

# **Commercial Accessory Structure Permit Submittal Checklist**

The following submittal requirements are applicable to **Commercial Accessory Structures** such as **sheds, outbuildings** and **similar type structures**. Garages are classified separately from accessory structures and have differing submittal requirements. Applications for construction of commercial 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 2 license, is required at the time of submission and all subcontractors must be disclosed and currently licensed in the appropriate licensing class prior to issuance of a building permit*)
    - 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. Plans stamped by a Structural Engineer licensed by the State of Colorado may be required.
  - **Detail drawings** of other 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.\*\***



## Community Development Department Administrative Policy

**SUBJECT:** Surveying Requirement for Building Permits  
**EFFECTIVE DATE:** February 6, 2012  
**APPROVED BY:** Kenneth Johnstone, Community Development Director  
**POLICY/PROCEDURE NO.:** Admin 27

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### STATEMENT OF ISSUES:

- Sections 26-105.C and Sections 5-43 and 5-76 establish the City's authority to require survey information in conjunction with building permits and other land use applications.
- The City of Wheat Ridge has not established formal policies on what level of survey work is required in conjunction with building permits and construction.
- Both the building code and zoning code establish specific minimum setbacks from perimeter property lines for different types of structures and different types of construction.
- Sections 26-801 through 26-810 establish the City's authority to require survey information in conjunction with building permits for projects that fall within the regulated floodplain.
- The City wishes to establish reasonable standards that allow property owners to demonstrate compliance with applicable floodplain regulations, minimum setbacks, maximum building heights, etc.
- It is the intent that the level of surveying being required (and the cost to the property owner or contractor) bears a relationship to two factors: 1) the extent of the work being proposed (relative cost of the project); and 2) the extent to which the proposal is at or near the minimum or maximum standard.

### ADMINISTRATIVE POLICY:

Following are the City of Wheat Ridge's (City) land surveying requirements for all construction projects.

#### **Accessory Structures (Residential and Commercial)**

##### 1. Site Plan/Survey submittal at time of building permit application.

Option 1: An existing Improvement Location Certificate\* (ILC) or a recognized survey of the subject property is provided and used as the basis for the site plan.

Option 2: If no existing ILC is available, one could be obtained from a Professional Land Surveyor licensed in the state of Colorado. While an ILC is not as reliable as a land survey or an Improvement

Survey Plat\* (ISP), it may be used to approximate the location(s) of the home and other structures/fences relative to the property boundaries.

Option 3: If an ILC is unavailable and the applicant does not wish to obtain one, the City will accept a site plan that is drawn to a measurable scale and accurately depicts the property boundary lines and the setbacks from all existing and proposed structures to those boundary lines. Please be advised the City of Wheat Ridge is not responsible for any property boundary disputes between adjoining owners. Should any discrepancies or encroachments arise as a result of the applicant's construction, a Professional Land Surveyor licensed in the state of Colorado and/or legal counsel should be consulted.

Note: Issuance of a building permit should not be construed as certifying that property boundaries, structures, fence locations, or easements are correctly shown.

2. Survey requirements prior to project completion. For the types of building permits described above additional follow-up surveys will not be required after construction is completed, provided that based upon field verification and inspection the structure has been built in substantial compliance with the approved building permit plans. All structures larger than 120 ft<sup>2</sup> constructed within the regulated floodplain must have certification that they are elevated at 1.0' above the 100-year base flood elevation.

### **Additions (Residential and Commercial)**

1. Site Plan/Survey submittal at time of building permit application.

1.1. The City requires an Improvement Location Certificate\* (ILC) which shows evidence of the use of physically identified monument pins, fence lines, etc. on the ILC. The City reserves the right to reject any ILC that does not provide adequate field measurements to verify improvement locations and their relationship to the property boundary; and

1.2. A scaled site plan depicting the location of all existing and proposed structures will be required as part of your plan submittal for a building permit application. The site plan must have property boundary dimensions consistent with the ILC.

2. Survey requirements at time of foundation inspection. If the proposed addition contains occupiable space and will lie within two (2) feet of the minimum distance required for any zoning or building code fire separation setback, or any portion of the proposed addition lies within a regulated floodplain, the City requires, as part of the foundation inspection and prior to the first framing inspection, a completed, signed and sealed, *Foundation Setback and Elevation Certification* from a Professional Land Surveyor licensed in the state of Colorado, stating that the foundation was constructed in compliance with all applicable minimum setback and elevation requirements of the City.

3. Survey requirements prior to project completion or granting of a Certificate of Occupancy or Certificate of Completion. For the types of building permits described above additional follow-up surveys will not be required after construction is completed, provided that based upon field verification and inspection the structure has been built in substantial compliance with the approved

building permit plans. All new additions constructed within the regulated floodplain must have certification that the first floor elevation is 1.0' or more above the 100-year base flood elevation.

