



**MEMORANDUM**

TO: All property owners, builders, architects, and engineers

DATE: 7/25/2023

FROM: Heidi Benham, Manager, DPS Well and Septic

RE: Updates and clarification to plan review policy for accessory structures

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Detached structures accessory to single family dwellings can contribute to the use and enjoyment of residential properties. The purpose of this document is to clarify the applicable Well and Septic requirements based on the physical features of the structure and its potential use, regardless of the labeling or intended use of the structure at the time of building permit application. Well and Septic review of building permit applications for proposed accessory buildings shall be followed as outlined below. **Additionally, please consult with DPS Zoning to verify whether additional requirements or limitations may apply. This memo only applies to the Well and Septic reviews.**

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**Storage Buildings**

Please be advised of the following ‘legal’ definitions:

- Garage - a building or part of a building used to house, keep or repair a motor vehicle only.
- Shed - an outbuilding with a single story used for storage only (lawn equipment, lawn care items, bicycles, etc.).

Proposed garages, sheds, and similar structures, indicated or labeled ‘for storage’ shall meet all of the following criteria prior to consideration for approval by Well and Septic review staff:

- Single story
- Slab on grade foundation (no basement or crawlspace)
- Contains no habitable space (space in a building for living, sleeping, eating or cooking)

If a storage loft is included in the proposed building, then the following requirements must be met for Well and Septic approval:

- Maximum head space in the loft shall be seven (7) feet or less, AND
- Proposed stairs for loft access shall be located within the interior of the storage building (exterior stairs not acceptable)

If the proposed building includes a second floor with head space greater than seven (7) feet, OR has exterior stairs, then the structure shall be considered potential habitable space, and shall not meet the definition of a ‘storage building’ relative to Well and Septic review requirements. Please note, COMCOR 27A.00.01.03L(7) states that a “*guest house, bedroom or other habitable space in separate and detached buildings require separate on-site sewage disposal and on-site water supply systems.*”

## Pool houses

COMCOR 27A.00.01.03L(8), defines a pool house as a structure comprised of “*changing room, showers, toilet, lavatory.*” Further, a pool house “*may be connected to an existing system if the system meets standards for the dwelling, or it may need to be served by its own system of one initial and two recovery areas as determined by the Approving Authority if bedrooms or rooms that could serve as bedrooms or kitchen facilities are involved.*”

Therefore, if the proposed pool house includes any of the following spaces, then the structure shall not be labeled as or considered a pool house:

- Rooms that offer privacy and are potentially useable as bedrooms. An unconditioned equipment/storage room is acceptable.
- A kitchen or kitchenette. A wet bar limited to a single sink with no cooking appliances is acceptable. Outdoor areas containing cooking equipment is also acceptable.

If the structure does not meet the definition of a pool house, then it shall be necessary for the property owner to successfully complete the soils testing process to establish a sewage disposal area to serve the proposed accessory structure prior to consideration of Well and Septic approval. If the soils testing process is successful, the property owner shall obtain a septic permit to install a separate septic system to serve the accessory structure.

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***Appeals regarding Well and Septic staff review of building permit applications for accessory structures shall be submitted and processed in accordance with COMCOR 27A.00.01.16***

Updated 1/26/2024