



APPLICATION FOR TELLER COUNTY BUILDING PERMIT FOR MODULAR, & MANUFACTURED HOMES PLACED ON PERMANENT FOUNDATION

FOR DEPARTMENTAL USE ONLY - DO NOT WRITE IN THIS AREA !

PERMIT # _____ DATE REC'D: _____

AMOUNT: _____ CASH/CHECK: _____ BY: _____

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

TYPE OF HOME: _____ FOUNDATION TYPE: _____
(CRAWLSPACE, FULL BASEMENT, ETC.)

CONSTRUCTION WITH AN ATTACHED GARAGE? (CIRCLE ONE): **YES** OR **NO**

PROJECT IN (CIRCLE ONE): TELLER COUNTY OR WOODLAND PARK OR VICTOR
(CITY LIMITS)

LEGAL DESCRIPTION: _____

ALL CONTRACTORS MUST BE LICENSED IN TELLER COUNTY !!!

T.C. LICENSE #	CONTRACTOR BUSINESS NAME	PHONE #
	GENERAL:	
	WELL PUMP ELECTRIC:	
	CERTIFIED INSTALLER:	
	EXCAVATOR:	
	FOUNDATION:	
	ELECTRICIAN:	
	GAS LINE:	
FILL IN BELOW FOR FULL BASEMENTS!		
	FRAME:	
	PLUMBER:	
	OTHER:	

**PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION FOR
MANUFACTURED HOME ON BASEMENT:**

WHAT IS THE TOTAL SQUARE FOOTAGE OF THE BASEMENT AND/OR GARAGE: _____

	BASEMENT	MAIN FLOOR	OTHER	TOTAL
FINISHED				
UNFINISHED				
GARAGE				
TOTAL				

INSULATION: I will install insulation (T.C.B.C.) to the following 'R' values:

Ceiling R- _____ Walls R- _____ Other _____

ZONING AND ACTUAL SETBACK INFORMATION REQUIRED

Zoning of Property _____ **Setbacks: Front** _____ **Side** _____ **Side** _____ **Rear** _____

HAVE YOU APPLIED OR VERIFIED THE PROJECT WITH YOUR SUBDIVISION'S COVENANTS AND/OR ARCHITECTURAL CONTROL?

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

OWNER OF PROPERTY: _____
SIGNATURE DATE

PRINT NAME

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_____	_____
Planning Department Approval	Flood Plain Map Number
COMMENTS: _____	

_____	_____
Environmental Health Dept. Approval	# of Bedrooms Approved for
COMMENTS: _____	

Submittal Date: _____	Staff Initials: _____

PERMIT CHECK LIST

THE FOLLOWING ITEMS NEED TO BE OBTAINED PRIOR TO OR IN CONJUNCTION WITH SUBMITTAL OF THE BUILDING PERMIT APPLICATION TO THE BUILDING DEPT:

- 1) _____ COPY OF THE DRIVEWAY PERMIT OR 1a) _____ COPY OF TRANSPORTATION
_____ DRIVEWAY PERMIT APPLICATION OR PERMIT OR TRANSPORTATION
_____ CITY LIMITS OF WOODLAND PARK/VICTOR CONTRACTOR & PHONE
NUMBER: _____
- 2) _____ COPY OF SEPTIC PERMIT OR
_____ SEPTIC PERMIT APPLICATION OR
_____ A COPY OF SEWER TAP RECEIPT
- 3) _____ FOR PROPERTIES LOCATED IN THE CITY OF WOODLAND PARK, CITY PROJECT
APPROVAL IS REQUIRED (719-687-9246, 220 W. SOUTH AVE., W.P.).
_____ FOR PROPERTIES LOCATED IN THE CITY OF VICTOR, CITY PROJECT APPROVAL IS
REQUIRED (719-689-2284, 500 VICTOR AVE., VICTOR).

THE ABOVE & FOLLOWING INFORMATION MUST BE SUBMITTED WITH THE COMPLETED BUILDING PERMIT APPLICATION:

- 4) _____ \$50.00 APPLICATION FEE (FEE WILL BE CREDITED TO THE TOTAL PERMIT FEE).
(APPLICATION FEE IS NON-REFUNDABLE)
- 5) _____ 2 COMPLETE DETAILED SETS OF FLOOR PLANS INCLUDING ALL MANUFACTURES
INSTALLATION SPECIFICATION'S & DRAWINGS SHOWING THE EXTERIOR BUILDING
ELEVATIONS ON **ALL 4 SIDES** INCLUDING DOORS & WINDOWS IF ON A BASEMENT.
- 6) _____ 2 SETS OF FOUNDATION ENGINEERING, ONE MUST BE A STAMPED ORIGINAL DATED
WITHIN THE LAST 12 MONTHS. **NOTE:** A 3rd SET WILL BE REQUIRED ON THE JOB-SITE
WHEN A TEMPORARY (FLOATER) PERMIT IS PULLED. **FLOATERS WILL BE ISSUED
FOR PERMITS WITH FULL BASEMENTS ONLY – NOT FOR CRAWLSPACES!**
- 7) _____ ONE STAMPED ORIGINAL SOILS REPORT DATED WITHIN THE LAST 12 MONTHS.
- 8) _____ 2 PLOT PLANS/SITE PLANS MEETING REQUIREMENTS OF SEPARATE SITE PLAN
CHECK LIST. **NOTE:** A 3rd SITE PLAN WILL BE REQUIRED ON THE JOB-SITE WHEN A
TEMPORARY (FLOATER) PERMIT IS PULLED.
- 9) _____ MAP TO THE PROPERTY FROM THE NEAREST CITY. IF THE PROPERTY IS BEHIND A
LOCKED GATE, PLEASE PROVIDE A KEY OR COMBINATION _____.
- 10) _____ COLORADO STATE CERTIFIED HOMES (U.B.C): A LETTER MUST BE PROVIDED FROM
THE MAUFACTURER OF THE HOME THAT STATES THE FOLLOWING INFORMATION:
1)THE STRUCTURE HAS A ROOF WITH A MINIMUM 40LB. LIVE LOAD, 2) THE MODEL
NUMBER AND/OR SERIAL NUMBER, AND 3) THE OWNER'S NAME AND LEGAL
ADDRESS WHERE THE HOME WILL BE PLACED.
- 11) _____ H.U.D.: A LETTER FROM THE MANUFACTURER MUST BE PROVIDED THAT STATES THE
FOLLOWING INFORMATION: 1) THE MINIMUM ROOF LIVE LOAD, 2) THE MODEL
NUMBER AND/OR SERIAL NUMBER, 3) THE OWNER'S NAME AND LEGAL ADDRESS
WHERE THE HOME WILL BE PLACED.

ALL COLORAD O STATE CERTIFIED UNITS MUST HAVE AN INSIGNIA IN COMPLIANCE WITH THE STATE OF COLORADO FACTORY BUILT HOUSING CONSTRUCTION CERTIFICATION CODE (§ CCR 1302-3).

FOR INFORMATION ONLY:

THESE ITEMS WILL BE REVIEWED UPON SUBMITTAL OF PLANS:

PLEASE NOTE: A CUSTOMER ORDER FORM IS NOT AN OFFICIAL DOCUMENT THAT IS ACCEPTABLE FOR SUBMITTAL!!

- Project may need engineering, Environmental Health approval, Planning approval, or Fire Department approval.
- The home is certified pursuant to the ‘National Manufactured Housing Construction & Safety Standards Act of 1974’ – Effective June 15, 1976 (Homes constructed after June 15, 1976, comply with the national standard) **AND**
- Homes being placed in R-1M, A-1, and mobile home park zones with a 30lb. Live load roof must have the red H.U.D. label stating the home has been constructed & inspected in compliance with H.U.D. standards.
- Architect or engineer stamp & signature when required by state statutes.

Separate permits are required for Electric, Mechanical (gas), and Plumbing (if applicable).

-If any alteration or addition to the home, or an attached deck is added, **ENGINEERING IS REQUIRED!**

Basement plans must show:

- Proposed calculations of floor area.
- Proposed use for all rooms.
- Window & door schedule with glass/glazing calculations.
- Structural drawing must show framing layout, spacing, material specifications, and design loads.
- Plans must be organized, to scale, and have dimensions to enable area & height calculations.
- Full stair & deck detail if applicable.
- All 4 exterior building elevations.

-It is understood that the Teller County Building Dept. will inspect the footing & foundation for steel & all other requirements as specified. It is further understood that all engineering requirements specified by the architect/engineer must be complied with & Teller County is not responsible.

-Roofing-ice & water protection must comply with the requirements of the 1994 U.B.C., chapter 15 and tables 15-B-1 & B-2 (underlayment – severe climate). It is understood that Teller County will not inspect this installation.

-Damp-proofing must comply with section 1402.4, 1994 U.B.C. Teller County does not inspect this installation.

-Sheet rock must be installed in accordance with section 105.5.5 & section 2511. 1994 U.B.C. Teller County does not inspect this installation.

SET BACK REQUIREMENTS:

***A full boundary 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 “Guide to Building” and the “Teller County Building Code” – available on our web page www.co.teller.co.us or 540 Manor Court, Woodland Park, CO (719-687-3048)

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