Pergolas, Gazebos and Pavilions

A **Project Checklist** for Homeowners & Contractors

Pergolas must be designed to have at least 50% roof covering open to air. This **project checklist** is not intended for roofs that accumulate a live load (snow).

The majority of building 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.

Type of Permit – One of the two below will be required

- **Zoning Permit:** Sheds 120sqft or less and do not exceed 10ft in height.
  - See figure 1.1 for Example site plan to be submitted.
- **Building Permit**: Manufactured or constructed shed more than 120sqft.

Pergola, Gazebos and Pavilion 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 before digging or anchoring.

3. Complete **SAFEbuilt Building Guide Carport and Patio Cover** required documents for your project.
4. Register on our online permitting software Community Connect.
   a. *Link located on Homeowners Page on the Town of Wellingtons 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 **'Car Port / Patio Cover'** & Category *'**Residential Alteration**'*

6. Upload **SAFEbuilt Building Guide Carport and Patio Cover required documents below to the online application** & submit.

Required Documents to upload/ include in your Online Application:

- ☐ Site or Plot Plan – 1.2 Example site plan.
- ☐ Complete **SAFEbuilt Patio Cover/ Carport Building Guide Page 5** - Cross section of pergola
- ☐ Pre-manufactured specifications showing compliance with local design criteria. *Please verify before purchasing.*

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	*		

Setback Requirements:

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 1.1- Town of Wellington Setback Chart

Deck and Patio Cover (Pergolas attached to principal structure)						
Zone	A	R-1	R-2	R-3	R-4	MH
Minimum Front yard	50 FT	50FT.	20 FT.	15 FT.	15 FT.	10 FT.
Minimum Side yard	20 FT.	20 FT.	7 FT.	7 FT.	5 FT.	5 FT.
Minimum Rear yard	10 FT.	10 FT.	10 FT.	10 FT.	10 FT.	10 FT.
Accessory Building (Free standing pergolas, gazebos and pavilions)						
Zone	A	R-1	R-2	R-3	R-4	MH
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 FT.
Minimum Rear yard	5 FT.	5 FT.	5 FT.	5 FT.	5 FT.	5 FT.

Drafting a Detailed Site Plan:

A site plan is a detailed drawing of your property, also known as a survey of your land. 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.

Drawing Must include

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

Drafting a Detailed Site Plan:

Draft a drawing of the proposed improvements to given lot.

List Measurements & Dimensional sizes:

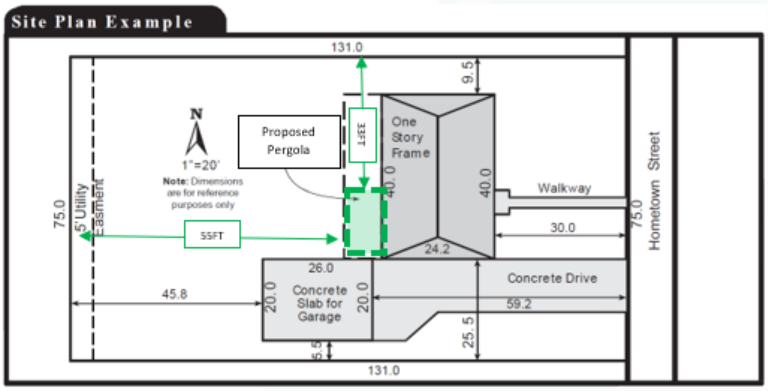
- Existing deck, porch, or concrete slab square footage
- Doorway or Windows - Cannot negatively impact the exit or egress from the existing building
- Type of materials proposed. Materials need to be naturally weather resistant, or pressure treated
- Post & beams connections footing dimensions
- Column dimensions (caissons and posts.)
- Size, length and spans of joist, beams, decking and footings

Drafting a Detailed Site Plan:

Figure 1.2 - Example Site Plan

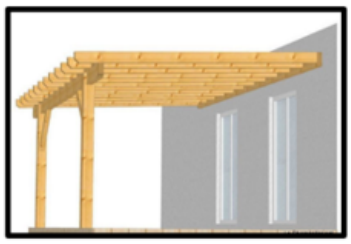
This drawing will need to be uploaded into your permit application on Community Connect.

