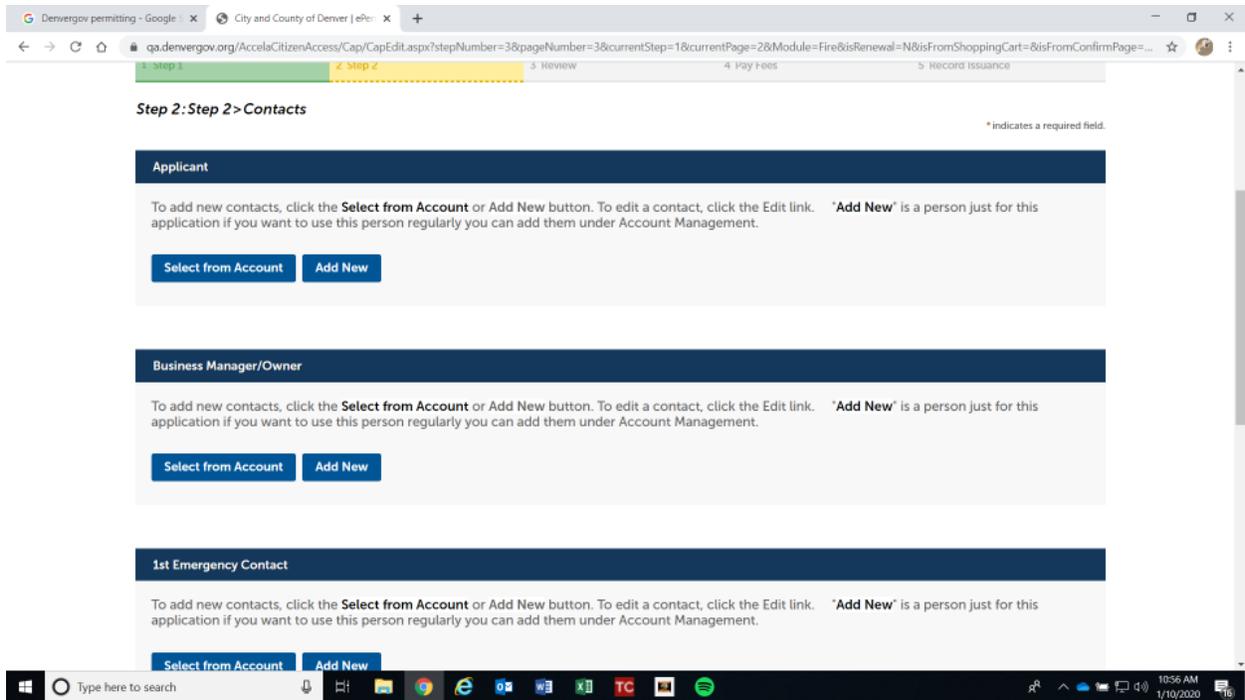
Step 8:

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.

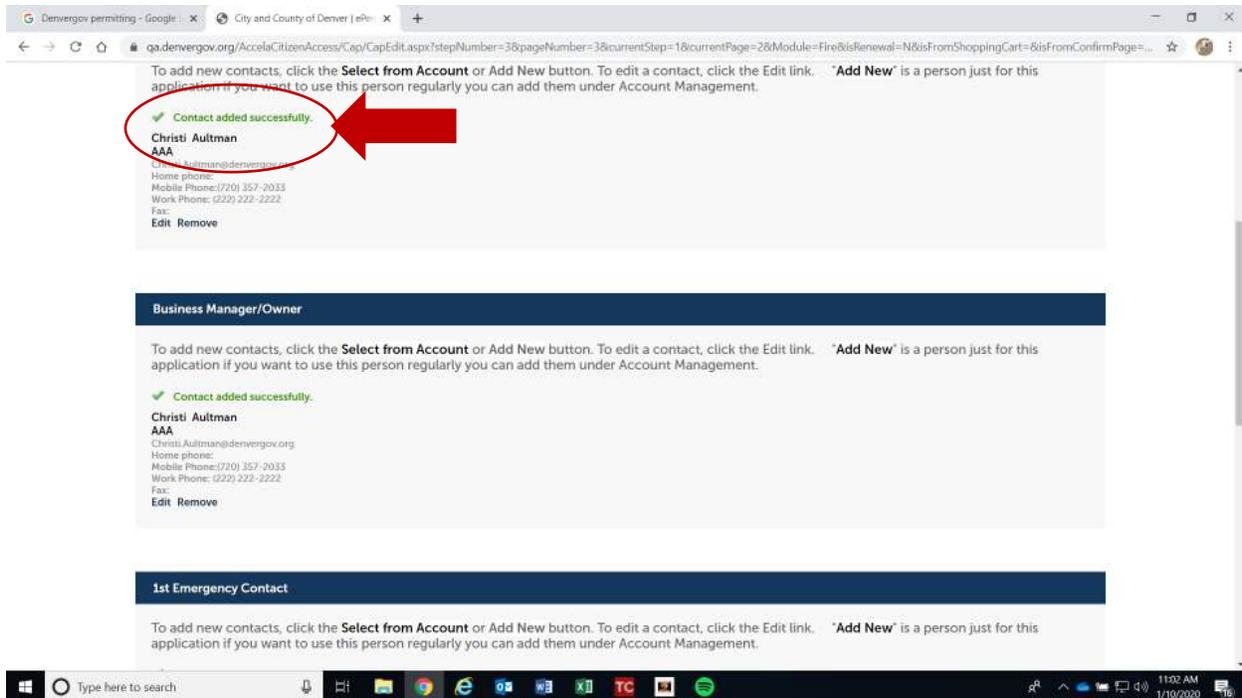
REMEMBER- You only need to type in the address numbers, and street name! **Do not type in street direction (East, West, North, South) or Street Type (Avenue, Way, Boulevard, etc.) Do NOT type this in, **only** street numerical and street name/number.*



