

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 **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
 - Contract value of all work to be performed
 - Printed name and signature of individual submitting application
- 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
- Two (2) sets of minimum **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.****



Building & Inspection Services
 7500 W. 29th Ave., Wheat Ridge, CO 80033
 Office: 303-235-2855 * Fax: 303-237-8929
 Inspection Line: 303-234-5933
 Email: permits@ci.wheatridge.co.us

FOR OFFICE USE ONLY

Date:

Plan/Permit #

Plan Review Fee:

Building Permit Application

***** Complete all applicable highlighted areas on both sides of this form. Incomplete applications may not be processed. *****

Property Address: _____

Property Owner (please print): _____ **Phone:** _____

Property Owner Email: _____

Tenant Name (Commercial Projects Only) _____

Property Owner Mailing Address: (if different than property address)

Address: _____

City, State, Zip: _____

Architect/Engineer: _____

Architect/Engineer E-mail: _____ **Phone:** _____

Contractor Name: _____

City of Wheat Ridge License #: _____ **Phone:** _____

Contractor E-mail Address: _____

For Plan Review Questions & Comments (please print):

CONTACT NAME (please print): _____ **Phone:** _____

CONTACT EMAIL (please print): _____

Sub Contractors (Must provide Wheat Ridge License No & Signed Subcontractor Authorization form):

Electrical:	Plumbing:	Mechanical:
W.R. City License #	W.R. City License #	W.R. City License #

Other City Licensed Sub:
City License #

Other City Licensed Sub:
City License #

Complete all highlighted fields, if applicable.

COMMERCIAL

RESIDENTIAL

Provide description of work: For ALL projects, provide a **detailed** description of work to be performed, including current use of areas, proposed uses, square footage, existing condition and proposed new condition, appliance size and efficiency, type and amount of materials to be used, etc.

Sq. Ft./LF _____ BTUs _____ Gallons _____

Amps _____ Squares _____ For Solar: _____ kW _____ # of Panels _____ Requires Structural _____

For Commercial Projects Only: Occupancy Type: _____ Construction Type: _____
Occupancy Load: _____ Square Footage: _____

Project Value: (Contract value or the cost of **all** materials and labor included in the **entire** project)

\$ _____

OWNER/CONTRACTOR SIGNATURE OF UNDERSTANDING AND AGREEMENT

I hereby certify that the setback distances proposed by this permit application are accurate and do not violate applicable ordinances, rules or regulations of the City of Wheat Ridge or covenants, easements or restrictions of record; that all measurements shown and allegations made are accurate; that I have read and agree to abide by all conditions printed on this application and that I assume full responsibility for compliance with applicable City of Wheat Ridge codes and ordinances for work under any permit issued based on this application; that I am the legal owner or have been authorized by the legal owner of the property to perform the described work and am also authorized by the legal owner of any entity included on this application to list that entity on this application. I, the applicant for this building permit application, warrant the truthfulness of the information provided on the application.

CIRCLE ONE: (OWNER) (CONTRACTOR) or (AUTHORIZED REPRESENTATIVE) of (OWNER) (CONTRACTOR)

Signature (first and last name): _____ **DATE:** _____

Printed Name: _____

DEPARTMENT USE ONLY

ZONING COMMENTS:

OCCUPANCY CLASSIFICATION: _____

Reviewer: _____

CONSTRUCTION TYPE: _____

BUILDING DEPARTMENT COMMENTS:

Reviewer: _____

PUBLIC WORKS COMMENTS:

Reviewer: _____

Building Division Valuation: _____

Example Site Plan

