



7887 East 60<sup>th</sup> Avenue  
Commerce City, Colorado 80022  
Phone (303) 289-3683 / Fax (303) 289-3731  
[www.c3gov.com](http://www.c3gov.com)

## *Community Development Department*

### ***Accessory Structure Requirements (Residential Only)***

(2 copies unless otherwise stated)

- All drawings must be drawn to scale, dimensioned, and drawn on a minimum sheet size of 8 ½” x 11”.**
- Completed permit application – 1 copy**
  - Include square-footage amount on the permit application.
- Site plan – 2 copies**
  - Show the accessory structure and existing/new landscaping per city ordinance
- Floor plans must include – 2 copies**
  - Architectural, structural, and electrical
- Construction drawings (only for sheds over 120-square feet in size) – 2 copies**
  - Any specialty details, e.g., foundation, wall, roof, anchoring system and engineer stamped truss drawings.
- All building elevations must include – 2 copies**
  - North, East, South and West side of accessory structure
- Landscaping plan must include (including sheds over 120-square feet) \*\*\*this can be included on the site plan:**
  - All new and existing landscaping, per city ordinance.

**Plans will be reviewed to the City of Commerce City adopted codes and amendments at the time of building permit application (this information is available at the building department or on our website: [www.c3gov.com](http://www.c3gov.com)). Electrical and plumbing plans will be reviewed to Colorado Electrical Board and Colorado Examining Board of Plumbers adopted codes when more restrictive than the City of Commerce City adopted codes**

***For additional information, call the Community  
Development Department at 303-289-3683.***



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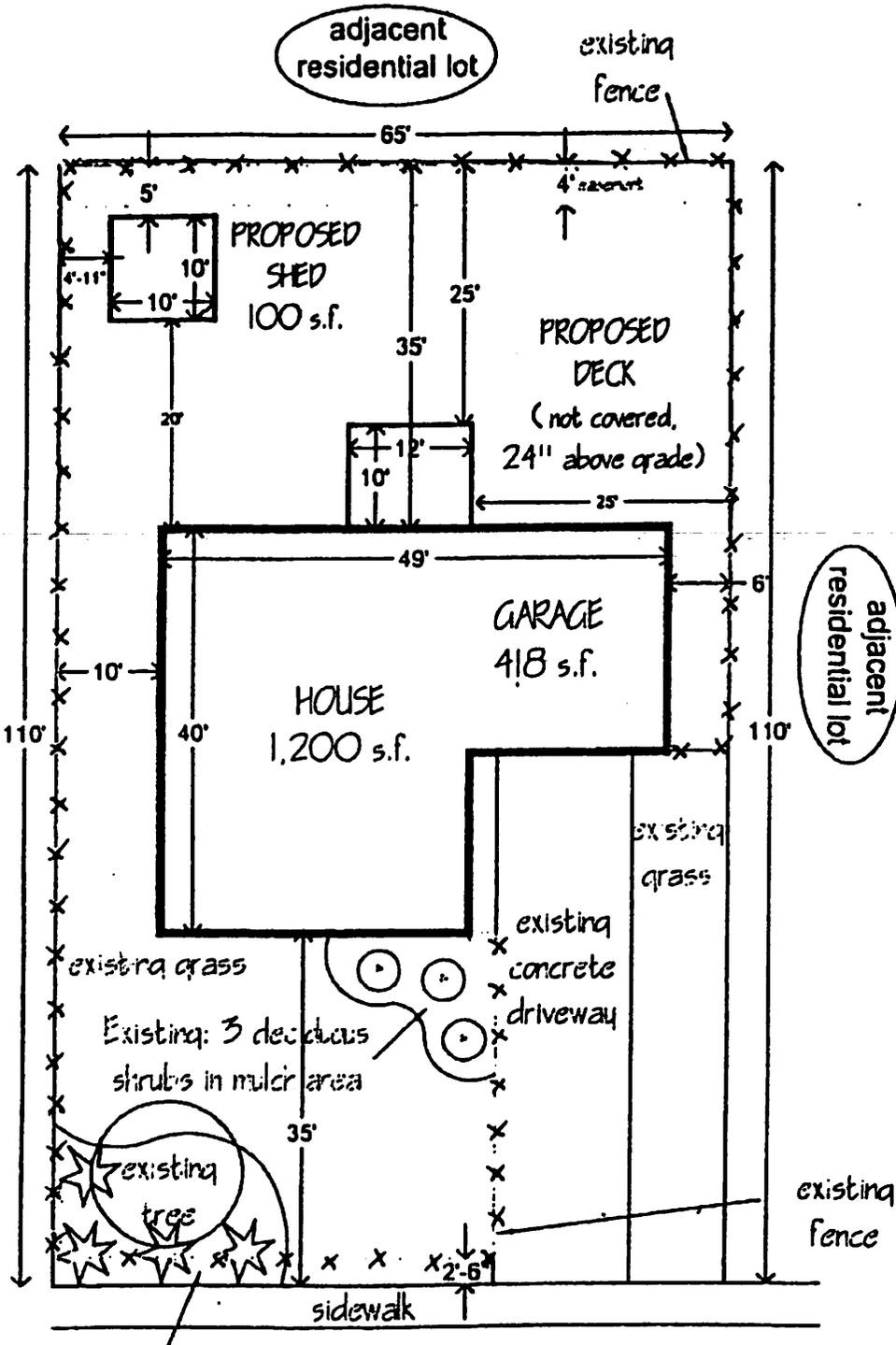
### ***SITE PLAN SUBMITTAL CHECKLIST***