1. Show patio cover in relation to the home.
2. Provide property measurements from patio cover to other structures, and property lines.

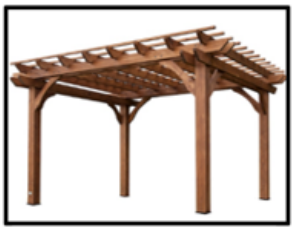


Determine Style of Structure

Pergolas must be designed to have a minimum of 50% roof covering open to air.



Attached to principal structure. Structures attached to building are required to be anchored through frost depth (minimum 30" below grade)

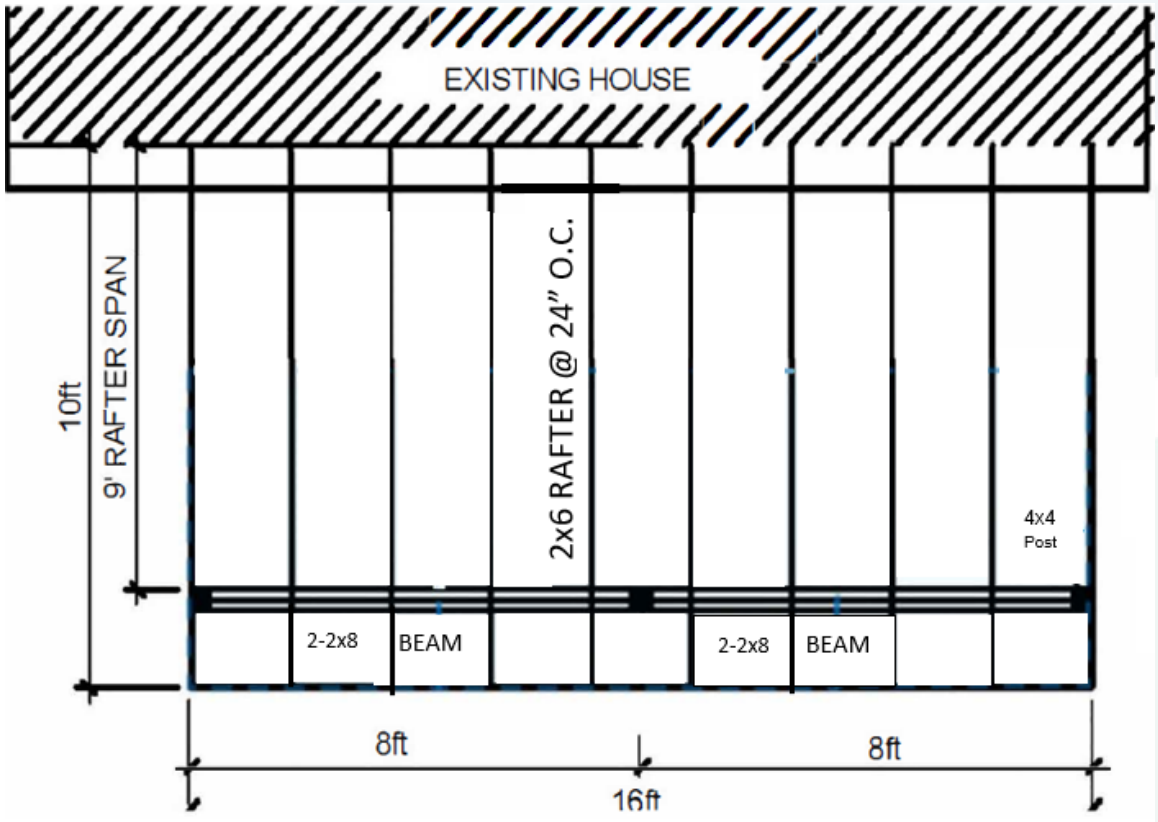


Free standing pergola, gazebo, pavilion.

Construction Details – Floor Plan

This will need to be uploaded to your Permit Application when applying on Community Connect

Figure 1.3



Pergola: Construction Details Free Standing

Pergolas must be designed to have a minimum of 50% roof covering open to air.

Pergolas are typically not designed to require a roof load to transfer to the supporting piers or footings, thus not requiring the construction to be designed for normal roof/snow loading.

