



Pole Barn Construction

A Project Checklist for Homeowners & Contractors

The majority of building permit applications are processed with little delay. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.

Pole Barn Requirements:

Directions:

1. Read through this **Project Checklist**.
2. **Check with HOA first to identify restrictions or requirements for your neighborhood.**
 - a. **HOA may require additional permitting for the association prior to applying with the Town.**
 - b. **Call 811 for utility locates.**
3. Complete **SAFEbuilt Pole Barn Building Guide** documents for your project.
4. Register on our online permitting software Community Connect.
Link located on Homeowners Page on the Town of Wellington website.
 - i. *Residents register as a Community Member for free.*
 - ii. *Contractors must be licensed with the Town prior to accessing Community Connect account.*
5. Complete Online Application in Community Connect.
 - a. Permit Type '**Pole Barn and Shed**' Category '**Residential Alteration**'
6. Upload **SAFEbuilt Pole Barns Building Guide Pages 3, 4 & 5 and additional documents (listed below)** to the online application & submit.

Required Documents to upload/ include in your Online Application:

- ☐ Site or Plot Plan
 - o 1.1 for Example Image
- ☐ Complete **SAFEbuilt Pole Barn Building Guide page 3** Foundation Detail & Floor Plan
 - o 1.4 for Example Image
- ☐ Complete **SAFEbuilt Pole Barn Building Guide page 4** Side Elevation
 - o 1.5 for Example Image
- ☐ Complete **SAFEbuilt Pole Barn Building Guide page 5** Sectional Elevation
 - o All trusses are required to be stamped by a Colorado Licensed Structural Engineer to evaluate structure for local high wind and snow loads.

Permits are Valid for 180 Days





Local Design Criteria:

The Town of Wellington has adopted the 2018 International Residential Code with local amendments. All items below are reflected and noted in the adoption.

Table R301.2(1)											
Climatic and Geographic Design Criteria											
Ground Snow Load	Wind Design		Seismic Design Category	Subject to Damage From			Winter Design Temp	Ice Barrier Required	Flood Hazard	Air Freezing Index	Mean Annual Temp
	Speed (MPH)	Topographic Effects		Wintering	Frost Depth	Termite				1000	45 Degrees F
30 PSF	115	NO	B	Severe	30in	Slight to Moderate	1	Yes	*		

Drafting a Detailed Site Plan:

A site plan is a detailed drawing of your property. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, other structures on the property, and distance to your property lines. If your project will require moving any utilities (gas, water, sewer/septic, electric, etc.), show where those meters will be relocated.

Site Plan:

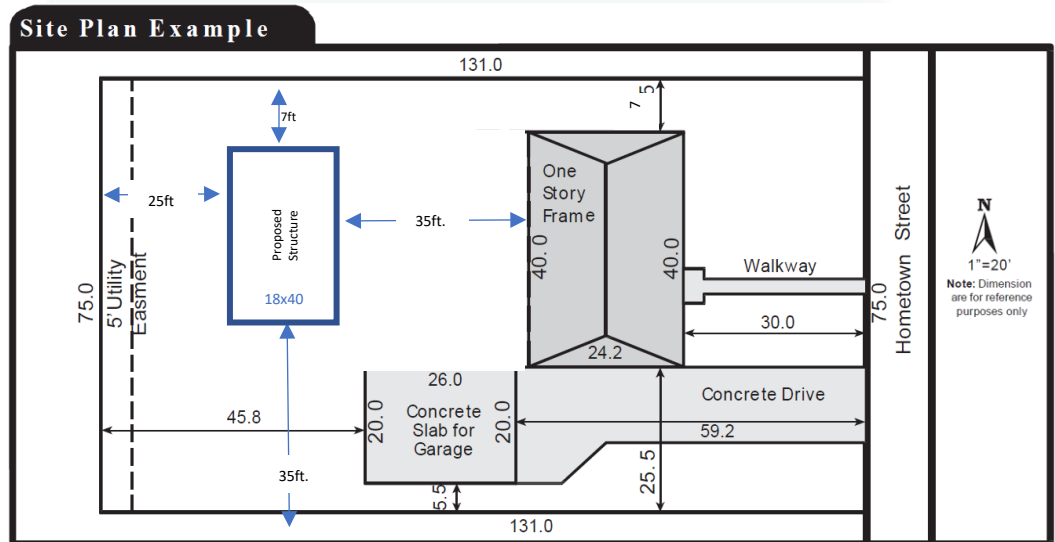
Draft a drawing of the purposed improvements to the lot.

This drawing will need to be uploaded into your permit application on Community Connect.

