



Alamosa County Department of Building Safety
Checklist for **COMMERCIAL/INDUSTRIAL CONSTRUCTION**

Project Address: _____ Date: _____

Property Owner Name: _____

***THIS CHECKLIST MUST BE COMPLETED & SUBMITTED WHEN FILING A PERMIT APPLICATION.
ALL ITEMS CHECKED [R] MUST BE SUBMITTED TO THIS OFFICE TO
CONTINUE PROCESSING YOUR APPLICATION.***

[R] = REQUIRED [NR] = NOT REQUIRED

- [R] [NR] 1. Application form**
 Completed application form
- [R] [NR] 2. Two (2) sets of Construction Drawings (Must be to scale and legible)**
 11"x17" minimum
 Follow the Minimum Requirements for Plan Review Handout Sheet
 Must be Legible and to Scale
- [R] [NR] 3. CD of Construction Plans**
 CD
- [R] [NR] 4. Floor Plan and Elevations of the Building**
 Must be Legible and to Scale
- [R] [NR] 5. Two (2) Plot Plans (Must be to scale and legible)**
 11"x17" minimum
 Site Orientation (North arrow and scale of drawing)
 Property Address
 Length of Lot Lines and Property Description
 Location, Shape and Size of Structures Proposed for Construction
 Location and size of Existing Structures and the Distance between them
 Location and Dimensions of the Driveway or Access to the Property
 Show the Utility Service Location (gas, water, and electrical)
 Show the Location of the Wells and Septic systems
 Show the Dimensions of the setbacks Required by the Zoning Ordinance
 Show the Dimensions of the Proposed Setbacks
 Show the Existing Water Features such as Drainage, Swales and Creeks
 Show Easements
 Show and label roads and streets
- [R] [NR] 6. Copy of Onsite Wastewater Treatment System (OWTS) Permit or Letter from Service Provider (CHECK ONE)**
 Alamosa County OWTS
 Mosca General Improvement District
 East Alamosa Water and Sanitation
 City of Alamosa
 Pre-Existing
- [R] [NR] 7. Proof of Adequate Water Supply (CHECK ONE)**

- Well Permit from (DWR) (form GWS-25) No. _____
- Completed Water Well Application (form GWS-44) No. _____
- Registration of Existing Well Application (form GWS-12) No. _____
- Approval for Augmented Water (SLVWCD) AGREEMENT AND AUGMENTATION CERTIFICATION
- Approval letter from East Alamosa Water and Sanitation (EAWS)
- Other _____

[R] [NR] 8. Special Use Permit

- Special Use Permit Approval (or Resolution if available)

[R] [NR] 9. Copy of Home Owners Association Approval

- HOA Letter of Approval

[R] [NR] 10. Access and Address Permit

- Existing Drive Way with Address

[R] [NR]

- A New Address must be issued for vacant land
List the Address _____

[R] [NR]

- An Access or Driveway Permit
County Department (719-589-6262) or CDOT (970-385-3624)

[R] [NR] 11. Proof of Ownership (CHECK ONE)

- Warranty Deed
- Deed of Trust

[R] [NR] 12. COM-check Compliance Certificate

- Compliance Certificate

ITEMS #12-18 TO BE COMPLETED BY DEPARTMENT STAFF

12. Elevation Certificate

- Zone: A__ AE__ AO__ A99__ V__ VE__ X__ D__
- Panel No. 080009 0045 B
- Small Farms Sub-division Sec. 25 & 25 T. 38 N., R. 9 E.
- Sierra Blanca Estates Sec. 21 T. 37 N., R. 10 E.
- Sec. 19, 20, 21, 28, 29, 30 T. 37 N., R. 10 E.
- North Zapata Creek & South Zapata Creek

13. Zoning District: RU__ RE__ RL__ RM__ RH__ RMH__ C__ I__

14. Setbacks Required: Front (___') R-Side (___') L-Side (___') Rear (___')
Ht. (___') Percent Coverage of Lot Allowed _____%

15. Staff Member Accepting Application: (Initials) _____ Date _____

16. P & Z Staff Approval By: _____ Date _____

17. Final Approval: Date: _____

18. Temporary Certificate of Occupancy Issued. Date: _____

Notes: