

Sheds and Pergolas

Requirements Checklist and Guide

Residential Accessory Building Submittal Checklist for Sheds and Pergolas¹

REFERENCES: [2018 International Residential Code \(IRC\)](#)
[Boulder Revised Code, 1981 \(B.R.C.\) - Title 10 Structures](#)
[Boulder Revised Code, 1981 - Title 9 Land Use Code](#)
[2018 International Wildland-Urban Interface Code \(IWUIC\)](#)

SCOPE:

This checklist outlines the minimum documentation necessary to allow a permit application for a shed or pergola with no utilities or with electrical service to be accepted for review. For accessory buildings or garages with additional utilities and/or conditioned space, please use the New Construction and Additions checklist. Applicants may be required to submit additional information as necessary to clearly demonstrate compliance with all applicable codes. Please be advised that incomplete applications or plans that do not meet the submittal requirements will not be accepted for review.

For more information on any of the application requirements, refer to the [Residential Building Detailed Requirements Attachment](#). For information on how to prepare an application for submittal, refer to the [Online Permit Application Guide](#).

REQUIRED APPLICATIONS, FORMS AND SUPPLEMENTAL INFORMATION:

[Building Permit Application for Detached One and Two-Family Buildings, Residential Accessory Buildings and Townhomes](#)

[Maximum Floor Area Ratio \(FAR\) and Building Coverage Worksheet](#)

- Required for all sheds and for pergolas with less than 50% open roof framing

[Stormwater & Flood Management Plant Investment Fee Calculation Form](#)

- Required for sheds and/or any time impervious material such as concrete is being added to the property

[Lot Area Declaration Form](#)

- Required for all sheds and for pergolas with less than 50% open roof framing.

¹ Detached sheds and pergolas smaller than 80 square feet and shorter than 10 feet in height with no electrical, plumbing, or mechanical equipment do not require a building permit but are required to meet all applicable code requirements, including meeting accessory building setbacks. Please note that no structure may be placed in an easement, even if it does not require a building permit. All new structures in flood zones and/or wetlands require a floodplain development permit and/or a wetland development permit even if the structure does not require a building permit. All new structures in historic districts require a Landmark Alteration Certificate, even if the structure does not require a building permit.

PLEASE VERIFY THE FOLLOWING PRIOR TO PERMIT SUBMITTAL:

- Is any portion of the proposed shed or pergola in a flood zone? If so, a [Floodplain Development Permit](#) is required at the time of submittal.
- Is any portion of the proposed shed or pergola in a regulatory wetland area? If so, a [Stream, Wetland and Water Body Development Permit](#) is required at the time of submittal.
- Are accessory buildings for this property regulated by a previous development agreement (PUD) or site review? If your property is zoned RL-2, there is a good chance a PUD applies to your property. If so, an [Administrative Review](#) for a [Minor Modification](#) or other development review process may be required as well as a copy of a disposition and a City-stamped copy of approved plans.
- Is the property within a historic district or an individual landmark? If so, a [Landmark Alteration Certificate](#) will be required to be submitted and approved prior to building permit submittal.
- Is the property located within the [Wildland-Urban Interface Zone](#)? If so, additional building code requirements apply; please speak to a project specialist about your project.

CONSTRUCTION PLAN SET (minimum requirements for submittal):

Plan drawings shall be drawn to scale with a graphic scale bar on every page. A 3" x 3" square shall be provided in the lower right corner of the first sheet for the City's approval stamp. All sheets shall be the same size (oriented so that north is up) throughout the entire plan set, and of adequate size to clearly convey all information.

Improvement Location Certificate (ILC) or Improvement Survey Plat (ISP) - (two copies)

- Prepared and stamped by a Colorado licensed Land Surveyor.
- See our [Land Survey Informational Handout](#) for more information.
 - Include topographical contours if the lot has a slope greater than 1':25' (4% slope, or 2.3°) within 25 feet of the proposed shed/pergola location and the proposed shed/pergola is 11 feet or taller in height.

Site Plan based on an ILC or ISP

- Drawn to scale of 1" = 10', 1/4" = 1', or a similar common architectural or engineering scale with all information clearly conveyed.
 - Include north arrow and all existing and proposed structures.
 - Indicate distances to property lines from existing and proposed structures. Please identify the setback requirements for accessory buildings per your zoning district. To determine your zoning district, go to the City of Boulder [eMaplink](#) webpage, turn on the zoning layer, and enter the property address in the search bar.