Figure - 1.1 Site Plan Example

Drawing Must include

- Street Name
- Directional Arrow orientation of parcel
- Scale Dimensions
- Property Lines / Lot Dimensions
- Setbacks
- Utility Easements
- Primary Residential Structure
- Existing structures on property. E.g., existing shed, patio, or pergola
- Existing Concrete Slabs or sidewalks
- Proposed footprint of new structure



Setback Requirements:

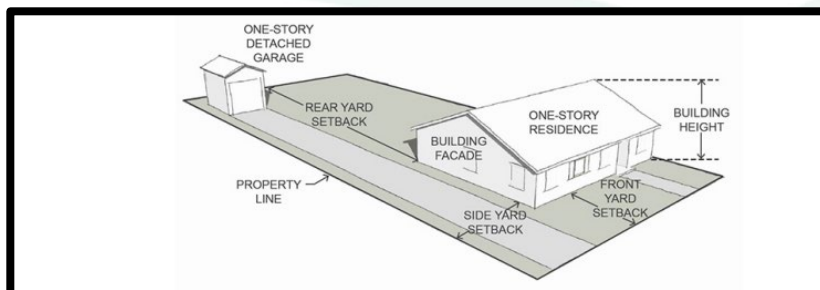
A setback is the **minimum distance from the property line that a structure can be built.**

Setback Requirements adopted in the 2022 Land Use Code Effective April 25th, 2022. Refer to the towns' Zoning Map located on the Towns' Planning Webpage to determine your Zone.

Figure 1.2 Town of Wellington Setback Chart

Zones	A	R-1	R-2	R-3	R-4	MH
Principal Building Setbacks						
Minimum Front Yard	50 ft.	50 ft.	20 ft.	15 ft.	15 ft. ¹	10 ft.
Minimum Front Yard to Attached Garage	60 ft.	50 ft.	25 ft.	20 ft.	20 ft.	NA
Minimum Side Yard	20 ft.	20 ft.	7 ft. for detached 0' for attached	7 ft. for detached 0' for attached	5 ft. for detached 0' for attached	5 ft
Minimum Side Yard (Corner Lot)	20 ft.	20 ft.	15 ft. on nonentry side of corner lot	15' on nonentry side of corner lot	15' on nonentry side of corner lot	15' on nonentry side of corner lot
Minimum Rear Yard	20 ft.	20 ft.	20 ft.	15 ft.	15 ft.	10 ft.
Minimum Rear Yard to Rear Entry Garage	20 ft.	20 ft.	20 ft.	20 ft.	20 ft.	20 ft.
Accessory Building and Detached Garage Setbacks						
Minimum Front Yard	60 ft.	60 ft.	35 ft.	35 ft.	35 ft.	25 ft.
Minimum Side Yard	20 ft.	20 ft.	7 ft.	7 ft.	5 ft.	5'
Minimum Rear Yard	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.

Figure 1.3 Example



Pole Barn Design:

The following items may be used without the need for any additional engineering, where all of the following comply. *Exception – all trusses will need engineered design plans.*

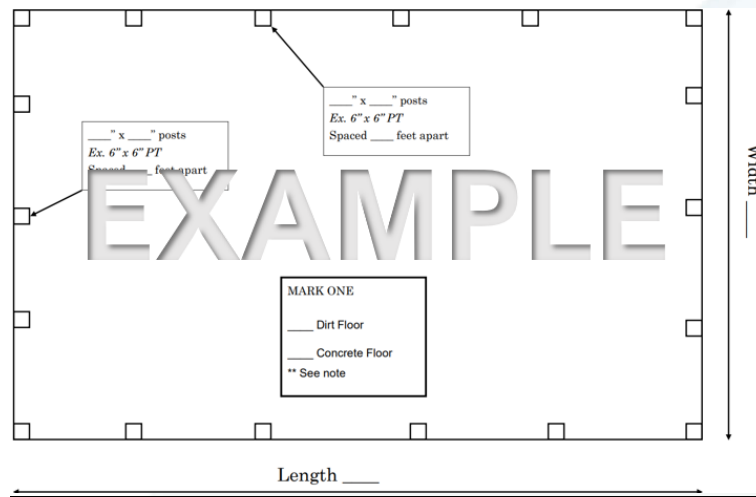
- The barn is no larger than 40' L X 32'W X 12'H side walls.
- Rectangular shaped barns must maintain a minimum of 5:3 ratio.

Foundation / Floor Plan:

Upload **SAFEbuilt Pole Barn Building Guide - Page 3** to permit application in Community Connect.