### **New Residential Construction**

#### **1. Site Plan/Survey submittal at time of building permit application.**

1.1. The City requires an Improvement Location Certificate\* (ILC) which shows evidence of the use of physically identified monument pins, fence lines, etc. on the ILC. The City reserves the right to reject any ILC that does not provide adequate field measurements to verify improvement locations with respect to the property boundary. An ILC will not be required as part of the building permit application for new construction on a platted lot of record with clearly established property lines, dimensions, and all bearings on the *Current City Datum*; and

1.2. A scaled site plan depicting the location of all existing and proposed structures will be required as part of your plan submittal for a building permit application. That site plan should have property boundary dimensions and bearings consistent with the ILC or subdivision plat.

**2. Survey requirements at time of foundation inspection.** If the proposed new residential structure is to lie within two (2) feet of the minimum distance required for any zoning or building code fire separation setback, or any portion of the proposed addition lies within a regulated floodplain, the City of Wheat Ridge requires as part of the foundation inspection and prior to first framing inspection a completed, signed and sealed, *Foundation Setback and Elevation Certification* from a Professional Land Surveyor licensed in the state of Colorado, stating that the foundation was constructed in compliance with all applicable minimum setback and elevation requirements of the City.

**3. Survey requirements prior to project completion or granting of a Certificate of Occupancy.** If the new structure will lie within two (2) feet of any required minimum zoning or building code fire separation setback an As-Built Survey or Improvement Survey Plat shall be required prior to issuance of any Certificates of Occupancy (CO). All new residential structures constructed within the regulated floodplain must have certification showing the first floor elevation to be 1.0' or more above the 100-year base flood elevation. In all other situations, provided that the work has been performed in substantial compliance with the approved building permit plans, no additional survey documentation will be required.

### **New Commercial Construction**

**1. Site Plan/Survey submittal at time of building permit application.** A scaled site plan depicting the location of all existing and proposed structures will be required as part of your plan submittal for a commercial new construction building permit application. That site plan should have accurate property boundary dimensions and bearings based on field survey work and/or a subdivision plat.

**2. Survey requirements at time of foundation inspection.** As part of the foundation inspection and prior to first framing inspection a completed, signed and sealed, *Foundation Setback and Elevation Certification* from a Professional Land Surveyor licensed in the state of Colorado is required, stating

that the foundation was constructed in compliance with all applicable minimum setback and elevation requirements of the City.

3. Survey requirements prior to project completion or granting of a Certificate of Occupancy. An As-Built Survey, Improvement Survey Plat or ALTA/ACSM Land Title Survey shall be required prior to issuance of any Certificates of Occupancy (CO) to verify compliance with approved plans. All new commercial structures constructed within the regulated floodplain must have certification upon completion showing the first floor elevation to be 1.0' or more above the 100-year base flood elevation.

### **Definitions/Notes**

*Accessory Structure:* Accessory structures are defined in Chapter 26 of the Wheat Ridge Code of Laws. However, for the purposes of the above regulations, please note that an accessory structure that is 120 SF or smaller, and not greater than one story, does not require a building permit and therefore is not generally subject to these requirements. However, minimum building and zoning setback requirements still apply and must be met. The City reserves the right to require land survey information to verify setback compliance for all accessory structures.

*As-Built Survey:* A site survey showing all improvements associated with the building permit within the bounds of the subject property. The As-Built Survey shall include distances from the perimeter boundary of the subject property to a minimum of four (4) opposing sides (front, rear, side, side) of the new structure(s) to confirm all setback requirements have been met. Please note As-Built Plans are less than an Improvement Survey Plat which requires additional information (please see below).

*Foundation Setback and Elevation Certification:* A form provided by the City for use by Professional Land Surveyors (P.L.S.) to certify the elevations and horizontal positioning of a building foundation. The measurements taken for the Certification ensure the foundation has been properly constructed prior to commencement of framing operations.

