



Town of Pagosa Springs
551 Hot Springs Boulevard
Post Office Box 1859
Pagosa Springs, CO 81147
Phone: 970.264.4151
Fax: 970.264.4634

Project Name: _____
Project Address: _____

Building Permit Pre-Application Checklist

For each building permit, the following checklist must be completed by the owner or owner's authorized agent for the project which acknowledges the following on behalf of the applicant. Check the box in front of each item and initial and date below to indicate your understanding and acknowledgement. **No building permit application will be accepted by the Town of Pagosa Springs without this complete checklist.**

- I am eligible to receive a free pre-application conference with the Planning and Building Departments to receive non-binding feedback and information on my proposed project. This conference is highly encouraged by Town Staff, especially for complex projects and for those unfamiliar with the Town's process.

- An application shall not be considered complete until all building permit fees, plan review fees, impact fees, a complete set of plans (two printed sets and one electronic set and a site plan) in compliance with submittal requirements are submitted to the Town of Pagosa Springs. Impact Fees are calculated according to use, square footage, and project type.

- If the project is within the Pagosa Springs Sanitation General Improvement District (PSSGID), the GID will be notified to evaluate your project for any potential changes in equivalent units (EUs). This may result in an increase in monthly sewer fees and/or additional Plant Investment Fees.

- Inspections by the Planning Department and Building/Fire Safety Department will be required to ensure adherence to building codes, fire safety codes, and municipal codes. Access to the property must be made available for this purpose. I understand that the entire project shall comply with all building and land use development code provisions prior to issuance of a certificate of occupancy.

- If you are operating a business, you will need to:**
 - Obtain a Town of Pagosa Springs Business License prior to opening.
 - If you are operating a business that serves food, you will need to contact the San Juan Basin Health Department prior to opening.
 - Any signs on the property will need to be approved by the Town of Pagosa Springs Planning Department.

_____ The applicant must contact local utilities for service prior to issuance of the building permit. This includes, but is not limited to, Black Hills Energy (gas), La Plata Electric Association (LPEA), PAWSD (Pagosa Area Water and Sanitation District).

_____ I must contact the Public Works Department prior to connecting to any roadway or alley. Any work conducted within the public right of way requires a road cut permit, even if work is being conducted in unimproved shoulder areas.

_____ I understand that if the project is in a Historic District or is a designated landmark or building that I may be required to meet additional regulations and review prior to starting the project.

_____ I understand that no building permit will be issued if the applicant has an active code violation.

_____ I have received approval from my Homeowners' or Property Owners' Association and I certify that the project meets the covenants, codes and restrictions of the subdivision.

_____ My project will be evaluated by Planning Department staff for proper zoning, allowable use, floodplain considerations, proposed site improvements (e.g. lighting, setbacks, drainage, utilities, etc.). Depending on the scope of the project and staff's review, additional land use applications may be required, such as, but not limited to: rezoning request, temporary use permit, and conditional use permit, design review, floodplain permit, etc.).

_____ I acknowledge and understand that my residential project must meet the **Residential Development Standards and Allowable Uses**.

_____ If a contractor(s) are used on my project, both general and sub-contractors shall have current work permits with the Town of Pagosa Springs.

I acknowledge that by signing and dating below that I understand all of the information herein. I further attest that I am the owner or owner's authorized agent for the project and have the express authority to act on behalf of the applicant.

Print Name

Signature

Today's Date

Internal Review only (do not write below this line)

_____ Initials of reviewer that application is complete

_____ Building permit fees paid. Amount: \$ _____