



Conejos County Land Use Office

6683 County Rd 13, PO Box 197, Conejos, CO 81129

Phone: (719) 376-2014 Fax: (719) 376-6769

Email: landuse@co.conejos.co.us

Permit No.
CP- _____
Renewal No.
CP- _____

Application for Building/Construction Permit

Applicant: Last name _____ First name _____

Mailing Address _____ City _____ State _____ Zip _____

Telephone: Home _____ Cell _____ Email _____

LANDOWNER: if different than applicant _____

DESCRIPTION OF PROPERTY: Zone District: Rural Ag Residential Community Town Site Commercial Industrial

LEGAL: _____
Quarter Section Township Range Subdivision Lot No. Block No.

Size of Property/Parcel: _____ Schedule/ Parcel No. _____

Physical/Site Address: _____

No. of existing structures: _____ No. of dwelling units: _____ Description: _____

Does the site slope 20% or more? No Yes _____%

CONTRACTOR/BUILDER: _____ Telephone _____ Email _____

Start Date: ____/____/____ ESTIMATED Completion Date ____/____/____ (Permit valid for 1 year. Renewal required **before** expiration.)

DESCRIBE YOUR CONSTRUCTION PLANS: _____

RESIDENCES: Any new structure used for dwelling - Includes IBC modular homes on foundations and Tiny Homes.

New Site-Built Residence

Dimensions: _____' x _____' Total square feet _____ # bedrooms _____ # bathrooms _____

Mobile/Manufactured Home: Single Double Triple Park Model **(STATE MHIP PERMIT IS ALSO REQUIRED)**

Dimensions: _____' x _____' Total square feet _____ # bedrooms _____ # bathrooms _____

Mobile Home Dealer/Individual Seller _____

Year _____ Make & Model _____ VIN No. _____

Addition/Expansion to Existing Home: Enclosed Not Enclosed - Description & Use: _____

COMMERCIAL: **New Site Built – Business/Commercial Structure]** Describe the Use: _____

Dimensions: _____' x _____' Total square feet _____ Height _____

Addition/Expansion to existing structure: Enclosed Not Enclosed - Description & Use: _____

ACCESSORY STRUCTURES: Description & Use: _____

New: Dimensions: _____' x _____' Total square feet _____ Height: _____

Addition/Expansion to existing structure: Enclosed Not Enclosed -- Description & Use: _____

RENEWAL OF EXISTING PERMIT: (Not Renewable if No Construction Took Place) Permit # _____
% Completed: _____ Description of remaining construction: _____

ROOFING: Replacement/Repair of Existing Roofing: Describe current/new: _____

OTHER:

- HORCA RV auxiliary structure - Description & Dimensions: _____
- Temporary Structure _____ Date On: _____ Date Off: _____
- Other: (Describe anything not listed above: _____)

UTILITIES: *Separate permits are required for Access, Water, Wastewater, Electricity, Plumbing & Gas.*

ACCESS: County Rd _____ State Hwy _____ Subdivision Rd _____ FDR _____ Private Rd

WATER SOURCE: Private Well Permit No. _____ Other: _____ Cistern (**Provide proof of legal supply**)

WASTEWATER: New Septic System (OWTS) Permit No. _____ Date _____
 Connect to Existing System: Permit No. _____ Date _____ (**Must be inspected.**)
 Other-Community/Town system _____

COUNTY USE TAX DEPOSIT OF 2% ON BUILDING/CONSTRUCTION MATERIALS REQUIRED AT THE TIME OF THE ISSUANCE OF THIS PERMIT.

I wish to claim a Tax Status Exemption for this project based on the following: Government-Federal/State/County/City/Special District Schools Charitable Organization - Form DR1072 is required. CDOR Exemption Certificate # _____
Period: _____.

I wish to use the Itemized Cost Breakdown reflecting the total costs of this project. I have attached documentation to verify the cost of the materials I will use for this project. I will pay the Use Tax deposit directly to Conejos County for the materials at the time I submit for my building permit. I understand that if a Vendor erroneously charges me the use tax, I will submit for a refund from the Department of Revenue and Conejos County will not refund any use taxes paid directly to a Vendor. I understand that I may be required to provide a Project Reconciliation at the close or expiration of this project.

I wish to use the County Building Valuation Data for Use Tax Calculation. I will provide my Building Permit/Verification of County Use Tax Paid to every Vendor I purchase materials. (Purchases in other states may not honor and may charge the use tax.) I understand that I may owe additional use tax, or I may be entitled to a refund of use tax paid directly to Conejos County. I understand that I may be required to retain all documentation and receipts and may be required to provide a Project Reconciliation at the close or expiration of this project.

