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 requirments. 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:
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    - 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.****

FOR OFFICE USE ONLY
Date:
Plan/Permit #
Plan Review Fee:

City of Wheat Ridge
COMMUNITY DEVELOPMENT

Building & Inspection Services Division
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

Building Permit Application

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

Property Address: _____

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

Property Owner Email: _____

Mailing Address: *(if different than property address)*

Address: _____

City, State, Zip: _____

Architect/Engineer: _____

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

Contractor: _____

Contractors City License #: _____ **Phone:** _____

Contractor E-mail Address: _____

Sub Contractors:

Electrical:
W.R. City License #

Plumbing:
W.R. City License #

Mechanical:
W.R. City License #

Other City Licensed Sub:
City License #

Other City Licensed Sub:
City License #

Complete all information on BOTH sides of this form

☐ COMMERCIAL ☐ RESIDENTIAL

Description of work: (Check all that apply)

☐ NEW COMMERCIAL STRUCTURE
☐ NEW RESIDENTIAL STRUCTURE
☐ COMMERCIAL ADDITION
☐ RESDENTIAL ADDITION
☐ ELECTRICAL SERVICE UPGRADE
☐ COMMERCIAL ROOFING
☐ RESIDENTIAL ROOFING
☐ WINDOW REPLACEMENT
☐ COMMERCIAL ACCESSORY STRUCTURE (Garage, shed, deck, etc.)
☐ RESIDENTIAL ACCESSORY STRUCTURE (Garage, shed, deck, etc.)
☐ MECHANICAL SYSTEM/APPLIANCE REPAIR or REPLACEMENT
☐ PLUMBING SYSTEM/APPLIANCE REPAIR or REPLACMENT
☐ ELECTRICAL SYSTEM/APPLIANCE REPAIR or REPLACEMENT
☐ OTHER (Describe)_____

(For **ALL** projects, please 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 _____ **Btu's** _____ **Gallons** _____

Amps _____ **Squares** _____ **Other** _____

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.

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

PRINT NAME: _____ **SIGNATURE:** _____ **DATE:** _____

DEPARTMENT USE ONLY

ZONING COMMMENTS:
Reviewer:

OCCUPANCY CLASSIFICATION: _____

TYPE OF CONSTRUCTION: _____

SPRINKLERED: _____

BUILDING DEPARTMENT COMMENTS:
Reviewer:

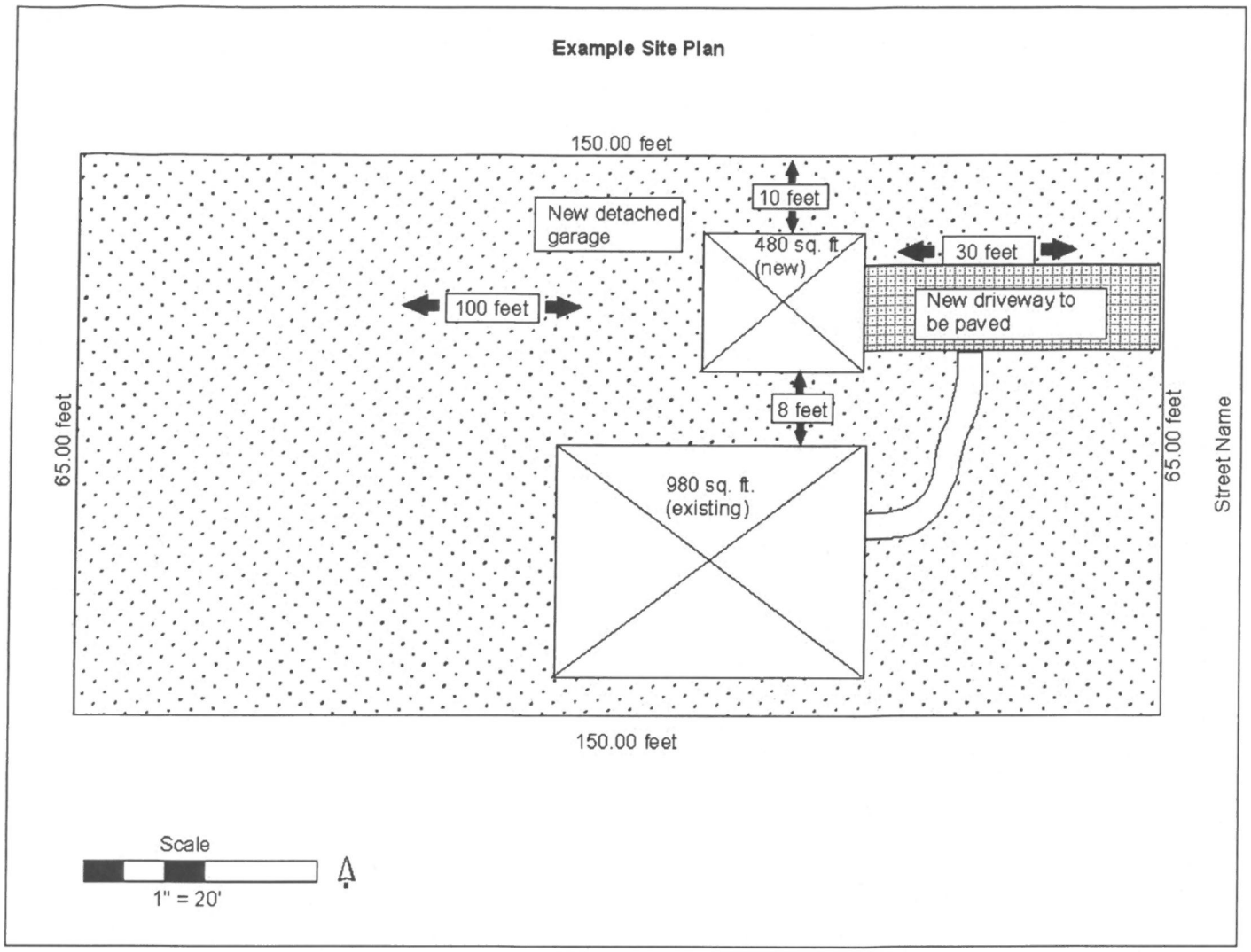
OCCUPANT LOAD: _____

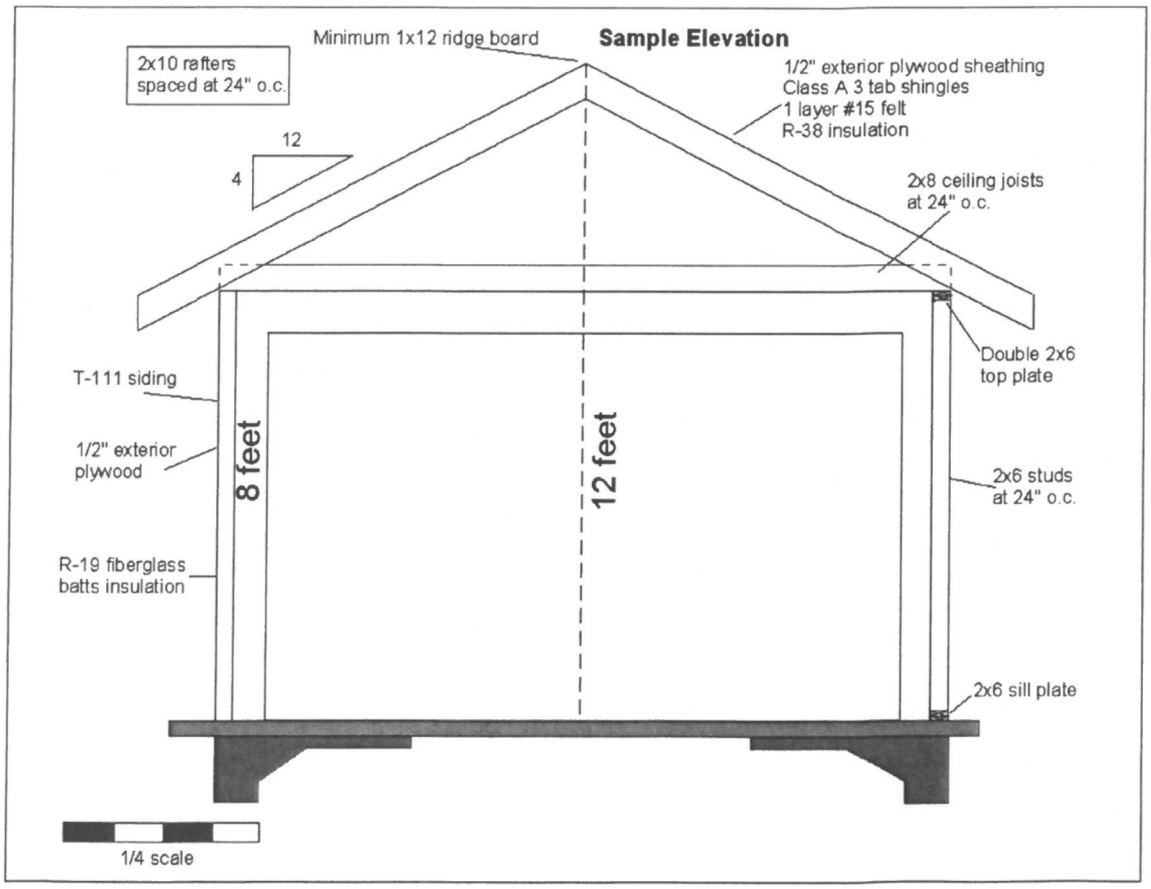
PUBLIC WORKS COMMENTS:
Reviewer:

PROOF OF SUBMISSION FORMS

Fire Department	☐ Received	☐ Not Required
Water District	☐ Received	☐ Not Required
Sanitation District	☐ Received	☐ Not Required

Building Division Valuation: $_____


Example Site Plan
150.00 feet
New detached garage
10 feet
480 sq. ft. (new)
30 feet
New driveway to be paved
100 feet
8 feet
980 sq. ft. (existing)
65.00 feet
65.00 feet
Street Name
150.00 feet
Scale
1" = 20'


Sample Elevation
Minimum 1x12 ridge board
2x10 rafters spaced at 24" o.c.
1/2" exterior plywood sheathing
Class A 3 tab shingles
1 layer #15 felt
R-38 insulation
12
4
2x8 ceiling joists at 24" o.c.
Double 2x6 top plate
T-111 siding
1/2" exterior plywood
8 feet
12 feet
2x6 studs at 24" o.c.
R-19 fiberglass batts insulation
2x6 sill plate
1/4 scale