Plan view of pole location and spacing.

Figure - 1.4



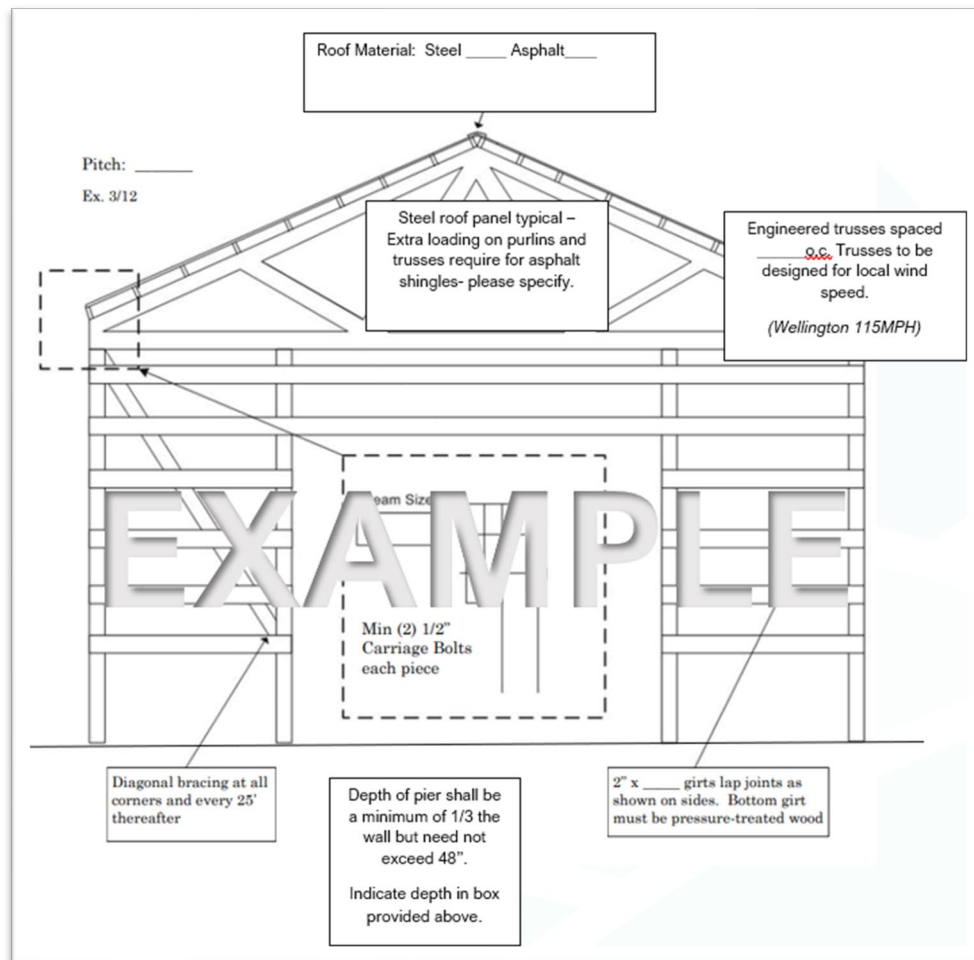
- Floor must be a hard non-absorbent surface (concrete) if the structure is to be used for the parking of motor vehicles. R309.1 Prohibits combustible floor surfaces in vehicle storage (garages.)
- Provide plan view of pole location, spacing, dimensions of the building.
- Framing plan should show direction, size, and spacing of roof system, purlins, girts, beams and header sizes.
- Indicate the locations of all window and door openings.

Construction Details Sectional Elevation:

Upload **SAFEbuilt Pole Barn Building Guide - Page 4** to permit application in Community Connect.

All trusses to be designed and engineered to meet local design criteria.