I wish to use the Affidavit of Materials Purchased in Conejos County method of paying the use tax. I understand that I will sign under penalty of perjury that ALL materials will be purchased by a Conejos County vendor and the Conejos County Use Tax of 2% will be paid directly to the Vendor. I am required to retain all documentation and receipts and I am required to provide a Project Reconciliation at the close or expiration of this project.

The project is not complete, I have requested renewal of the permit. The project is _____ % complete as of: _____

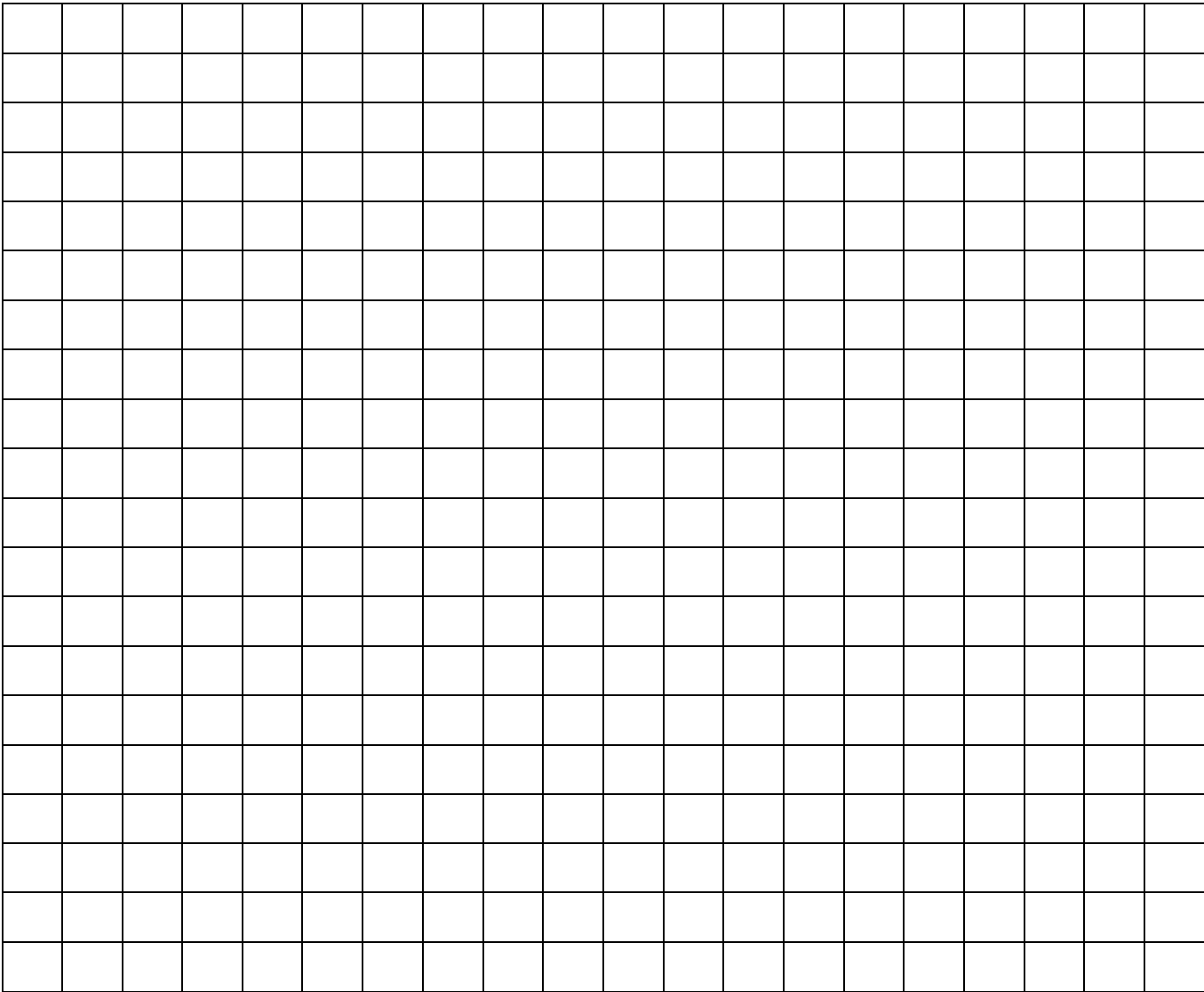
For all work done under this permit the landowner and/or applicant accepts full responsibility for compliance with the Conejos County Land Use Code and other applicable County ordinances and regulations, and State and Federal laws and regulations and affirms that he/she has thoroughly read and understood the aforementioned documents. By signing below, he/she acknowledges the truth of this application and his/her additions.

→ Signature

Title

Date

ATTACH A SITE PLAN WITH THE FOLLOWING: ♦ North Arrow ♦ Property Boundaries ♦ Setback & setback boundary lines ♦ Proposed & Existing location of all structures and their distances from the lot lines and other structures ♦ All roads, all easements, irrigation ditches, railroad ♦ Water sources like ditches & rivers and water lines ♦ Wastewater systems/Septic system to include clean out, tank and drain field, Distance from well to septic system & drain field ♦ Significant features – drainages, wetlands, rock crops, tree crops, dams and reservoirs ♦ Any other information requested.



