



CHERRY HILLS VILLAGE

Guest House Requirements

*Note: This document is not intended to be a comprehensive list of all applicable requirements. It is the applicant's responsibility to comply with all applicable requirements.

Community Development
2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com
303.789-2721(P)
303.761.9389 (F)
Revised: June 6, 2024

What Requires a Guest House Permit?

A "Guest House" is new construction that is attached or integrated into the primary structure that serves as a separate residential dwelling unit; or is a detached accessory building that serves as a separate residential dwelling unit.

Guest houses are only allowed in the R-1 and R-2 zone districts and shall be occupied only by family members or non-paying guests of the permanent occupants of the principal dwelling unit.

Separate permits and plans are required for the following:

1. Accessory or Recreational Structures
2. Electrical wiring/rewiring or electrical service work
3. Exterior alterations and remodels to existing structures; including decks, patios, siding, and door or window replacement
4. Fences, walls/retaining walls, and earthen berms
5. Installation or modifications to skylights, solar systems, air conditioners, furnaces, or other similar amenities
6. Interior alterations and remodels (painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work excluded)
7. Major repairs or restoration; including re-roofing, water heaters, plumbing or electrical work
8. Minor Addition
9. New Home
10. The moving or demolition of any building or structure or any interior/exterior wall part of a structure

How to Submit:

Permits for Geust House submittals can be submitted online [here](#).

Pre-payment for the building department plan review can be made [here](#).

Submittal Requirements:

1. Complete construction plans including stamped structural plans
2. A scaled site plan based on an accurate survey including the following information:
 - a. The size and location of the proposed construction and all existing structures on the site (eaves & overhangs shown with a dashed line – setbacks are measured to any portion of a structure, including eaves, overhangs, and cantilevered elements)
 - b. Minimum setback distances from lot lines in accordance with zoning
 - c. The established street grades and the proposed finished grades
 - d. Existing and proposed contours in one-foot (1') intervals in NAVD 88 datum with USGS elevation numbers
3. Building elevations demonstrating compliance with Bulk Plane (R-1, R-2, R-3, R-4, and R-5 zone districts only) and building height requirements in USGS elevations ([CHV Municipal Code Section 16-3-30](#))
4. Completed Floor Area Ratio (FAR) Worksheet (if attached) or calculation showing allowed lot area percentage being met (if detached)
5. A soils investigation report for the property (if referenced in the structural plans)

6. An exterior lighting plan showing code compliance with section 16-4-120 of the CHV Municipal code and includes all proposed and existing exterior light fixture's locations and light fixture details including lumen output.
7. Energy calculations and Manual J with supporting documents if this is to be a year-round conditioned space. (A ResCheck is not required unless it is used as an alternative instead of following the prescriptive requirements of the code.)
8. A construction staging plan and right-of-way photos within 500 feet of any point of access. The staging plan must indicate the following to scale:
 - a. Portable toilets, trash receptacles and dumpsters, construction trailers, vehicle tracking control, silt fencing, temporary construction fencing, construction material storage and fill or excavated dirt piles
9. A Phase III Drainage Report if adding more than 2500 square feet of impervious surface area
10. A Stormwater Management Plan (SWMP) or Grading, Erosion, and Sediment Control Plan (GESD) and a completed Stormwater Construction Permit Application if disturbing 1 acre or more and/or adjacent to a waterway or watercourse (floodplain)
11. Proof of sewer permit or sewer release form
12. Approval from the Colorado Department of Public Health and Environment for removal of materials (if demoing existing structure)
13. Receipt from South Metro Fire Rescue Authority indicating that plans have been submitted for review and a copy of the SMFR fire sprinkler permit must be submitted prior to issuance of a permit (required for all guest homes with bedrooms)
14. Copy of City Public Works Right of Way Permit

*The City or its consultants may request additional information, at their sole discretion, to determine compliance with applicable standards and/or requirements.

Guest House Requirements

Basic Zoning Regulations:

The following tables summarize the primary zoning requirements for each zone district. Please refer to Chapter 16 of the Municipal Code for the complete set of requirements. ([CHV Municipal Code Article 3](#))

Principal Structure Setback, Lot Size and Lot Coverage Standards

Zone	Min. Lot Area	Front	Rear	Sides	Max. Height	Max. Lot Coverage	Floor Area Ratio
R-1	2 ½ Acres	75'	50'	50'	35'	N/A	23%
R-2	1 ¼ Acres	75'	40'	40'	35'	N/A	23%

Accessory Structure Setback, Area and Number Standards (enclosed structures)

Zone	Min. Lot Area	Max. Number of Structures	Lot Area Percentage	Front	Rear	Sides	Max. Height
R-1*	2 ½ Acres	3	3%	75'	25'	25'	35'
R-2	1 ¼ Acres	3	4%	75'	25'	25'	35'

**If the legal lot size for a parcel of land is five (5) acres or larger, said lot shall be entitled to accessory structures as follows:*

Min. Lot Area	Max. Number of Structures
5 Acres	4
10 Acres	5
15 Acres	6
20 Acres	7

Bulk Plane Requirements

	R-1	R-2
Front Area Depth	50'	50'
Starting Height (front area)	21'	21'
Starting Height (rear area)	12'6"	12'6"
Angle (front and rear areas)	40°	40°

Permit Fees and Timelines:

Guest House permits may take **10 business days for each review cycle**. Please note that **the Planning Division must approve the project prior to any Building or Civil Engineering review** occurring.

