



Boulder County  
Land Use Department  
Publications

## Conversion of an Existing Dwelling to an Accessory Structure

Land Use Department  
Courthouse Annex Building  
2045 13th Street  
PO Box 471  
Boulder, CO 80302

Building Safety &  
Inspection Services:  
t: 303-441-3926  
e: [building\\_official@bouldercounty.org](mailto:building_official@bouldercounty.org)  
w: [www.bouldercounty.org/lu](http://www.bouldercounty.org/lu)

Office Hours:  
8 a.m.-4:30 p.m. Mon., Wed., Thurs., Fri.  
10 a.m.-4:30 p.m. Tuesday

Building Permits can be applied for and  
issued until 4 p.m.

## Conversion of an Existing Dwelling to an Accessory Structure

### Deconstruction of an Existing Dwelling

In instances where a building permit to construct a new dwelling is obtained and there is an existing dwelling on the site, one of the following actions must be taken:

1. Convert the existing residence to an accessory building
2. Deconstruct the existing building.

The approved method for taking these actions is described below. ***Please be aware that the Certificate of Occupancy for the new dwelling cannot be approved until the existing dwelling has been deconstructed or converted.***

### Conversion of the Existing Dwelling to an Accessory Building

In order for the existing dwelling to meet the requirements for an accessory building, a separate permit must be obtained to remove cooking facilities and bathing facilities. In the kitchen the sink may remain, but the stove and electrical supply or gas supply to the stove must be removed. In a bathroom(s), the tub(s) and/or shower(s) must be removed, but the water closet and vanity sink may remain.

#### Kitchen

**Electrical:** The stove 220 amp outlet and branch wiring must be removed. If the wiring cannot be removed without removing finish materials, the conductors may be disconnected at the source and cut as short as possible in the appliance outlet box so that reconnecting the conductors is impossible

**Gas Piping:** The gas pipe branch line to the stove must be removed and capped at it's source using approved fittings.

#### Bathroom

**Electrical:** No alterations required

**Plumbing:** Branch hot and cold supply lines and branch drain lines to the tub and/or shower must be removed and permanently capped using approved fittings. Vent piping must be removed or permanently capped using approved fittings.

#### Inspection

Upon completion of the required work and prior to installing finish materials, an inspection must be scheduled to verify the building has been properly converted to an accessory building.

### Deconstruction of the Existing Dwelling

For information on required asbestos abatement and lead paint abatement, contact Boulder County Public Health at 303-441-1546.

#### Application

Prior to deconstructing the existing dwelling, an application must be submitted for a deconstruction permit. Submittal materials include the building permit application, two complete sets of printed plans, and a digital copy of the PDF files. Include a dimensioned site plan with the location of the building to be deconstructed clearly shown, and the County Deconstruction Waste Checklist.

#### Inspection

Once the permit has been issued, a pre-deconstruction inspection and a final deconstruction inspections must be scheduled.

**Pre-deconstruction inspection:** This inspection is scheduled prior to beginning the deconstruction work after the utilities have been safely disconnected.

**Final deconstruction inspection:** To be scheduled at the completion of the project after the site has been restored.

#### Phone inquiries may be made to the following offices:

Building Code Line: 303-441-2640  
Planning/Zoning 303-441-3930