THE SITE PLAN SUBMITTAL CHECKLIST AND ATTACHED SAMPLE SITE PLAN ARE PROVIDED TO HELP YOU PREPARE AN INFORMATIVE SITE PLAN FOR REVIEW. IF YOU NEED ASSISTANCE IN PREPARING THE SITE PLAN, OR IF YOU HAVE OTHER QUESTIONS, PLEASE CALL THE PLANNING DEPARTMENT AT 303-289-3683.

ON AN 8-1/2 INCH X 11 INCH; 8-1/2 INCH X 14 INCH; OR 11 INCH X 14 INCH SIZE SHEET OF PAPER, PLEASE INCLUDE THE FOLLOWING INFORMATION:

- All site plans must be legible and drawn with a ruler/scale using a ***black ink pen*** or electronically drawn on a computer.
- Print the name of the applicant/property owner, property address, and phone number of the applicant/property owner.
- Show arrow indicating which direction is north.
- Draw site plan to scale.*** For example: 1 inch = 20 feet; 1 inch = 30 feet; etc.
- Show the lot layout and length of all property lines in feet and inches.
- Show the name of all adjacent public or private streets and alleys.
- Show the location and dimensions (including square feet) of all ***existing*** structures including homes, garages, sheds, pools, fences, etc.
- Show all concrete/asphalt paved areas (driveway, sidewalk, patios, etc.) and any dirt areas.
- Show the location and dimensions of all ***proposed*** structures and additions.
- Indicate in feet and inches the distance of all ***existing*** and ***proposed*** buildings from all property lines (including front, both sides, and rear).
- Indicate in feet and inches the distance of the proposed structure from any existing structures.
- If applying for a garage, carport, shed, pavement, or addition to a structure, please show all existing or proposed landscaping (trees, shrubs, grass, and flowers) on the site plan.

