

Submittal Requirements for Building Permit Application Manufactured Homes:

Address Verification & Driveway Inspection: Required prior to building permit submittal. Permits can be obtained at the Building Department. If there is an existing driveway, it is required that an inspection be performed by a Road & Bridge designee. Any existing address must be verified by the Department of Planning and Zoning.

State Highway Access: If access is taken from a state highway, please contact the Colorado Department of Transportation @ 1-800-999-4997 Monday through Friday, 8 a.m. to 5 p.m. for highway access permit information.

Evidence of Ownership: Recorded deed from the Clerk & Recorder's Office; & title or bill of sale of the MFG-Home indicating model year and specific construction standard (HUD, UBC or IRC).

Registered Installers & Certified Installers: Installers must be registered or certified as a manufactured home installer by the Colorado State Division of Housing. Individual home & property owners are allowed to install no more than 1 manufactured home in any 12-month period without meeting the installer registration requirements.

Flood Elevation Certificate: If your property is located within a designated flood hazard area, completed application for Flood Damage Prevention Permit must be completed accompanied by completed FEMA Pre-Construction Elevation Certificate Application with building photographs. Before issuance of the certificate of occupancy a Finished Construction Elevation Certificate must be submitted. Both sets must be wet stamped by an engineer, licensed in the state of Colorado or a registered land surveyor. Questions may be directed to Don Moore, County Engineer @ 719-276-7460.

Evidence of Water: A recent water bill from a public entity. If a well is being considered: Submit a copy of an active well permit. Before issuance of the certificate of occupancy a copy of a well construction & test report or driller's log must be submitted.

Evidence of Sanitation: A sewer tap contract (before issuance of the certificate of occupancy, a recent sewer bill from a public entity is required), recent sewer bill from a public entity, or a county septic permit.

Plot Plans: Plot plan must contain the following: Configuration of lot & all property dimensions; location on lot & the dimensions of all structures; identify each structure as "existing" or "proposed"; setback distances from proposed structures to all property lines & to any existing buildings; location & name of any public or private roads which adjoin or trespass property; location that driveway enters property from public or private road & north arrow clearly visible.

Foundation Design: Foundation designs must be prepared, signed, dated, & sealed by an engineer or architect licensed in the State of Colorado & must identify the client's name & construction address on every page submitted. Where the Department of Planning & Zoning allows placement of a single wide unit, manufacturer's installation instructions are acceptable.

Floor Plan: Floor plan must identify the dimensions & intended use of all habitable floor space.

Additions, Alterations & Repairs: Additions, alterations & repairs to factory built, manufactured or mobile homes, shall require all construction plans to be prepared, signed & sealed by an engineer licensed by the state of Colorado. Attachment of 2 or more homes will not be permitted. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared, signed & sealed by an engineer licensed in the State of Colorado.