Alamosa County Department of Building Safety
Checklist for RESIDENTIAL 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

1. Application form
   □ Completed application form

2. Two (2) sets of Construction Drawings (Colorado registered design professional stamp is NOT required)
   □ 11”x17” minimum
   □ Follow the minimum requirements for plan review handout sheet
   □ The drawings must be legible and to scale

3. Floor Plan and Elevations of the Building
   □ Must be Legible and to Scale

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
   □ Mosca General Improvement District
   □ East Alamosa Water and Sanitation
   □ City of Alamosa
   □ Pre-Existing
6. 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 ______________________________________________________

7. Special Use Permit
   □ Special Use Permit Approval (or Resolution if available)

8. Copy of 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
    □ Assessor Records

11. RES-Check Compliance Certificate
    □ Compliance Certificate

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. Certificate of Occupancy Issued: Date: ____________