



APPLICATION FOR TELLER COUNTY BUILDING PERMIT FOR MOBILE HOMES ON TIE-DOWNS

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 !

MAKE & MODEL: _____ YEAR: _____ SIZE: _____

CIRCLE ONE: U.B.C. H.U.D OR OTHER: _____

NUMBER OF BEDROOMS: _____ NUMBER OF BATHROOMS: _____

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

PERSONAL PROPERTY OR MOBILE HOME PARK? PARK: _____ LOT: _____
(CIRCLE ONE)

LEGAL DESCRIPTION: _____

ALL CONTRACTORS MUST BE LICENSED IN TELLER COUNTY !!!

T.C. LICENSE #	CONTRACTOR BUSINESS NAME	PHONE #
	STATE INSTALLER:	
	WELL PUMP ELEC:	
	EXCAVATOR:	
	ELECTRICIAN:	
	MECHANICAL/GAS:	
	WOODSTOVE/FIREPLACE:	

ZONING AND ACTUAL SETBACK INFORMATION REQUIRED

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

ISSUANCE OF A PERMIT FOR THIS PROJECT BY TELLER COUNTY DOES NOT SUSPERSEDE COMPLIANCE WITH ANY SUBIDIVISON'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
(If more than one owner, all owners must sign application)

PRINT NAME

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Planning Department Approval

Flood Plain Map Number

COMMENTS: _____

Environmental Health Dept. Approval

of Bedrooms Approved for

COMMENTS: _____

PERMIT CHECK LIST Submittal Date: _____ Staff Initials: _____

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**
_____ DRIVEWAY PERMIT APPLICATION **OR**
_____ CITY LIMITS OF WOODLAND PARK/VICTOR
- 2) _____ COPY OF SEPTIC PERMIT **OR**
_____ SEPTIC PERMIT APPLICATION **OR**
_____ A COPY OF SEWER TAP RECEIPT *
- 3) _____ COPY OF TRANSPORTATION PERMIT OR
_____ TRANSPORTATION CONTRACTOR: _____ PHONE NUMBER: _____
- 4) _____ 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:

- 5) _____ \$82.00 PERMIT & APPLICATION FEE. (APPLICATION FEE NON-REFUNDABLE)
- 6) _____ 2 COMPLETE DETAILED SETS OF FLOOR PLANS & DRAWING TO SHOW THE EXTERIOR BUILDING ELEVATIONS ON ALL 4 SIDES.
- 7) _____ HOME MUST HAVE THE RED H.U.D LABEL AND CERTIFICATION SHOWING THE HOME WAS BUILT TO THE NATIONAL MANUFACTURED HOUSING CONSTRUCTION & SAFETY STANDARDS ACT OF 1974 WHICH BECAME EFFECTIVE ON JUNE 15, 1976.
OR:
U.B.C. HOMES MUST HAVE OFFICIAL DOCUMENTATION OF THE MANUFACTURED DATE & MANUFACTURED SPECIFICATIONS WITH THE MINIMUM OF A 40lb. LIVE LOAD ROOF LISTED.
- 8) _____ MANUFACTURED SEPECIFICATIONS/VERIFICATION OF ROOF LIVE LOAD.
- 9) _____ 2 PLOT PLANS/SITE PLANS MEETING REQUIREMENTS OF SEPARATE SITE PLAN CHECK LIST. *
- 10) _____ MAP TO THE PROPERTY FROM THE NEAREST CITY. IF THE PROPERTY IS BEHIND A LOCKED GATE, PLEASE PROVIDE A KEY OR COMBINATION _____.
- 11) _____ COPY OF TITLE OR PROOF OF SALE

* ITEMS MAY NOT BE REQUIRED IN MOBILE HOME PARKS*

ALL COLORADO 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!**
- All decks, landings, porches, stairs, etc. must comply with the 1997 U.B.C. section 509 & section 1006.
- A deck and stair informational handout is available at the building department upon request.
- A detached 3' x 3' up to a 4' x 8' landing may be permitted with the mobile permit without an additional fee.
- All decks 120 square feet or larger, and any deck/landing over 30" above the ground will require a separate permit.
- A state permit and a county permit for transportation are also required.
- The state requires that an authentication certification form is completed each time a title is transferred or anytime a mobile home is moved. This form is available at the Assessor's office, 337 E. Bennett Ave. (Court house), Cripple Creek, (719)–689-2941.

SET BACK REQUIREMENTS:

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

R-1, R-1M zones	A-1 zones
25' from Front property line *30'	50' from All Property Lines *55'
15' from Side property line *20'	
30' from Rear property line *35'	

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 or 540 Manor Court, Woodland Park, CO (719-687-3048)