***For additional information, call the Community Development Department at 303.289.3683***



Landscaping to be installed:  
 4 new evergreen shrubs in wood chip mulch area

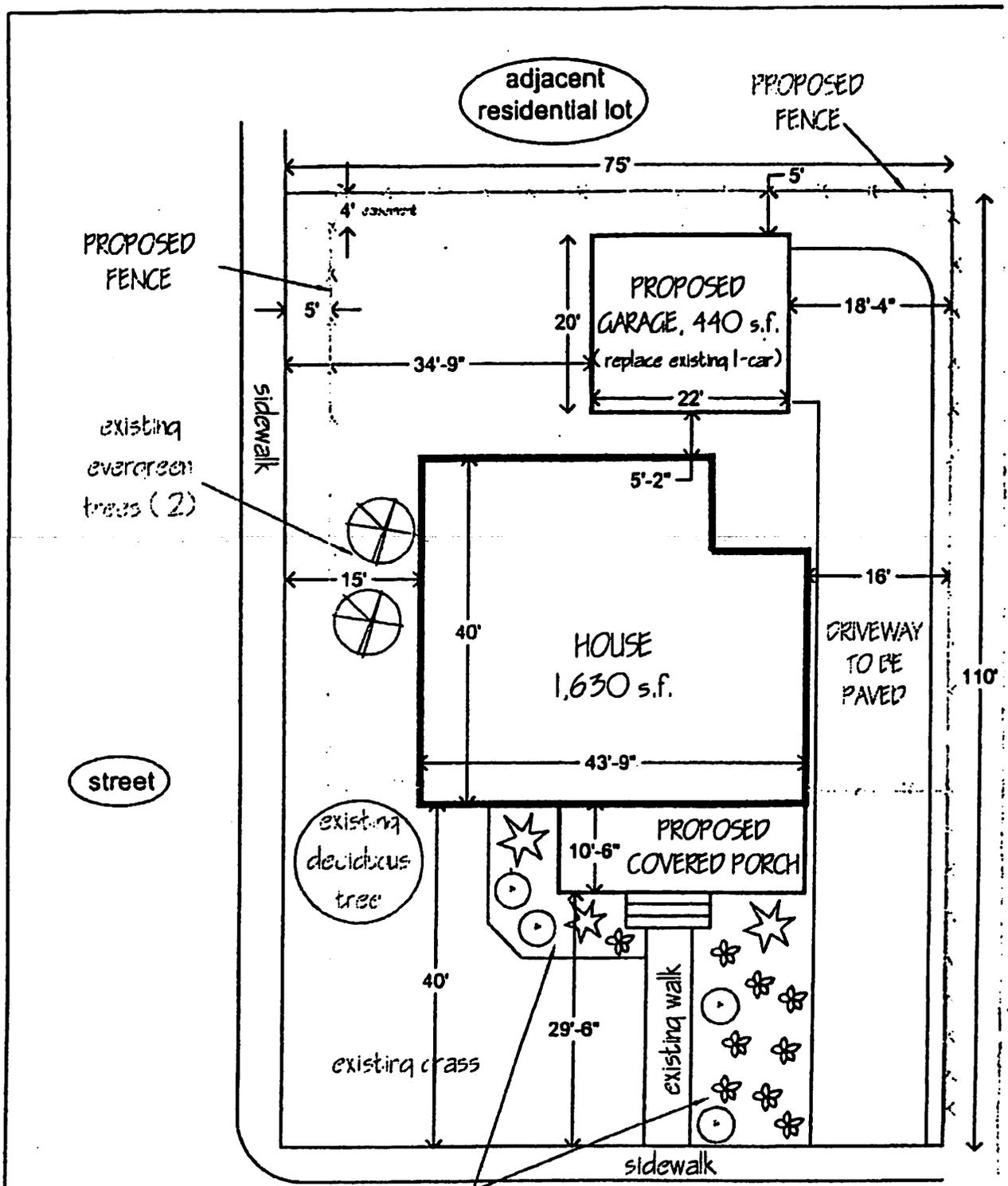
**Sample Interior Lot**

street

**SAMPLE SITE PLAN**

SCALE:  
 1" = \_\_\_'



