



Alamosa County Department of Building Safety Checklist for POST and BEAM CONSTRUCTION (Pole Barns)

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 (Colorado registered design professional stamp is NOT required)

- 11"x17" minimum
- The drawings must be legible and to scale.
- Submit Building Guide.

[R] [NR] Engineered plans are required if structure is greater 2,400 square feet.

[R] [NR] Engineered plans are required if side wall is greater than 12 feet in height.

[R] [NR] Engineered plans are required if side wall is greater than 12 feet in height with a side lean-to.

- Engineered plans included with application.

[R] [NR] 3. Two (2) plot plans

- 11"x17" minimum
- Site orientation (North arrow and scale of drawing)
- Property address
- Length of property 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] 4. Floor Plan and Elevations of the Building.

- Plan view of pole location and spacing.
- Framing plan should show direction, size, and spacing of roof system, purlins, girts, beams, and header sizes.
- Overhead door, main door, and window sizes, and locations.
- Width can be no more than 40' max.

[R] [NR] 5. Exterior Elevation

- Front view, scale must be 1/8 inch = 1 foot
- Rear and both side views, scale at 1/8 inch = 1 foot
- Native grade line at building.
- Finished grade line at building. Finish floor required to be six (6) inches above native grade (6" of fall in 10' for drainage).
- Exterior wall finish material.

[R] [NR] 6. Inspections Required

- Setback and Hole Inspection:* Called for after holes are dug but before concrete is poured. Plans and yellow permit cards must be on site at time of all inspections.
- Framing Inspection:* Called for after building is up and before any insulation or interior covering is installed and electrical and plumbing rough in is complete. May be final also if no further work is being done.
- Final Inspection:* Called for after all work is completed, such as insulation, concrete slab, electrical, plumbing, heating, and/or sheetrock.

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: _____

Notes: