



CHANGE OF USE & INTERIOR REMODEL CHECKLIST

1. PLANNING & ZONING REQUIREMENTS

Room #210 Phone # (719)276-7360

- Evidence of Ownership – Most recent recorded deed.
- Address – Issuance of Address or Verified Address
- County Driveway Access Permit / State Highway Access Permit
- Plot Plan – Configuration of lot and all property dimensions. Location on lot & dimensions of all structures. Identify each structure as “existing” or “proposed.” Setback distances from proposed structures to all property lines and any existing buildings. Location and name of any public or private roads which adjoin property. Location that driveway enters property. North arrow. (2 Copies)
- A Site Development Plan may be required check with Planning & Zoning.
- Statement or letter indicating the change in use/occupancy.

2. BUILDING DEPARTMENT REQUIREMENTS

Room #212 Phone # (719)276-7460

- Residential Energy Conservation – Prescriptive specification worksheet for insulation if being replaced or added.
- Evidence of Water/Sanitation – A recent bill form a public entity; a Well Construction & Test Report or Pump installation Report; or an individual sewage system (septic).
- Construction Details - May be prepared by the applicant. Details must identify structural components such as footing size & depth, floor support beam sizes, floor joist size & spacing, wall stud size & spacing, header size for all openings, roof assembly components or engineering from truss manufactures, etc. (2 Copies)
- Floor Plan – Detailed floor plan must identify the dimensions & intended use of all habitable floor space.

****Where special conditions exist, the Building Official is authorized to require additional construction documents to be prepared, signed and sealed by a Colorado registered design professional.****