

BUILDING PERMIT APPLICATION



551 Hot Springs Boulevard
 Post Office Box 1859
 Pagosa Springs, CO 81147
 970.264.4151 (phone)
 970.264.4634 (fax)

**Town of Pagosa Springs
 Building Department**

SUBMISSION DATE: _____

*PROJECT ADDRESS _____ ZONING _____

SUBDIVISION: _____ BLOCK: _____ LOT(S): _____ *PARCEL#: _____

BUILDING'S USE: _____

***CONSTRUCTION INFORMATION**

RESIDENTIAL COMMERCIAL OCCUPANCY _____ (Office use) CONSTRUCTION _____ (Office use)

BUILDING TOWER RETAINING WALL OVER 4' HIGH STORAGE SHED >120 sq ft

FENCE OVER 6' HIGH DETACHED RESIDENTIAL GARAGE / SHOP DECK >30" ABOVE GRADE

FACTORY BUILT MODULAR HUD/ MOBILE (Year Built _____) Park Set Permanent Foundation)

NEW REPAIR / REMODEL ADDITION OTHER (SPECIFY) _____

***BUILDING INFORMATION** (include items affected by permitted work only please)

Basement _____ sq. ft.	Each Additional Floor _____ sq. ft.	Water: <input type="checkbox"/> PAWS <input type="checkbox"/> Well- SJBHD
1 st FLOOR _____ sq. ft.	Building Height _____ ft.	No. of Water Closets _____
2 nd FLOOR _____ sq. ft.	Number of Stories _____	No. of Lavs/ Sinks _____
Garage _____ sq. ft.	Type of Sewage: <input type="checkbox"/> Public <input type="checkbox"/> Septic	No. of Showers/ Tubs _____
Covered Porches _____ sq. ft.	Sewage Authority:	Flood Zone <input type="checkbox"/> N <input type="checkbox"/> Y (Elevation Cert required)
Decks _____ sq. ft.	<input type="checkbox"/> PAWS <input type="checkbox"/> Town of Pagosa <input type="checkbox"/> SJBHD	Aviation Easement <input type="checkbox"/> N <input type="checkbox"/> Y

*PROPERTY OWNER'S NAME(S): _____

*OWNER'S MAILING ADDRESS: _____ *PHONE# _____

*TENANT'S NAME: _____ *PHONE# _____

*CONTRACTOR: _____ * COMPANY NAME: _____

*WORK PERMIT# _____ * MHIP INSTALLERS CERT# (modular & mobile home sets) _____

*ADDRESS: _____ *PHONE# _____ CELL# _____

*PROJECT DESIGNER _____ *COMPANY NAME _____

*CO. LICENSE # (ARCH. /ENGINEER) _____ *PHONE # _____ *EMAIL _____

***VALUATIONS AND FEES**

FINISHED SPACE COST: \$ _____	PLAN REVIEW FEE: Collected at application submission. \$ _____
UNFINISHED SPACES: \$ _____	DATE PAID: _____
(no interior walls or wall finish)	RECEIVED BY: _____
ATTACHED GARAGES: \$ _____	IMPACT FEES: Collected at permit issuance. \$ _____
COVERED PORCHES: \$ _____	DATE PAID: _____
DECKS: \$ _____	RECEIVED BY: _____
TOTAL VALUATION: \$ _____	BUILDING PERMIT FEE: Collected at application submission \$ _____
	DATE PAID: _____
	RECEIVED BY: _____

*APPLICANT NAME (PRINT) _____

*APPLICANT SIGNATURE _____ DATE _____

*DENOTES REQUIRED INFORMATION

NOTE: TWO (2) COMPLETE SETS OF DRAWINGS MUST BE SUBMITTED & PLAN REVIEW FEES MUST BE PAID BEFORE PLANS CAN BE ACCEPTED FOR REVIEW. ONCE PLANS ARE APPROVED AND PRIOR TO PERMIT ISSUANCE, IMPACT FEES ARE DUE.