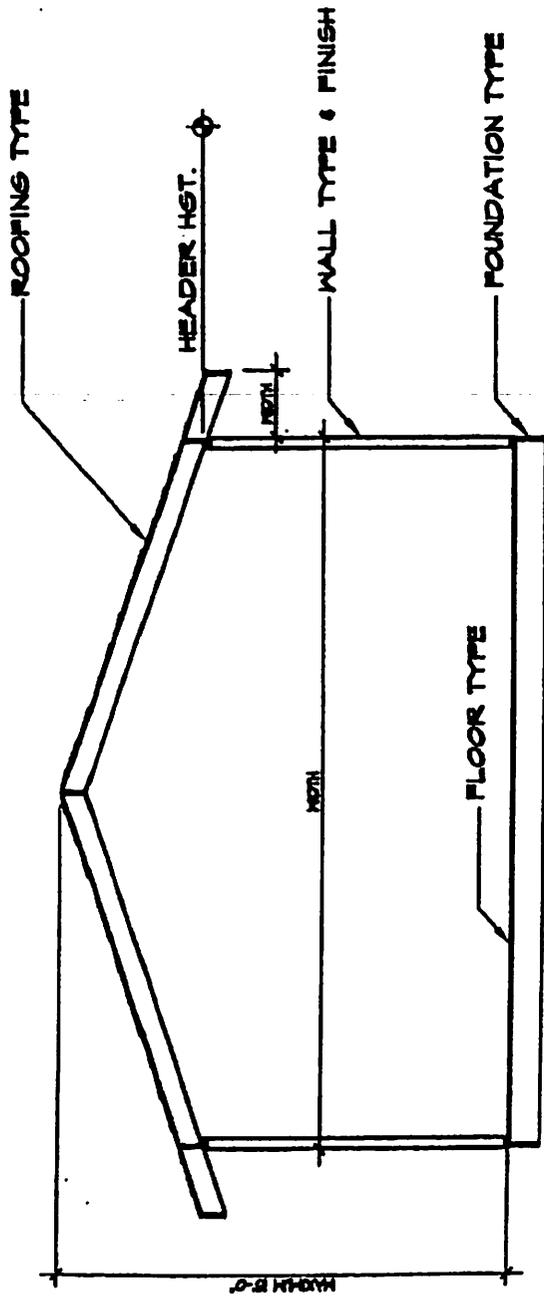


Landscaping to be installed:

- 4 deciduous shrubs
- 3 evergreen shrubs
- 9 #1 containers of ornamental grass

### Sample Corner Lot

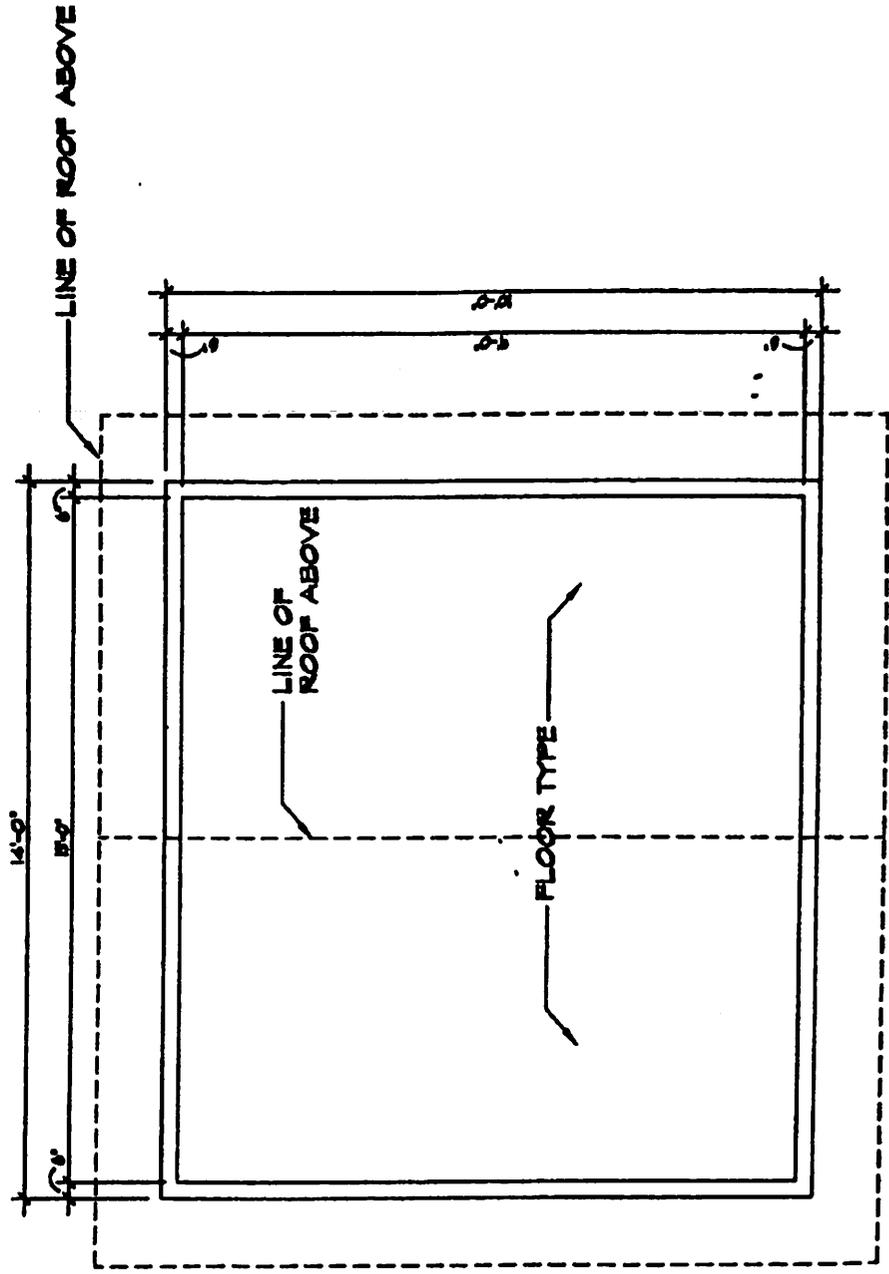
street



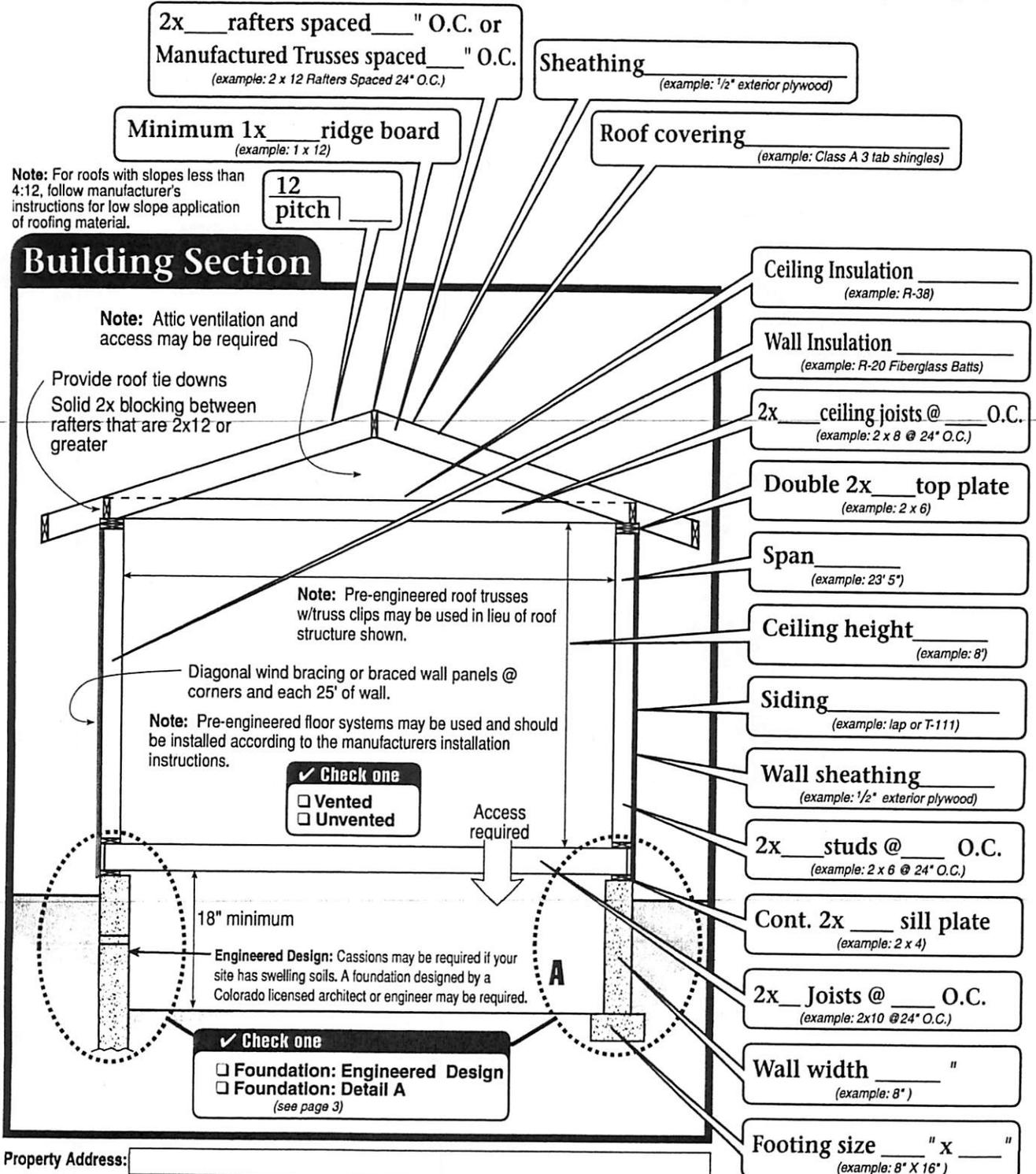
# SAMPLE' SHED SECTION

SCALE: 1/4" = 1'-0"

1



'SAMPLE' SHED FLOOR PLAN



Property Address: \_\_\_\_\_

This handout was developed by the Colorado Chapter of the International Code Council as a basic plan submittal under the 2009 International Residential Code. It is not intended to cover all circumstances. Check with your Department of Building Safety for additional requirements.