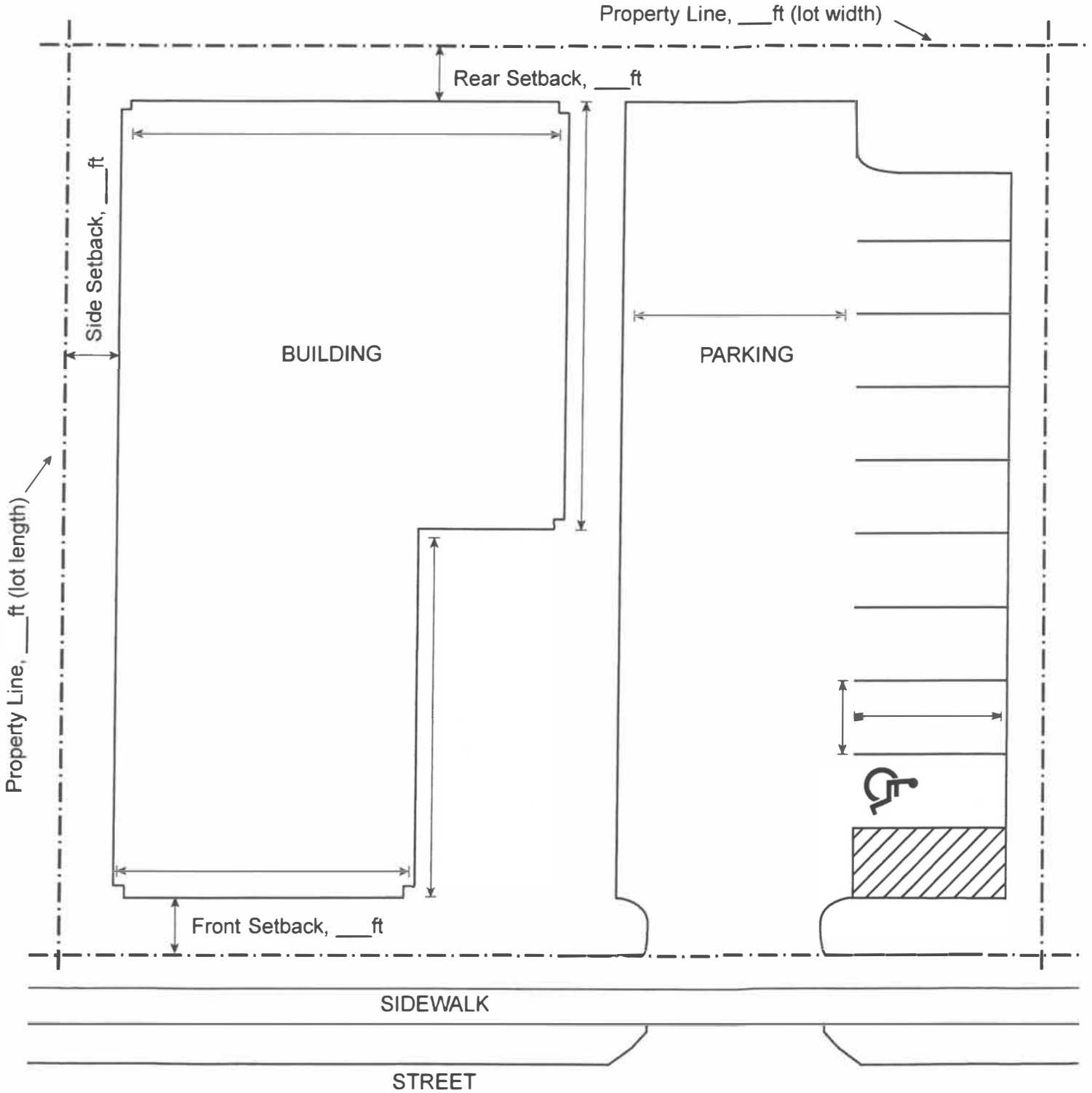
*Improvement Location Certificate (ILC):* A representation of the boundaries of a parcel of land and the improvements thereon, prepared pursuant to Sec. 38-51-108 C.R.S. An ILC is a basic, graphical depiction of a property, should not be construed as being a land survey plat, and is acceptable for use only in limited situations. Generally an ILC will be included with the original property closing paperwork, or there may be one on file with the Building Safety Division from a previous building permit for the property.

*Improvement Survey Plat (ISP):* As defined in Sec. 38-51-102, C.R.S.: Improvement survey plat means a land survey plat as defined in subsection (12) of this section resulting from a monumented land survey showing the location of all structures, visible utilities, fences, hedges, or walls situated on the described parcel and within five feet of all boundaries of such parcel, any conflicting boundary evidence or visible encroachments, and all easements, underground utilities, and tunnels for which properly recorded evidence is available from the county clerk and recorder, a title insurance company, or other sources as specified on the improvement survey plat.

*Professional Land Surveyor (Surveyor):* A person registered or licensed pursuant to part 2 of article 25 of title 12, CRS.

# Sample Site Plan

Please note that additional information is often required for a commercial site plan. To speak with a planner about a specific project and site plan requirements, contact the Community Development Department at 303-235-2846.



## Sample Project Information

Lot Area: \_\_\_ sq ft  
 Landscape Area: \_\_\_ sq ft  
 Existing Building: \_\_\_ sq ft

Proposed Building: \_\_\_ sq ft  
 Parking Spaces: \_\_\_ spaces



Scale:  
 1" = \_\_\_ ft



**Building & Inspection Services**  
 7500 W. 29<sup>th</sup> Ave., Wheat Ridge, CO 80033  
 Office: 303-235-2855 \* Fax: 303-237-8929  
 Inspection Line: 303-234-5933  
 Email: [permits@ci.wheatridge.co.us](mailto: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:** \_\_\_\_\_





## SUB-CONTRACTOR AUTHORIZATION FORM

This form must be signed by each sub-contractor.

This form will not be accepted with missing information.

Subcontractor's City of Wheat Ridge License number must be provided in the applicable space.

Subcontractor's insurance and license must be up to date prior to permit issuance.

Project Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

General Contractor: \_\_\_\_\_

### Electrical Sub-Contractor

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

State License #: \_\_\_\_\_ Master #: \_\_\_\_\_

Wheat Ridge License #: \_\_\_\_\_ (required field)

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

### Plumbing Sub-Contractor

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

State License #: \_\_\_\_\_ Master #: \_\_\_\_\_

Wheat Ridge License #: \_\_\_\_\_ (required field)

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

### Mechanical Contractor

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Wheat Ridge License #: \_\_\_\_\_ (required field)

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date