



Shade Structure (Sun Shelter)

Description

This guideline is used when constructing a new sun shelter on a residential property.

To apply, use the “Shade Structure: Gazebo, Pergola, Shade-Shelter, Tiki” application on the CSS portal. Select the “Sun Shelter” option for type of work.

Who Can Apply

General Contractor (CGC), Building Contractor (CBC), Residential Contractor (CRC), or Owner/Builder.

Required Documents – always required

- Site Plan
- Architectural Structural Plan
- Impervious Surface Calculation Worksheet
- Burrowing Owl Gopher Tortoise Affidavit

Conditional Documents – may be required, subject to the details of the parcel and the scope of work

- Notice of Commencement
- Eagle Management Affidavit

Owner/Builder Documents

- Owner/Builder Affidavit

Private Provider Documents

- Notice to Building Official of Use of Private Provider
- Private Provider List of Building Inspections, if using plans review
- Private Provider Plan Compliance Affidavit, if using plans review

Review

- Building
- Zoning
- Environmental, if applicable



Inspections

- Notice of Commencement, if applicable
- Miscellaneous Final
- Debris, if using private provider
- Private Provider Compliance Report, if using private provider

Additional Notes

N/A