In most residential zoning districts except RR-1, RR-2 and RE, freestanding sheds and pergolas are required to have the following minimum setbacks:

Residential Zoning District	Minimum Setback from Front property line	Minimum Setback from Rear property line ²	Minimum Setback from an interior side property line ³	MinimumSetbackfor a Side Yard adjacent to a street ⁴
RL-1, RM-2, RMX-1, RMX-2	55 feet	0 OR 3 feet	0 OR 3 feet	12.5 feet
RL-2, RM-1	55 feet	0 OR 3 feet	0 OR 3 feet	10.5 feet
RR-2, RE	55 feet	0 OR 3 feet	10 feet	25 feet
RR-1	55 feet	0 OR 3 feet	15 feet	25 feet

*Sheds and pergolas that are structurally attached to the principal building (dwelling or residence) are considered additions to the principal building and must meet principal building setbacks.

- Indicate distances between all buildings on the lot (6' minimum separation is required between buildings. Pergolas with more than 50% open roof framing are considered to be structures and do not need to meet building separation requirements as required in [Section 9-7-1 of the B.R.C.](#)).
- Indicate the proposed height of the shed or pergola (measured from the low point 25' away from the structure). Include the existing height of the principal building if the shed or pergola is attached to the principal building.
- For residences within the RR-1, RR-2, RL-1, RE and MH zoning districts, include a solar analysis (see the [Solar Access Guide](#)) if the shed or pergola exceeds 12 feet in height.
- Show the location and extent of any easements on the site plan. No structures or any portion of a structure (such as a roof eave) can encroach into an easement.
- Indicate the location and extent of any flood zones and regulated wetlands, if applicable.

Floor Plans and Elevations

- Plan sheets shall be drawn to scale with a graphic scale bar on every page. A 3" x 3" square shall be provided in the lower right corner of the first sheet for the City's approval stamp. All sheets shall be the same size (oriented so that north is up) throughout the entire plan set, and of adequate size to clearly convey all information.
 - Provide the floor area in square feet of the proposed shed or pergola, measured to the outside surface of the exterior walls or vertical elements.
 - Elevation drawings showing the locations and sizes of any windows and doors, as well as indicating building height. Note that openings on walls parallel to interior side lot lines are prohibited if at the 0' lot line and limited to 25% of the wall area if less than 5' from the lot line.
 - Stair and landing details, if applicable.
 - Location(s) of electrical services, main and subpanels if wiring the shed or pergola for electrical service. Indicate if feeds are underground or overhead.⁵

² If the shed or pergola is to be built at the 0' setback to an interior side or rear property line that does not back to an alley or street, a maintenance easement agreement with the affected neighbor that has been recorded with the Boulder County Clerk and Recorder must be submitted at the time of building permit application.

³ If the shed or pergola is to be built at the 0' setback to interior side property line, a maintenance easement agreement with the affected neighbor that has been recorded with the Boulder County Clerk and Recorder must be submitted at the time of building permit application.

⁴ The setback for a side yard adjacent to a street may be the same as a front yard setback if neighboring properties front the street. Please speak to a project specialist to verify setbacks.

⁵ For accessory structures with additional mechanical and/or plumbing scopes of work, please use the New Construction and Additions Checklist.

Structural Plans

- Include the following:
 - Framing Plans showing the wood species, grade, size, spacing and span of floor joists, wall studs, roof rafters and any other relevant framing systems. Indicate whether wood has been pressure treated with a wood preservative.
 - Connection details and fastener information for all joists, girders, posts, rafters and other structural elements.
 - Fire-resistive assemblies are required for structures within 5 feet of a property line and for sheds attached to the principal building and intended to be used for the storage of motor vehicles (including motorcycles). Projections such as eaves cannot extend closer than two feet from a property line and must have a 1-hour fire-rated assembly if the vertical wall of the shed is within 5 feet of a property line.
 - Footing and foundation design details.
 - Roofing slope and material details. Please indicate how Class A requirements are being met.

► I certify that I have reviewed this checklist and have incorporated the applicable requirements into my construction plans for this submittal. I certify that all plans are clear and legible. I understand that incomplete applications or plans that do not meet the submittal requirements will not be accepted for review.

Applicant's Signature: _____

Date: _____

Please note: The City of Boulder will periodically adopt and amend updated versions of all Model Codes and the B.R.C. through public process. When this occurs, some of the items in this checklist may be changed or updated, and a new checklist should be obtained from the [Planning and Development Services Applications and Forms Database](#). This checklist applies only to the requirements of the 2018 IRC as amended, [Section 10-5.5 of the B.R.C.](#), as it applies to structures covered by the scope, relevant portions of the [2020 City of Boulder Energy Conservation Code](#) and [Title 9](#) of the B.R.C., and is not a complete or exhaustive list of the requirements of any adopted Code, or of all elements which should be included in a plan set, nor does it contain complete information describing what your permit application must contain to demonstrate compliance with the IRC or the B.R.C.

Please contact the [Planning and Development Services Center](#) for more information.