



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

[R] [NR] 1. Application form

- Completed application form

[R] [NR] 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)

[R] [NR] 3. Additional Manufactured Home Building Plans (11"x17" preferred) (CHECK ONE)

- New Homes: Complete set of plans
- Repurposed Homes: Floor Plan and Elevations

[R] [NR] 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

[R] [NR] 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

- [R] [NR] 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)

- [R] [NR] 7. Special Use Permit for Single Wide Manufactured Home**
- Special Use Permit Approval (or Resolution if available)

- [R] [NR] 8. Zapata Home Owners: Home Owners Association Approval**
- HOA Letter of Approval

- [R] [NR] 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)

[R] [NR] 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

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: _____

19. State Insignia installed Date: _____