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**Town of Pagosa Springs
 Building Department**

Building Permit Application Instructions

- STEP 1:** Determine if your property is within the Pagosa Springs Town Limits first. You can view the zoning map on the town web site at www.townofpagosasprings.com the Documents or Building Department link –**OR-** You can contact the Archuleta County assessor's office at 264-5656 –**OR-** the Town of Pagosa Springs Planning Dept. at 264-4151 ext 225. If you **ARE** in the town limits go to Step 2 otherwise contact the Archuleta County Building Department for permit information at (970) 264-1390 or visit their web site at <http://www.archuletacounty.org/>
- STEP 2:** Determine if your proposed project is compatible with the zoning requirements of the property and that the building envelope is within the required set backs of that zoning district. **Please note that all projects that require minor or major subdivisions, PUDs, projects within the Historic District, and projects requiring design review must be reviewed and approved by the Town Planning Commission PRIOR to submission for a building permit. Please contact the Town Planning Dept. for information regarding submission requirements.** Concurrent building permit reviews may be done on a case by case basis.
- STEP3:** Ensure that the plans are **complete** by reviewing the Plan Submission Requirements for either Residential or Commercial applications. These are available at the town hall or on the town website at www.townofpagosasprings.com the Documents or Building Department link. Please also ensure that the 2 sets of plans are identical and each set is bound. **Incomplete plans will be returned without being reviewed.**
- STEP 4:** Complete the Building Permit Application. These can be obtained at the town hall Building Dept. or on the town web site at www.townofpagosasprings.com the Documents or Building Department link.
- STEP 5:** Bring 2 complete sets of plans and the completed application to the Building Department to have the Special Approvals stamp placed on the front sheet each set. The plans examiner will check off the left hand box of the sign off block indicating which agencies require a review of the plans prior to approval of the building permit. The Building Department will contact each of the entities and have them approve the plans and initial and date the appropriate line of the sign off block if they choose to review the plans. This process is only for building plan review and approval of the plans by any entity does not ensure that all the requirements of the entity have been fulfilled. Please contact each entity for additional requirements.
- STEP 6:** Please be prepared to pay the **Plan Review Fee** (Commercial Building permits submitted under the IBC only) at the time of building permit & plan submission. The **Impact Fees** must be paid prior to the issuance of a building permit. The **Building Permit Fees** must be paid at time of Permit application submission. Plans are reviewed on a first come first served basis. **NO EXCEPTIONS!** Every project is as important as the next when trying to expedite the plan review process and review times are based on the number of projects currently submitted which are waiting for review. You or your representative will be contacted as soon as the plans are ready for pick up for corrections or approved for permit.

PAGOSA SPRINGS BUILDING & PLANNING DEPARTMENT				
SPECIAL APPROVALS	OK	INITIAL	DATE	NOTES
ROAD & BRIDGE				
HEALTH DEPT.				
FIRE DEPT.				
ELECTRIC CO.				
GAS CO.				
PHONE CO.				
PAGOSA SANITATION				
P.A.W.S.				
PLANNING/ZONING				
HISTORIC				

Archuleta County Road & Bridge Department (970)-264-5660
1122 Highway 84 South, Pagosa Springs, Colorado 81147

Utilities Locate "Free Service" 1-800-922-1987

La Plata Electric Association (970)-247-5786
603 South 8th Street, Pagosa Springs, Colorado 81147

Source Gas (Natural Gas Service) 1-800-563-0012
457 Lewis Street, Pagosa Springs, Colorado 81147

Century Tel (Telephone) (970)-264-4144
Lewis Street, Pagosa Springs, Colorado 81147

Pagosa Area Water & Sanitation District (PAWSD) (970)-731-2691
100 Lynn Ave. (off Lake Forrest Drive), Pagosa Springs, Colorado 81147

Pagosa Springs Sanitation District (970)-264-4151 x230
551 Hot Springs Blvd. in Town Hall, Pagosa Springs, Colorado 81147

USA Cable (970)-731-2211
400 County Road 600 (Piedra Road), Pagosa Springs, Colorado 81147

Archuleta County Building Department (970)-264-1390
1122 Highway 84 South, Pagosa Springs, Colorado 81147

Colorado State Plumbing Board (303)-894-2300
Department of Regulatory Agencies
1580 Logan St. Ste #550, Denver, Colorado 80203-1941
Inspection Requests (Plumbing & Gas): Tim McAvoy

Colorado State Electrical Board (303)-894-2300
Department of Regulatory Agencies
1580 Logan St. Ste #550, Denver, Colorado 80203-1941
Inspection Requests (Electrical): Kelly Stockwell

San Juan Basin Health Department (970)-264-2673
(Food Service Permits, Septic Systems Permits & Inspections)
502 South 8th Street, Pagosa Springs, Colorado 81147

Pagosa Fire Protection District (970)-731-4191
191 N Pagosa Blvd., Pagosa Springs, Colorado 81147

Colorado Department of Health & Environment (303)-692-3517
Water Quality Permitting for the Construction Industry
General Permits- Matt Czarhor (303) 692-3575