

Residential Accessory Structure Permit Submittal Checklist

The following submittal requirements are applicable to **Residential Accessory Structures** such as **sheds, gazebos** and **similar type structures**. Structures under 120 square feet of floor area and not used for human occupancy (sheds, etc.) are exempt from permitting requirements. Garages and carports are classified separately from accessory structures and have differing submittal requirements. Applications for construction of residential accessory structures are reviewed by the Building and Inspection Services Division and Planning Division for compliance with applicable ordinances and design criteria and are required to be approved by these entities prior to issuance of a building permit. The following list of documents or information is required at the time of submission of application for permit:

- Completed City of Wheat Ridge **Electronic Permit Application** form containing the following:
 - - Property owner name, address and contact information
 - Contractor and subcontractor information (*A contractor currently licensed with the City of Wheat Ridge, possessing a minimum Class 3 license, is required at the time of submission unless all work is performed by the property owner and that owner resides at the property currently and for a minimum of year from the date of completion of the project*)
 - **Detailed description of work to be performed**
 - Project **value** of all work to be performed
- A copy of the **Property Deed** or other document(s) verifying residency/ownership ***may*** be required prior to acceptance of an application or issuance of a permit
- An **Improvement Location Certificate (ILC)** or an **Improvement Survey Plat (ISP)** or a **Site Plan** as described below
- **11” x 17” construction plans*** containing:
 - **Site Plan** – must be “to scale” and be an accurate depiction of the site based on available survey information including scale, north arrow, property line locations, identification of streets and alleys, an all existing and proposed improvements including structures, fences, etc. Site plan should also depict means of access to structure and materials used to construct that access
 - **Architectural Elevations** - must be “to scale” and accurately depict all proposed elevations including materials to be used and measurements to top of ridge and midpoint of roof
 - **Structural plan(s)** which provide information related to foundation/anchoring system, framing, and any miscellaneous structural components
 - **Detail drawings** of systems and components (i.e. plumbing, electrical, etc.) as necessary to facilitate review

****APPLICATIONS THAT ARE INCOMPLETE OR LACKING SUBMITTAL DOCUMENTS WILL NOT BE ACCEPTED BY THE BUILDING DIVISION.****

Example Site Plan