## Heads Up

### Site Plan

**1. When drawing your plot plan** be sure to show the location of electric, gas, sewer and water service lines. If you don't know where they are, call the Public Service Utility Notification Center of Colorado, 1-800-922-1987. They will come out and locate lines for you. Remember to ask them about the cost.

**2. Show where the existing** electric and gas meters are located on your home. These meters may have to be relocated and it is best to know this before you start construction.

### Floor Plan

**1. Smoke alarms and CO alarms.** Smoke alarms are required to be hardwired and interconnected in new and existing bedrooms, halls and one on each level unless removal of interior wall or ceiling finishes would be required. In this case, battery operated devices are acceptable.

Carbon Monoxide alarms are required on each floor with bedrooms. They are recommended to be located no farther than 15 ft. from any bedroom entrance. Do not install within 15 ft. of a fuel burning appliances. Follow manufacture's recommendations for location testing and replacement.

**2. Additions not to enclose** bedroom or basement egress windows.

**3. Safety glass is required** at specific locations. When you draw in the location of the new windows on the floor plan, the plan reviewer can identify which ones require safety glass.

**4. Heat is required** in all habitable rooms. Show how the addition will be heated on the plan.

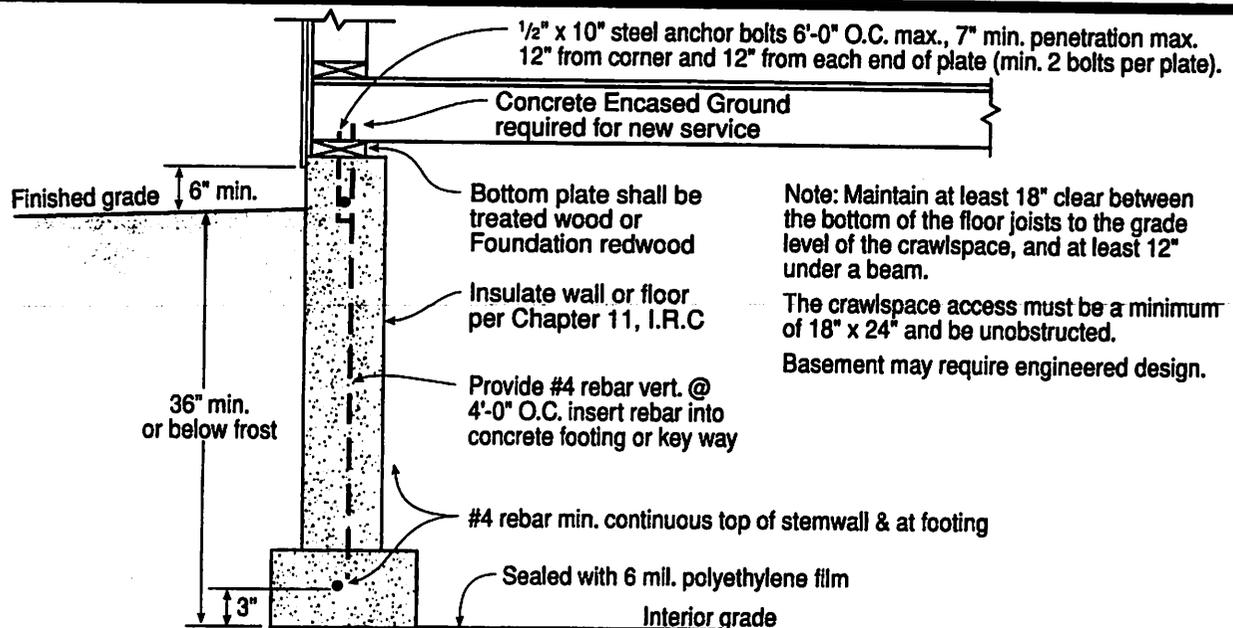
### Electric Code

**Existing electric service** may require an upgrade or relocation. Indicate the size of your electric service (the number on the main breaker) on your plan. This can help the plan reviewer determine if an upgrade is needed before you start construction.

### Roof Overframe

**When constructing a new valley,** use a continuous board under the bottom cut of the new rafters to provide a solid nailing surface. The board should be at least 2" thick, nominal and should be at least as wide as the base of the new rafter.

## Crawlspace Foundation Detail A



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