The following tables summarize the building permit fees for most permits. Please refer to Chapter 18 of the Municipal Code for the complete set of requirements.

Review Fees*

Major Addition (More than 50% of Existing Sq. Ft.)	\$1,360.00 for 8 Hrs.
Additions (Less than 50% of Existing Sq. Ft.)	\$680.00 for 4 Hrs.
Accessory Structures	\$340.00 for 2 Hrs.
Additional Building Plan Review	\$170.00 per Hour
Stormwater Management Plan (SWMP) or Grading, Erosion, and Sediment Control Plan (GESC)	\$390.00 for 2 Hrs.
Phase III Drainage Report	\$390.00 for 2 Hrs.
Additional Civil Engineering Plan Review	\$195.00 per Hour
Stormwater Construction Permit Fee	\$300.00

**All review fees are based on the minimum hours required. Additional time will be charged at the hourly rate for additional plan review.*

Building Permit Fees

\$1.00 to \$2,000.00	\$20.00
\$2,001.00 and up	1% of Valuation

Service Expansion Fees

Building	\$.90 per Sq. Ft.
Garage/Swimming Pool/Spa	\$.40 per Sq. Ft.
Sport Courts	\$.10 per Sq. Ft.

***Use Tax (Paid to Arapahoe County)**

1/8th of 1% of the Valuation

**Use tax is not applied to electric permits, demo permits or building permits \$2,000 evaluation or under.*

Adopted Building Codes:

- International Building Code, 2021 Edition
- International Residential Code, 2021 Edition
- International Mechanical Code, 2021 Edition
- International Plumbing Code, 2021 Edition
- Fuel Gas Code, 2021 Edition
- International Energy Conservation Code, 2021 Edition
- International Fire Code, 2021 Edition
- Existing Building Code, 2021 Edition
- National Green Building Standards, 2020 Edition
- National Electrical Code, 2023 NEC

Building Permit Expiration:

Applications for building permits will be deemed abandoned ninety (90) days after the date of filing unless the permit has been pursued in good faith. Permits that have been issued shall become invalid if work is not commenced within ninety (90) days from the date the permit was issued or if the work authorized on-site is suspended or abandoned for a period exceeding ninety (90) days. It is the responsibility of the applicant to ensure that building permits are valid. No inspections or construction may occur if a building permit is expired.

Project Completion:

If the construction described in any building permit has not been completed to the point where a final inspection has been completed or a Certificate of Occupancy may be issued within eighteen (18) months of the date of issuance of such permit, the building permit shall expire and be deemed canceled by the building official. However, if a permit reaches its expiration, an extension of up to four months may be purchased if the applicant demonstrates a justifiable cause. Up to two (2) four-month extensions may be granted. Afterward, a new permit must be submitted, reviewed, approved, and issued for the remaining scope of work. An applicant may apply for extensions based on the following schedule:

1. 1st four-month extension: Fee of 25% of the original permit fee.
2. 2nd four-month extension: Fee of 50% of the original permit fee.

Construction Hours:

Monday through Friday	7:00 a.m. - 6:00 p.m.
Saturday	8:00 a.m. - 4:00 p.m.
Sunday and Federal Holidays	No Exterior Construction (<i>Interior construction is allowed within ENTIRELY enclosed structures from 8:00 a.m. - 4:00 p.m.</i>)

The construction hours handout with federal holidays listed can be found at [Applications and Helpful Handouts](#)

Inspections:

Inspection requests must be submitted online through the portals system.

All questions about inspection windows should be directed to the inspector, please see your permit for inspector contact information.

Applicants will be provided with an inspection checklist when a permit is issued (this inspection card must be present at the work site at the time of any building inspections). All inspections must be completed prior to issuing a Certificate of Occupancy or receiving final inspection approval. In addition, the following documents may be required during the inspection process to demonstrate code compliance:

1. If pre-manufactured trusses are used, a truss layout plan and stamped-engineered truss detail drawings must be submitted at the framing inspection.
2. A height survey in NAVD 88 datum with USGS elevations must be submitted prior to framing inspection.
3. A location survey indicating all site improvements and roof overhangs and eaves must be submitted prior to the final zoning inspection.
4. A height survey in NAVD 88 datum with USGS elevations measuring the highest point of the finished roof and any chimneys or projections must be submitted prior to the final zoning inspection.