



**APPLICATION FOR TELLER COUNTY BUILDING PERMIT
FOR ON-SITE PROJECTS
(DECKS, SIGNS, MINOR REPAIRS, RETAINING WALLS, ETC.)**

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 PROJECT: _____

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

LEGAL DESCRIPTION: _____

CONTRACTOR: _____

CONTRACTOR'S PHONE #: _____ TELLER COUNTY LICENSE #: _____

APPLICATION MUST INCLUDE ALL OF THE FOLLOWING INFORMATION:

- _____ WOODLAND PARK/VICTOR CITY APPROVAL (IF PROJECT IS WITHIN CITY LIMITS)
- _____ 2 PLOT PLANS/ SITE PLANS MEETING REQUIREMENTS OF SEPARATE SITE PLAN CHECK LIST. (ON SIDE 2 OF COVER SHEET, PLEASE OBTAIN FROM STAFF.)
- _____ 2 SETS OF PLANS (DECKS, SIGNS, & WINDOW IMPROVEMENTS – SEE SIDE 2)
- _____ MAP TO THE PROPERTY
- _____ ENGINEERING IF APPLICABLE (SIGNS, DECKS ATTACHED TO MANUFACTURED HOMES)
- _____ APPLICATION FEE OF \$100.00. (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

DATE

PRINT NAME

DECK PLANS MUST SHOW:

- ___ Complete footing detail.
- ___ Full details (dimensions, total square footages, spacing, material type & size, etc.) of: the attachment to the home, decking, handrails, guard rails, pickets, steps, ledgers, & beams.
Elevation drawings for all sides of the deck if built above the 1ST story level
- ___ If deck is attached to a manufactured home or mobile home, ATTACHMENT ENGINEERING IS REQUIRED!
- ___ If deck has a hot tub or other concentrated loading, Engineering will be required.

SIGN PLANS MUST SHOW (PLEASE OBTAIN A SIGN INFORMATION HANDOUT):

- ___ Detailed drawings showing design & construction of the sign.
- ___ 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 IMPROVEMENTS (FOR NEW AND ENLARGEMENTS OR EXISTING WINDOWS):

- ___ Indicate location & whether windows are new or enlargements, & label the use of the rooms where the windows are located.
- ___ Size & type of windows & height of sill from the floor. Indicate windows that will be tempered glass.
- ___ Header size (frame inspection required).

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

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Planning Department Approval

Flood Plain Map Number

COMMENTS: _____