Figure 1.4

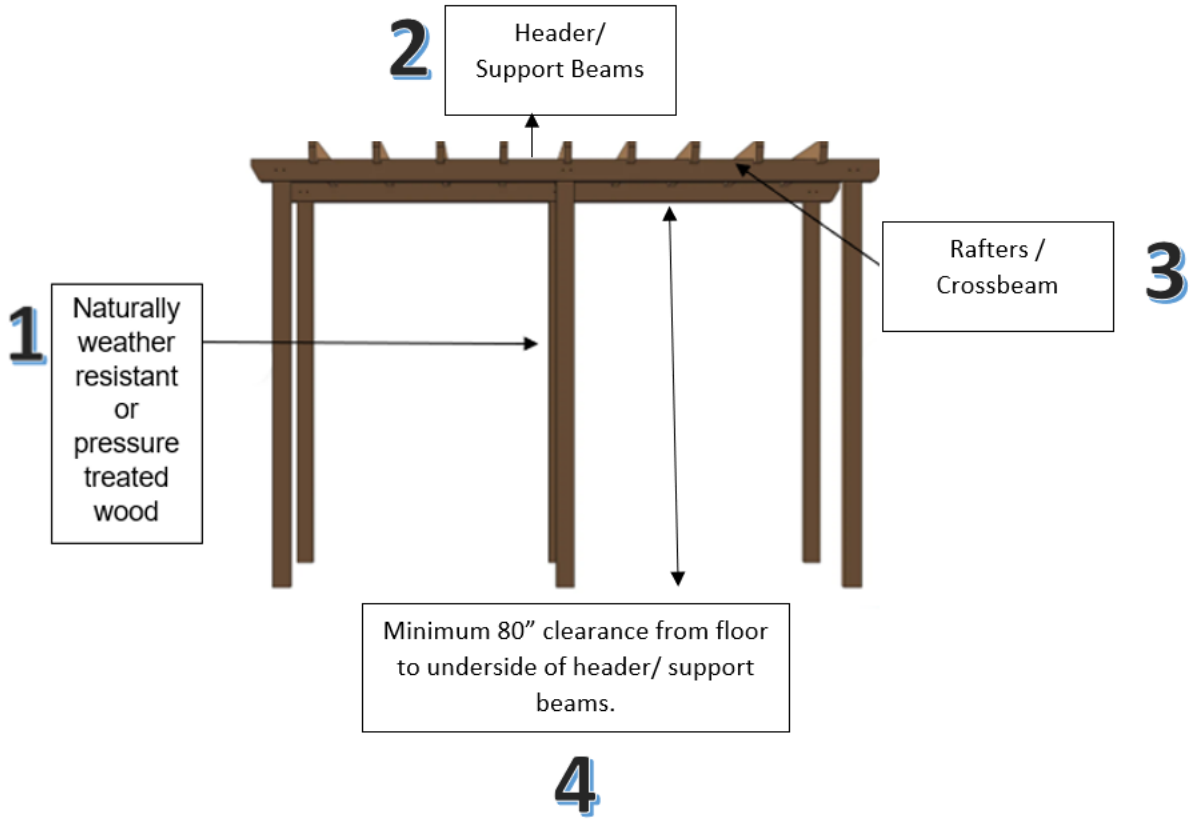
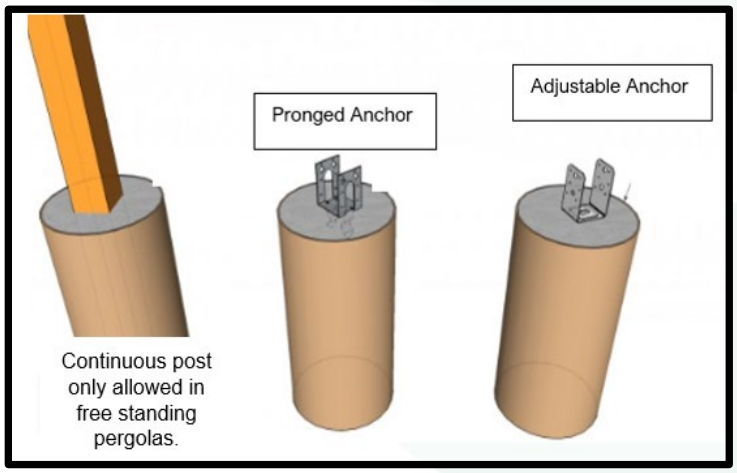


Figure 1.5



Pergola: Construction Details Attached to House

Pergolas must be designed to have a minimum of 50% roof covering open to air.

