



TOWN BUILDING PERMIT

P.O. Box 2002
Buena Vista, CO 81211
719-395-8643
www.buenavistaco.gov

Project Address
Submit Date
Town Use Only

BASIC INFORMATION

Contractor or Applicant Name _____ Phone Number _____

Email Address _____ Town License # _____

Owner Name _____ Owner Phone Number _____

Owner Address _____ City, State, Zip _____

Email Address _____

Project Name _____

Project Address or Parcel ID # _____ Buena Vista, CO 81211 Subdivision _____

Present / Existing Zoning _____ Overlay (if applicable) _____
(MU-MS, MU-1, MU-2, HC, I-1, R-1, R-2, R-3, OSR, AP) (Airport Protection District, Old Town)

Present /Existing Use _____
(Commercial, Industrial, Single Family, Multi Family, Park, Vacant, Other)

BUILDING TYPE

Single Family Commercial/Multi-Family Mobile Home Other _____

Remodel/ Addition Accessory Dwelling Unit Accessory Structure* Demolition

* Deck, Shed, Fence, Patio, Detached Garage, Pergola, Hoop House, etc.

DIMENSIONAL COMPLIANCE

1) Type of Build: Site Built Manufactured Home Other (Please specify) _____

2) Max Height of Proposed Structure _____ feet Existing Height (If Applicable) _____ feet

3) Proposed Setbacks: Front: _____ Side: _____ Side: _____ Rear: _____

4) Total sq.ft. of footprint of All Structures _____ sq.ft. 5) Lot Coverage for All Structures (sq.ft. / Lot Size (sq.ft.) X 100 = _____ %

6) Number Of Dwelling Units: Before _____ After _____ Number Of Commercial: Before _____ After _____

ADDITIONAL DEVELOPMENT REQUIREMENTS

Landscaping: (Section 16.4.4)

Landscaping/Screening Required: No Yes Required % of Landscape coverage _____ % (Section 16.2.2)

Number of Trees on lot _____ (Section 16.4.4.3.B.1)

Floodplain / Floodway (Sections 18-161 thru 18-178)

Located in the Floodplain No Yes Please attach FEMA Elevation Permit

Located in the Floodway No Yes Please attach FEMA No Rise Certification

Please attached Floodplain Development Application if checked yes in either box

Parking: (16-231-239)

Parking Requirement: No Yes Required number of spots _____ (16.4.3.4)
Spaces provided _____ Installing a Bike Rack (16.4.3.5.C)

Sanitation Approval Letter

No Yes Contact Buena Vista Sanitation at 719-395-8095

Water/Public Works

Access Application Not Changing New Change in Access Temporary
 Improvements Enlargements

Excavation Application No Yes Street cut or Excavation with in Town's Right-of-Way (11-26)

Water Tap No Yes Please see tap application for requirements (13-84)

LEGAL DISCLAIMER

I hereby certify that I have read and examined all application submitted at this time and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes

Applicant Signature _____ Date ____ / ____ / 20 ____
Owners Signature _____ Date ____ / ____ / 20 ____

For Town Staff Only

Date Submitted: ____ / ____ / 20 ____
Date Reviewed: ____ / ____ / 20 ____ Reviewer Name: _____
Planning Approval: _____

Notes

Applicant	Required Item	Town Staff										
	County Building Application for Permit - Commercial or Residential											
	<p>All Fees - County, Town, and School District (if applicable) excluding Sanitation</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">County Building Permit <i>See form for calculations</i></td> <td style="width: 50%;">School Impact Fee \$354 per dwelling unit- <i>Separate Check</i></td> </tr> <tr> <td>Excavation Permit (PW) \$30.00 + <i>Deposit</i></td> <td>Driveway Access (PW) Water Tap and Fixture Count \$30 <i>See Fee Schedule</i></td> </tr> <tr> <td>Res. or Commercial/Multi-Family w/o Site Plan Review Planning/Zoning Clearance *</td> <td></td> </tr> <tr> <td><i>Res= 20% of the County, min \$50</i></td> <td><i>Com/Multi-Fam.= 20% of the County, min \$100</i></td> </tr> <tr> <td>Com/Multi-Fam. Site Plan Review \$300</td> <td>Com/Multi-Fam. Building Permit w/ Previous Site plan approval <i>10% of county fee minimum of \$100</i></td> </tr> </table>	County Building Permit <i>See form for calculations</i>	School Impact Fee \$354 per dwelling unit- <i>Separate Check</i>	Excavation Permit (PW) \$30.00 + <i>Deposit</i>	Driveway Access (PW) Water Tap and Fixture Count \$30 <i>See Fee Schedule</i>	Res. or Commercial/Multi-Family w/o Site Plan Review Planning/Zoning Clearance *		<i>Res= 20% of the County, min \$50</i>	<i>Com/Multi-Fam.= 20% of the County, min \$100</i>	Com/Multi-Fam. Site Plan Review \$300	Com/Multi-Fam. Building Permit w/ Previous Site plan approval <i>10% of county fee minimum of \$100</i>	
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	<p>Deed - Used to confirm ownership of the property. Two copies. - One for the County, One for the Town</p>											
	<p>Water Tap Applications and Fixture Count (Commercial, Multi-Family, or Remodel) - There is an additional fee for a water meter and a required meter inspection.</p>											
	<p>Access Permit with Fee- (if applicable) If the access is not changing then this requirement is not applicable. If changing or adding fill out application.</p>											
	<p>Excavation / Construction Permit with Fee & Deposit- (if applicable) If there will not be any work within the public Right-of-Way, then this requirement is not applicable.</p>											
	<p>Landscape Plan (Section 16.4.4) - Each lot must meet the minimum landscape area and tree requirement. See the code for other potential requirements. Can be combined with the Site Plan.</p>											
	<p>Will Serve Letters- A letter from each utilities that will provide service for the new addition. Examples: Atmos Energy(Gas), Sangre de Cristo Electric, Buena Vista Sanitation District</p>											
	<p>Site Plan - The Plan should show:</p> <ul style="list-style-type: none"> - Property lines with dimensions - Setbacks (Front, Side(s), Rear) with distances to all structures - All Utility locations and all Easement(s) - Existing and Proposed Structures with perimeter dimensions and square footage - Clear Sight Triangle needs to be denoted (Code section 16.4.4.4.E.2) - Public Trail(s) and Sidewalks abutting the property - All Street / Alley's nearest to the property with access - Existing and Proposed Heights of all structures - Existing and Proposed location for any shed or fence - Parking spots dedicated to the property - Documented Drainage pattern from new and proposed structures (cannot drain towards neighboring property(s)) - Compliance with 13.152 <ul style="list-style-type: none"> 1. Water service connection size and location; 2. Water meter size and location; 3. Size, type and location of backflow prevention devices; and 4. Size and type of any backflow prevention devices used on service lines of fire sprinkling systems. 											
	<p>1 Electronic Set (PDF) 3 Complete sets of Plans: sets must be bond together; 3 staples on left edge of large plan sets. - One copy for the Town, two for the County</p>											
	<p>(Commercial Only) Development Review Meeting - Depending on how large the project, an Email or in person meeting will take place. The in person is the 1st Wednesday of each month</p>											

* Planning clearance fee must be calculated off full County total valuation fee for manufactured construction.