



**BUILDING PERMIT ZONING COMPLIANCE REVIEW**  
**PUEBLO COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT**  
**CHECKLIST**

- \_\_\_\_\_ • Assessor's Parcel Number(s) (Tax Parcel Number) for the Property(ies) (Assessor's Phone # 583-6597)
- \_\_\_\_\_ • Square Footage of Proposed Structure(s) Footprint
- \_\_\_\_\_ • Square Footage of Existing Structure(s) Footprint, if any
- \_\_\_\_\_ • Structure(s) Height
- \_\_\_\_\_ • Location & Size (height) of Existing Fences, Walls & Hedges
- \_\_\_\_\_ • Plot Plan Drawn to an **Engineer's Scale** (1 in. = 10', 20', 30', etc.)  
Containing the Following Information on paper **No Larger Than 11" x 17"**
  - \_\_\_\_\_ • Configuration of the Parcel of Land Per the Recorded Plat or Deed  
Legal Description (**Aerial view maps will not be accepted**)
  - \_\_\_\_\_ • Dimensions of the Parcel
  - \_\_\_\_\_ • Easements/Building Setback Lines According to Recorded Plat
  - \_\_\_\_\_ • Legal Description of the Parcel
    - \_\_\_\_\_ ▪ Lot Number, Block Number, Subdivision Name
    - \_\_\_\_\_ ▪ ¼ Section, Section, Township, Range, Principal Meridian
    - \_\_\_\_\_ ▪ Metes & Bounds Description, if too lengthy attach deed with legal description
  - \_\_\_\_\_ • Address of Property
  - \_\_\_\_\_ • Road Name That Property Accesses & Abuts
  - \_\_\_\_\_ • North Arrow
  - \_\_\_\_\_ • Assessor's Parcel Number
  - \_\_\_\_\_ • Location of Proposed Structure(s) With Distances from Structure(s) to Front, Sides, & Rear Property Lines
  - \_\_\_\_\_ • Location of Existing Structure(s) With Distances from Structure(s) to Front, Sides, & Rear Property Lines, and Distance to Other Existing Structure(s) &/or Proposed Structure(s)
- \_\_\_\_\_ • Duplex - show on plot plan the paved (asphalt or concrete) parking spaces
- \_\_\_\_\_ • Triplex, Fourplex, Multi-Family Structures, Commercial, Industrial - ALL STRUCTURES EXCEPT SINGLE-FAMILY RESIDENCE & DUPLEX Shall Have an **Approved** Parking Plan Prior to Zoning Authorization for Building Permit

**NOTE:** COMPLIANCE WITH THE PUEBLO COUNTY SUBDIVISION REGULATIONS MUST BE PROVED BY THE OWNER OF THE PROPERTY PRIOR TO ZONING AUTHORIZATION SIGN-OFF FOR BUILDING PERMIT BY DEPARTMENT OF PLANNING & DEVELOPMENT.

**NOTICE:** All information, including emails, submitted to Pueblo County Department of Planning and Development is considered public record and is therefore available for public review.

MOBILE HOMES/MODULARS

MOBILE HOME

- \_\_\_\_\_ Make, Model, Year
- \_\_\_\_\_ Size: Width, Length
- \_\_\_\_\_ Sleeping Accommodations, flush toilet, tub or shower, and kitchen (Yes or No?).
- \_\_\_\_\_ Will unit's plumbing and electrical connect to outside system (Yes or No?).
- \_\_\_\_\_ Does the unit contain its own motive power (Yes or No?).
- \_\_\_\_\_ HUD Number: Complies w/ National Manufactured Housing Construction and Safety Standards Act (1974), amended, including any local modifications (Yes or No?) If YES, require documentation such as sales contract or purchase agreement stating construction code standard, HUD data sheet, or HUD Certification Number from red tag on rear of unit.
- \_\_\_\_\_ If Mobile Home is Pre-1976, Need Proof of Establishment as a residence (and continued use as residence) in Pueblo County prior to April 13, 1995.

MODULARS – RESIDENCES

- \_\_\_\_\_ Make, Model, Year
- \_\_\_\_\_ Size: Width, Length
- \_\_\_\_\_ HUD Number: Complies w/ National Manufactured Housing Construction and Safety Standards Act (1974), as amended, including any local modifications (Yes or No?) If YES, require documentation such as sales contract or purchase agreement stating construction code standard, HUD data sheet, or HUD Certification Number from red tag on rear of unit.
- \_\_\_\_\_ UBC Number: Certified by State of Colorado as being in compliance w/ UBC as adopted by State and as enforced and administered by State Division of Housing (Yes or No?); if YES, require documentation such as sales contract or purchase agreement stating construction code standard, UBC Certification Number from silver & black tag found under kitchen sink.
- \_\_\_\_\_ Copy of Stamped Engineered Permanent Foundation Plan Prepared by Colorado Licensed Professional Engineer for the Specific Unit and the Specific Site of Location of Residence.
- \_\_\_\_\_ Type and Color of Siding Material.
- \_\_\_\_\_ Will home sit on perimeter wall where there will be no "gap" between foundation and side wall (Yes or No?); if NO, how will home be "skirted"(material, color, extent)
- \_\_\_\_\_ Pitched Roof (Yes or No?).

# EXAMPLE PLOT PLAN

Lot #, Block #, Subdivision Name **OR**  
¼ Section, Section #, Township # South, Range # West, 6<sup>th</sup> PM **OR**  
Metes & Bounds Description (Attached, if necessary)

Assessor's Parcel Number 00-000-00-000

Address of Property

Engineer's Scale: 1" = 20', 30' etc.

NORTH

