



# APPLICATION FOR TELLER COUNTY BUILDING PERMIT FOR ON-SITE PROJECTS

(SIGNS, MINOR REPAIRS, RETAINING WALLS, ETC.)

Community Development Services Division - Building Department

719 - 687- 3048 Fax 719- 687- 5256 PO Box 1886 Woodland Park, CO 80866

**EVERY BLANK ON THIS APPLICATION MUST BE FILLED IN WITH INK !**

TYPE OF PROJECT: \_\_\_\_\_

**\*\*\*TELLER COUNTY COMMUNITY DEVELOPMENT SERVICES  
PLANNING DEPARTMENT SITE PLAN REVIEW APPLICATION\*\*\***

CONTRACTOR: \_\_\_\_\_ CONTRACTOR'S PHONE # \_\_\_\_\_

EMAIL: \_\_\_\_\_ TELLER COUNTY LICENSE #: \_\_\_\_\_

**APPLICATION MUST INCLUDE ALL OF THE FOLLOWING INFORMATION:**

- \_\_\_\_\_ 2 PLOT PLANS/ SITE PLANS (IF APPLICABLE)
- \_\_\_\_\_ 2 SETS OF PLANS - SEE SIDE 2
- \_\_\_\_\_ MAP TO THE PROPERTY
- \_\_\_\_\_ ENGINEERING (IF APPLICABLE)
- \_\_\_\_\_ **APPLICATION FEE OF \$50.00 (APPLICATION FEE NON-REFUNDABLE)**

**ZONING AND ACTUAL SETBACK INFORMATION REQUIRED**

Zoning of Property \_\_\_\_\_ Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_



**ORIGINAL SIGNATURES REQUIRED:** I, the undersigned, do hereby agree to conform to all requirements of the Teller County Building Code, and all other applicable code and statutes for construction, and all zoning and other ordinances relating to building and construction within this jurisdiction. By signing below, I (we) certify that the information provided on this application is correct, true, & accurate to the best of my (our) knowledge.

● GENERAL CONTRACTOR: \_\_\_\_\_  
SIGNATURE DATE  
(If more than one owner, all owners must sign application)

● OWNER OF PROPERTY: \_\_\_\_\_  
SIGNATURE (S) DATE

\_\_\_\_\_  
PRINT NAME(S)

## **SIGN PLANS MUST SHOW**

- \_\_\_ Detailed drawings showing design & construction of the sign. (Includes elevations)
- \_\_\_ Engineering for footing, wind load, anchorage detail & allowable horizontal or vertical stress.
- \_\_\_ All lighted signs must comply with the Teller County Land Use Regulations. See Section LI-20.

## **WINDOW/DOOR IMPROVEMENTS (ADDITIONS, ALTERATIONS, REMOVAL):**

- \_\_\_ Indicate location & whether windows are new or enlargements, & label the use of the rooms where the windows are located.
- \_\_\_ **BEFORE & AFTER FLOOR PLANS AND ELEVATIONS ARE REQUIRED**
- \_\_\_ Size & type of windows & height of sill from the floor. Indicate windows that will be tempered glass.
- \_\_\_ **PROVIDE FRAMING PLANS** (Identify header size and number of king/jack studs)  
(framing, sheathing, insulation, and window flashing inspections may be required.)

## **RETAINING WALL REQUIREMENTS**

- \_\_\_ All retaining walls over 4 feet in height (as measured from the bottom of the footing or base to the top of the wall) require a permit and corresponding engineering.
- \_\_\_ All retaining walls (regardless of height) that support a surcharge require a permit and corresponding engineering.

**NOTE:** An additional retaining wall can be placed a minimum of one and a half times the height of the previous wall away and to not be considered a one wall assembly.

## **SET BACK REQUIREMENTS:**

**\*A survey is required if the structure is placed within 5' of the required setback.**

### **R-1, R-1M zones**

- 25' from Front property line \*30'
- 15' from Side property line \*20'
- 30' from Rear property line \*35'

### **A-1 zones**

- 50' from All Property Lines \*55'

All property corners, and any intermediate points necessary, must be clearly marked at the time of the first inspection. Property corners must be marked with stakes tall enough to be easily viewed above vegetation or accumulated snow.

Setback requirements are measured at a 90° angle from the property line, the setbacks are measured from the relative position of the property line (i.e. the front setback is measured from the front property line, which is not necessarily the front of the building). If the property is abutting a road or road right of way this is considered a front and needs to meet the front yard minimum setback requirement. Be advised that improper placement of the structure will not be considered justification for the granting of a variance. If your structure is placed too close to the property line you may be required to move the structure, or purchase additional property.

**For additional information, please see the “Teller County Building Code” – available on our web page [www.co.teller.co.us](http://www.co.teller.co.us) or 800 Research Dr., Woodland Park, CO (719-687-3048)**