Pergolas are typically not designed to require a roof load to transfer to the supporting piers or footings, thus not requiring the construction to be designed for normal roof/snow loading.

Figure 1.5
Construction Details Image - Footings / Caissons

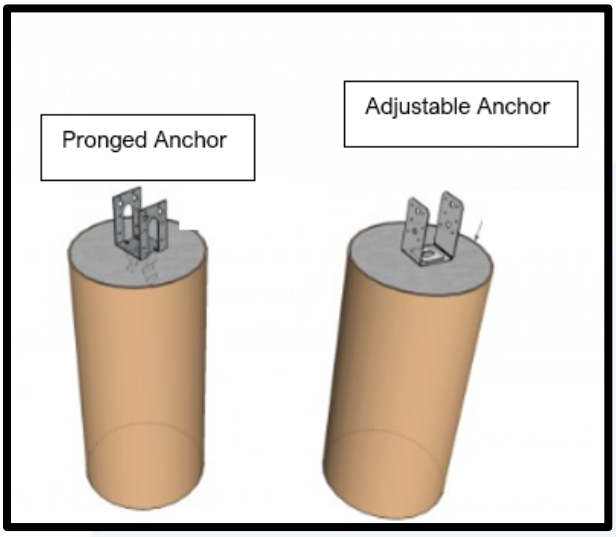
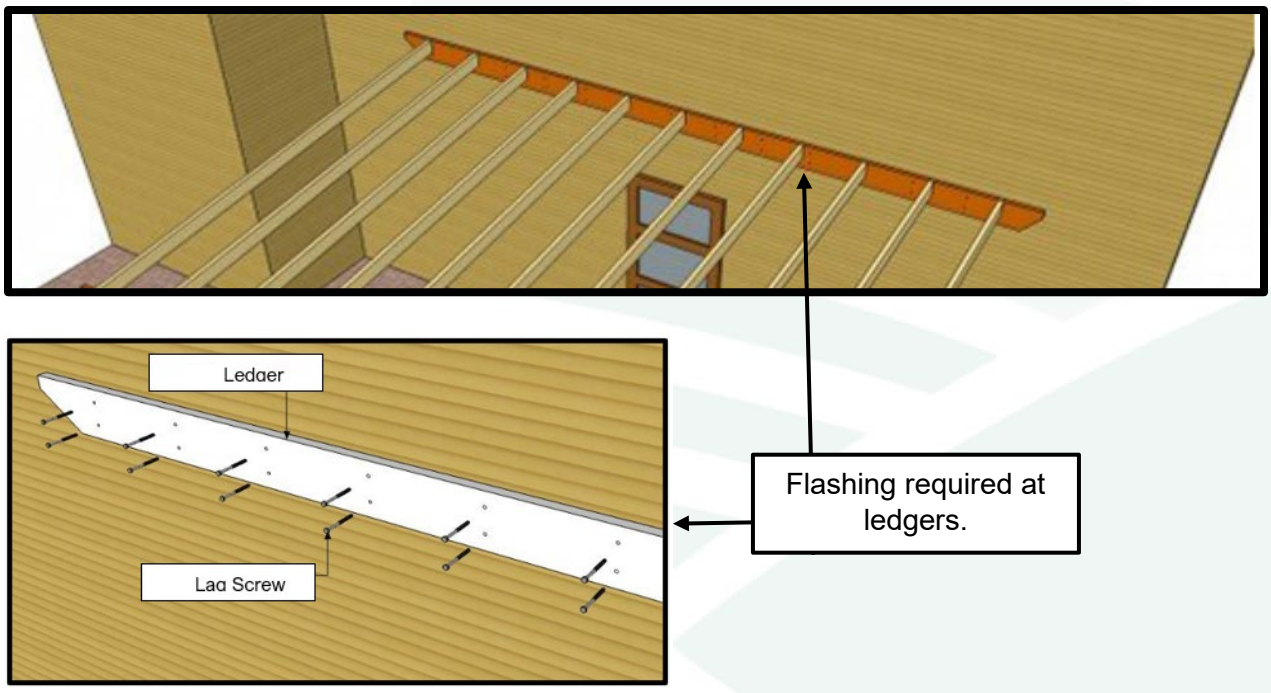
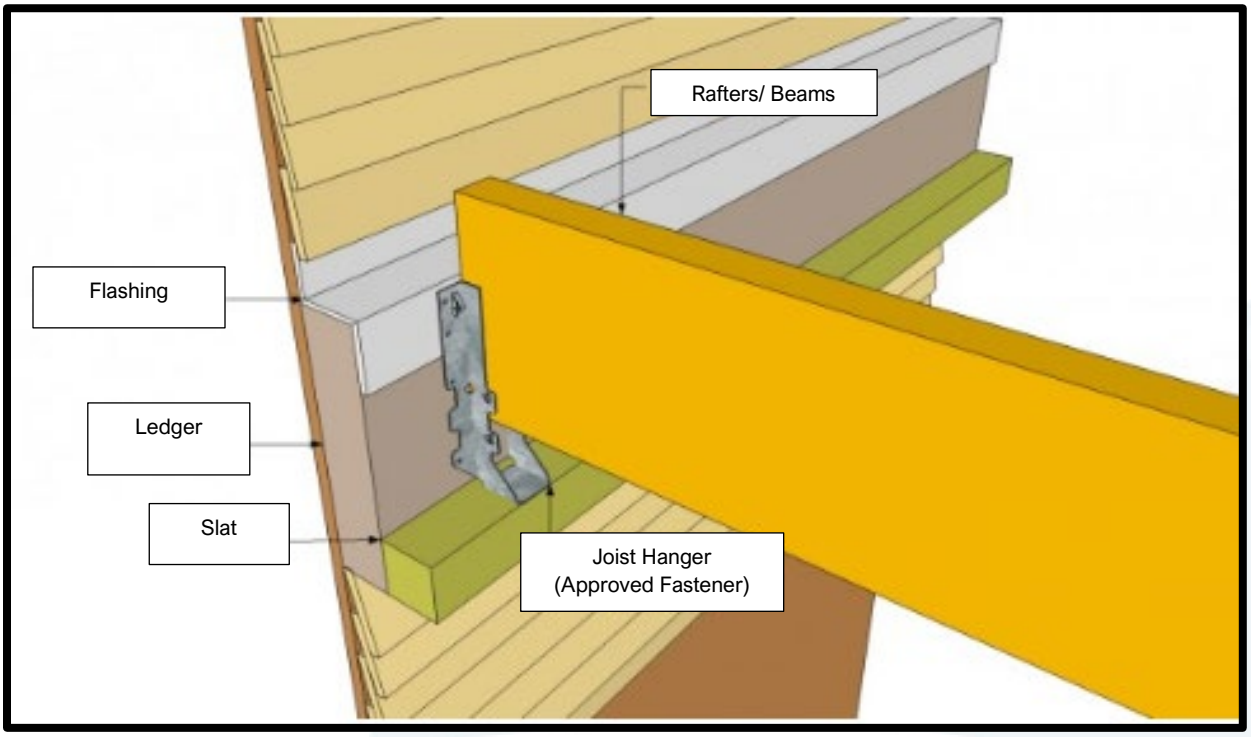


Figure 1.6
Example Construction Details Image - Ledger



Pergola: Construction Details Attached to House:

Figure 1.7 Image Example Construction Details Image



Inspections:

Typical accessory structure project will require the following inspections.

Construction Pergola or Gazebo

1. Setbacks
2. Footing
3. Frame & Rough Inspections: This inspection is made after roof, all framing, bracing, and fasteners are in place. If installing electrical components, a rough electrical inspection will be required.
4. Final Building Inspection: Scheduled after the structure is completed.

Manufactured Pergola or Gazebos

1. Setbacks
2. Final Building Inspections: Scheduled after the structure is completed and will include inspection of the anchoring system, Manufacturer specifications to be onsite at time of final inspection.

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.

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