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 1st Emergency Contact. If Manager and Owner are different, choose whichever contact you'd like. You may add an additional contact as 2nd 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.				

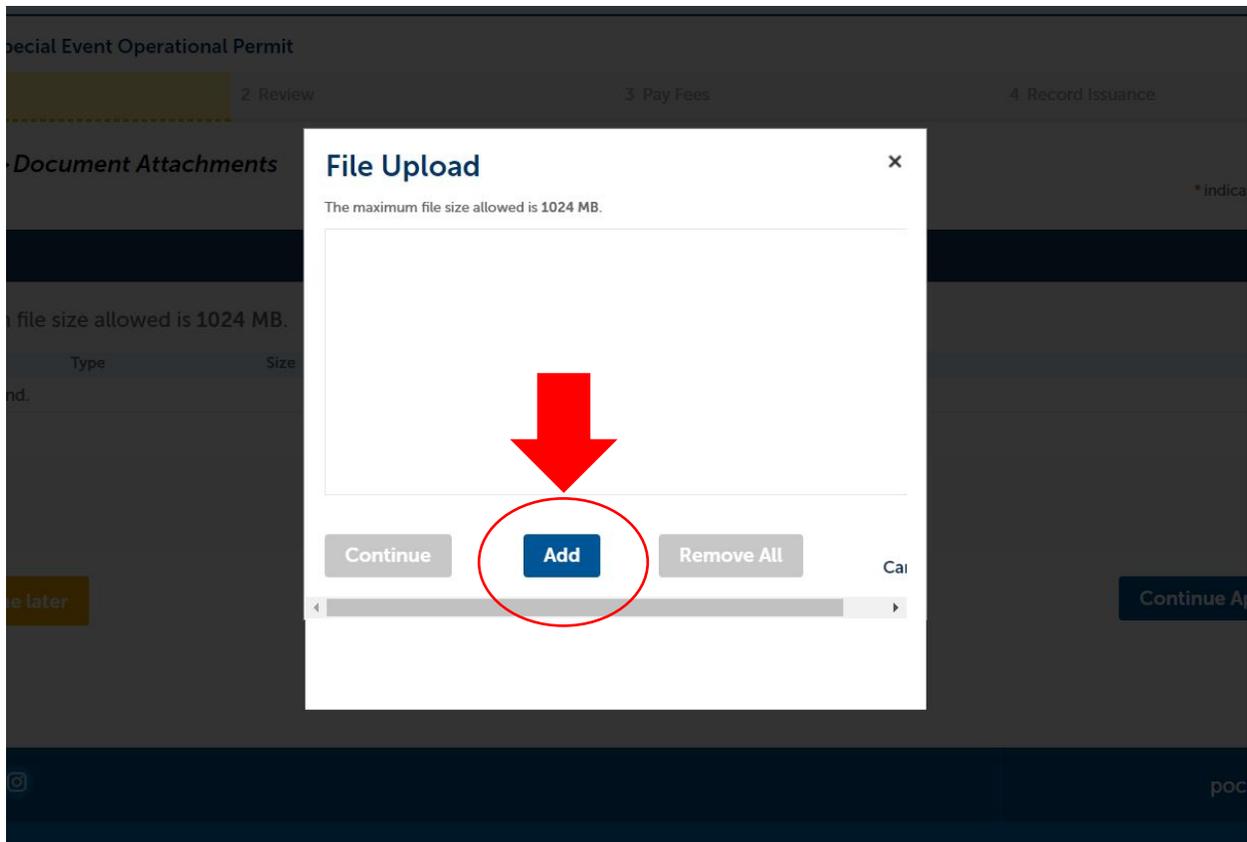
Add

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.



Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

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 GAS GRILLS:

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.

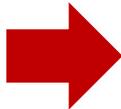
Your application has been received and will be processed in the order in which it has been received. Applications are typically reviewed within one week, however many factors can affect this timeframe and your patience is appreciated. If you have questions about the status please contact denfpb@denvergov.org 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, 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. Please direct Special Events *specific* questions to: SpecialEventsDFD@denvergov.org.