Figure - 1.5

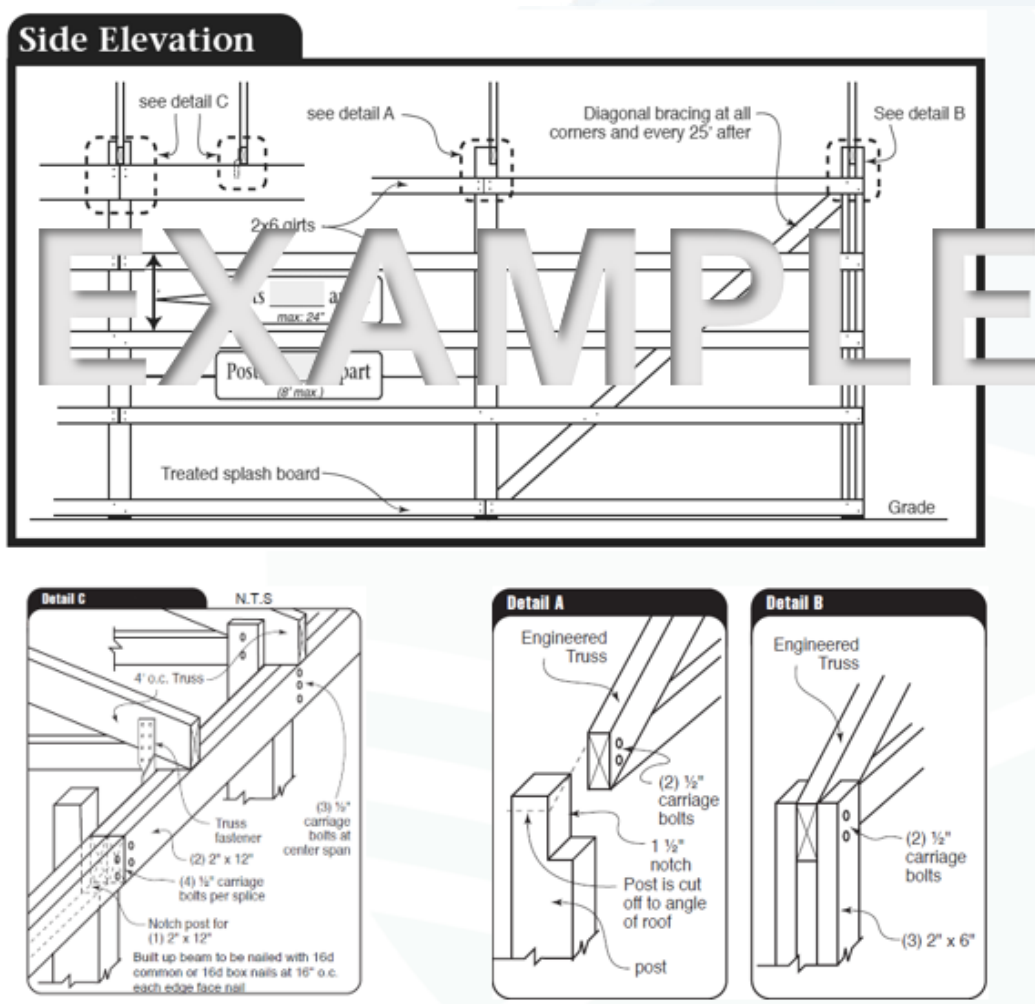


Construction Details Sectional Elevation:

Upload **SAFEbuilt Pole Barn Building Guide - Page 5** to permit application in Community Connect.

- Front, rear and both side views to scale (identify scale).
- Finished grade line at building. 3. Label the depths to the bottom of the poles. Note that piers must be at least 48 inches in depth, or the plan must be engineered.
- Label the pole size and type of material. Wood poles embedded in earth must be treated wood, labeled for ground contact.
- Label the sidewall girt size, type of material, and spacing. Note that the bottom girt must be treated wood if located within 6 inches of grade.
- Label the beam size and type of material above the poles. Detail the method of fastening the beam to the poles.

Figure - 1.6





Why do I need a permit?

Protects property values

Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves Money

Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Improves resale

Listing associations require owners to disclose any home improvements or repairs and if permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to remove the addition, leave it unoccupied or perform costly repairs.

Improves safety

Your permit allows the building department to inspect for potential hazards and un-safe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances resulting in a safe project.

It's the Law

Permits are required by Ordinance. Work without a permit may be subject to removal or other costly remedies.

Required Inspections:

1. Setback & Hole Inspections

- a. Inspection to be completed after holes are dug, prior to concrete being poured.

2. Plumbing Inspections (if applicable)

3. Gas Line & Heating (if applicable)

4. Electrical Inspections (if applicable)

- a. Underground Prior to concealing. Meter Set, Rough & Final Required.

5. Framing Inspections (if applicable)

- a. Prior to insulation installation (if applicable,) or interior covering is installed.

6. Final Inspections

- a. Following all electrical, plumbing, heating, gas piping, insulation, or sheetrock. Prior to being concealed.

Tips on hiring contractors

- ✓ Get at least 3 bids.
- ✓ Get 3 references and ask to see a project.
- ✓ Get it in writing, but before you sign the contract, make sure you completely understand. Do not make final payment until you have received a Certificate of Completion (CC) or until final inspections have passed
- ✓ Have the contractor apply for the required permits.