Alamosa County Department of Building Safety
Checklist for MANUFACTURED HOMES-HUD & IRC

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.

Single-section Manufactured Homes may be no older than 15 years.
Multi-section Manufactured Homes may be no older than 1976.

[R] = REQUIRED [NR] = NOT REQUIRED

1. Application form
   ☐ Completed application form

2. Two (2) sets of Foundation Drawings (11”x17” min. and to Scale)
   ☐ Colorado registered design professional stamp is required
   ☐ The drawings must be legible and to scale
   ☐ Submit a Copy of the Sales contract
   ☐ Submit Bid Sheet with application (labor and material)

3. Additional Manufactured Home Building Plans (11”x17” preferred) (CHECK ONE)
   ☐ New Homes: Complete set of plans
   ☐ Repurposed Homes: Floor Plan and Elevations

4. 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 setback dimensions 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

5. Copy of Onsite Wastewater Treatment System (OWTS) Permit or Letter from Service Provider (CHECK ONE)
   ☐ Alamosa County OWTS: log # ______________
   ☐ Mosca Improvement District
   ☐ East Alamosa Water and Sanitation
   ☐ City of Alamosa
   ☐ Pre-existing
6. Proof of Adequate Water Supply (CHECK ONE)
   - Well permit from (CDWR) (form GWS-25) No. ________________
   - Completed water well application (form GWS-44) No. ________________
   - Registration of existing well application (form GWS-12) No. ________________
   - Form letter from (CDWR) allowing use in detached garage
   - Approval for augmented water (SLVWCD)
   - Approval from East Alamosa Water and Sanitation (EAWS)

7. Special Use Permit for Single Wide Manufactured Home
   - Special Use Permit Approval (or Resolution if available)

8. Zapata Home Owners: Home Owners Association Approval
   - HOA Letter of Approval

9. Access and Address Permit
   - Existing Drive Way with Address
   - A New Address must be issued for vacant land
   - List the Address __________________
   - An Access or Driveway Permit County Department (719-589-6262) or CDOT (970-385-3624)

10. Proof of Ownership (CHECK ONE)
    - Warranty deed
    - Deed of Trust
    - Other: ____________________

ITEMS #12-19 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


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: __________

19. State Insignia installed Date: __________________________