Conejos County Land Use Office

Sample Plot Plan [8½ x 11]



Scale 1 in = 50 ft
0' 10' 20' 30'

Job Site Address: 123 Any Street, La Jara
Property Owners: John & Jane Doe
Owner's Phone: 970-555-5555

PUBLIC UTILITY SETBACKS:
You MAY be subject to public utility setbacks such as electricity, propane/natural gas cubic and telephone lines. Contact your individual vendor for more information.

CHECKLIST

- ✓ North Arrow
- ✓ Plot Plan Scale
- ✓ Property Owner Info
- A** Property Dimensions
- B** Easements/Roads/Streets
- C** Well and Septic System
- D** Creek/Ditch/River/Stream

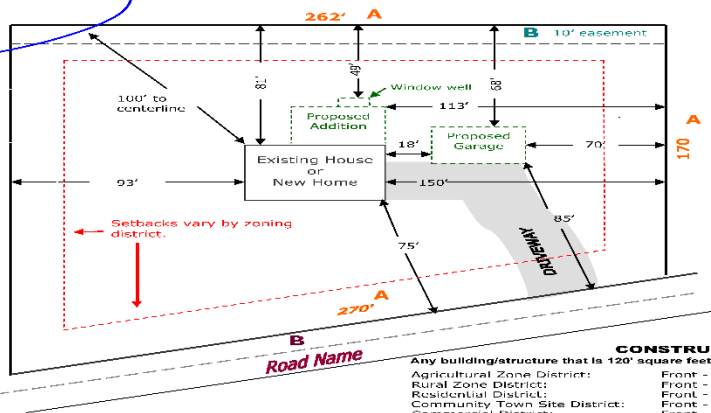
Use arrows to show distance from buildings to property lines

Existing buildings

Use solid lines to indicate existing structures

Proposed buildings
Use dotted lines to indicate proposed structures

Note:
This Sample Plot Plan uses color to clarify requirements. Your Plot Plan **does not** need to be in color.



CONSTRUCTION SETBACKS:

Any building/structure that is 120' square feet & larger must comply per zone district regulations.

Agricultural Zone District:	Front - 40'	Sides - 40'	Rear - 40'
Rural Zone District:	Front - 40'	Sides - 40'	Rear - 40'
Residential District:	Front - 25'	Sides - 8'	Rear - 25'
Community Town Site District:	Front - 25'	Sides - 8'	Rear - 25'
Commercial District:	Front - 25'	Sides - 10'	Rear - 20'
Industrial District:	Front - 50'	Sides - 10'	Rear - 20'

*The front of a property is where the property is accessed from a public road.
*Measurements are taken from property lines. Know your property lines. Fences may not be a property line.
*A corner lot is determined as the sides abutting road/street.

----- LAND USE STAFF TO COMPLETE THIS PAGE -----

Building/Construction Permit Application Fee & Materials Use Tax Deposit Calculation Sheet

Permit #: _____ OWNER/CONTRACTOR: _____

Validity Dates: _____ to _____ Type of Structure: _____

BUILDING DIMENSIONS/SQUARE FOOT CALCULATION:

Square Feet 1st Story: _____ 2nd Story: _____ 3rd Story: _____

Open area Sq Ft: _____ Decks/porches/other Sq Ft: _____ Other: _____

_____ TOTAL SQUARE FEET FOR THIS PROJECT.

LAND USE CONSTRUCTION PERMIT FEES CALCULATION: SEE APPROVED LU FEE SCHEDULE

PRE-CONSTRUCTION \$ _____ POST CONSTRUCTION FEES \$ _____ TOTAL PERMIT FEE: \$ _____

USE TAX DEPOSIT CALCULATION - BUILDING VALUATION DATA FOR USE TAX COLLECTION SCHEDULE

GROUP TYPE: _____ (CODE/NAME) TOTAL BUILDING SQ FT: _____ X (multiplied by)

COST PER SQ FT \$ _____ = BUILDING VALUATION: \$ _____ x (multiplied by) 50% for

materials only = \$ _____ x (multiplied by) 2% = \$ _____

- Retain all receipts for any purchases made for this project.
- Reconciliation of project expenses will be done at the end of the project. You may owe additional use tax or may be entitled to a refund if you paid a deposit directly to Conejos County.

FOR OFFICE USE

	Amount Paid	Date Paid
Land Use Construction Permit:	\$ _____	_____
	\$ _____	_____
	\$ _____	_____
Use Tax Deposit:	\$ _____	_____
	\$ _____	_____
	\$ _____	_____

Comments/Remarks: _____
