

Modular Home Packet
Archuleta County Building Department
1122 HWY 84 P. O. Box 1507
Pagosa Springs, Colorado 81147
970-731-3877 Fax 970-731-3881
www.archuletacounty.org

Archuleta County is now a participation Jurisdiction and will be doing plan review and inspection for foundation, tie downs, and placement certification inspection tag for Modular / Mobile homes.

This packet is designed to assist you through the building process of your proposed Residential Building for Archuleta County.

The provisions of the 2006 International Residential Code for One and Two Family Dwellings shall apply to the construction, alteration, movement, enlargement, repair, equipment, use and occupancy, location removal and demolition of detached one and two family dwellings.

****NOTICE****

As of 7/1/09 **All** new construction, mobile homes, modular homes, remodels, sold homes and rental properties that have a change in tenant now will require a carbon monoxide detectors within 15 feet of all bedrooms or rooms used lawfully for sleeping purposes if the home has:

- 1) A fuel burning heater or appliance
- 2) A fireplace and /or
- 3) An attached garage

According to Colorado law 1091, Carbon Monoxide alarms must be installed in one of the following ways:

- * Wired directly into the home's electrical system
- * Directly plugged into an electrical outlet (that is not on a switch other than a circuit breaker)
- * Any battery powered alarm can be attached to the wall or ceiling of the home.

Alarms installed in this manner must comply with the National Fire Protection Association standard 720, or any successor standard for the operation and installation of carbon monoxide alarms.

DEFINITION OF A MANUFACTURED MODULAR HOME

MODULAR HOME: A structure designed to be transported after fabrication and located as a permanent addition to, and becoming a part of, the real property. Such a structure must meet minimum construction requirements of the 2006 International Residential Code and International Energy Conservation Code. Any such modular home meeting the requirements herein defined is not considered a mobile home.

SCOPE: Jurisdiction of the Archuleta County Building Department includes all unincorporated areas of the County, and all subdivisions within the County. Verify that your project does not lie within the limits of the Town of Pagosa Springs. Contact the Town Clerk for assistance. Some subdivisions impose **Restrictive Covenants**, which require approval from an Architectural Control Committee on plans for construction.

Letter of approval form the architectural control committee included in your submittal.

See the partial Metro District / POA List we have at the end of this document. Be sure to get the information you need for your project for all the right sources.

CODES: The following Building Codes are currently in effect within the County: The 2006 Edition of the International Residential Code, for One- and Two- Family Dwellings; the 2006 International Building Code; the 2006 International Fire Code except for the appendices, 2006 International Plumbing Code; and 2008 National Electric Code; latest edition and amendments as adopted by the state of Colorado.

**The Colorado Division of Housing can be contacted at:
1313 Sherman St., Room 323, Denver, CO. 80203
303-866-4616**

The Registered Installers and Certified Manufacture will be listed on their Website Address which is:

www.dola.state.co.us/doh/documents/codes/index.htm

There is a 15 working day review time before a permit is issued.

**2 Sets of Plans for the foundation. Plus a PDF format set on a re-writable disk.
A separate permit will need to be pulled for porches, decks, and additional rooms.**

Contact the office for typical and more detailed information.

Application: Can be obtained from our office located at 1122 HWY 84 in the Road and Bridge facility. Go to our website www.archuletacounty.org , Departments, Development Services, Building, Documents.

When filling out the application please print and complete all portions of the application. Under **building information** the following needs to be filled in.

- ❖ **USE:** the type of permit Modular
- ❖ **Modular Home:** fill in the size, Make, Model, Year, Serial Number, and Pervious Owner & Location if applies.

Permit Fee: Is \$200.00

Please Note: Garage, porches, decks, and room additions will need a separate permit application and will be based on the information in the Residential building packet see the website or contact our office 731-3877 if you have questions.

Improvement Location Certificate: Site Plan (ILC), must be an appropriate scale on 8.5" x 14" or 11" X 17" size paper and must be done by a Colorado Licensed Surveyor. The ILC must show the following:

- Owner name and location address shall be printed on each survey
- The location of all existing structures and proposed construction
- Distances to property lines and existing structures
- Driveway location
- Septic and well locations and distance (if applicable)
- Easements/Setbacks in the Land Use Regulations under zoning section 3.1.4 (see below)
- Ditches/canals
- Power lines
- Elevations, 15% of Grades, and Slope direction indicators
- North arrow
- Surveyor's seal and signature

Larger parcel –ILC only needs to show up to 300' radius to building site, however, all area encumbered by improvements shall be given in sq. ft. for entire project

Area encumbered by improvements – this is a calculation, shown in acreage, of area of ground to be disturbed by construction, including but not limited to driveway, septic field, construction footprint, etc. This item has been included to assist the County in meeting State of Colorado Storm Water Discharge Permitting Requirements.

TABLE 4: ZONE DISTRICT STANDARDS

DIMENSION	AF	AR	AE	RR	R	MH	C	I
Minimum Lot Size	160 acres	35 acres	5 acres	3 acres	8,000 ft ²	2,500ft ²	10,000 ft ²	10,000 ft ²
Minimum Lot Width	500 feet	200 feet	100 feet	80 feet	60 feet	40 feet	100 feet	100 feet
Minimum Front Setback	100 feet	75 feet	25 feet	20 feet	15 feet	10 feet	25 feet	50 feet
Minimum Side Setback	100 feet	25 feet	25 feet	20 feet	15 feet	10 feet	10 feet	25 feet
Minimum Corner Setback (street side)	150 feet	50 feet	50 feet	40 feet	25 feet	25 feet	25 feet	50 feet
Minimum Rear Setback	100 feet	25 feet	25 feet	20 feet	15 feet	10 feet	10 feet	25 feet
Maximum Height	40 feet	40 feet	35 feet	35 feet	35 feet	16 feet	40 feet	40 feet
Accessory Height	40 feet	40 feet	30 feet	30 feet	30 feet	16 feet	40 feet	40 feet
Maximum Density	n/a	2 DU/35 Ac.	2 DU/5 Ac.	2 DU/3 Ac.	5 DU/ Ac.	12 DU/Ac.	n/a	n/a
Minimum District Size	500 acres	100 acres	20 acres	12 acres	1 acre	5 acres	1 acre	1 acre

Water Body Setbacks: All roads and driveways and all structures and improvements which require a land use permit shall be located a minimum of twenty-five (25) feet from the ordinary high water line of all water bodies. Check also the Land Use Regulations for other requirements for flood hazard areas.

If you have a non conforming lot in your zoning area and can't meet the setbacks contact the Archuleta County Planning Department.

FLOODPLAIN DEVELOPMENT PERMIT from the Planning Department IS REQUIRED if you are by a water way. Download the application form from the County website, complete the first page and submit it separately with an elevation certificate. A completed Floodplain Development permit will be required and the application fee for that is \$100.00. A separate review for this permit is also required and must be completed before your building permit is submitted.

PLEASE BE ADVISED that any parcel of land or subdivision lot located along any water way will require review by a Colorado licenced engineer prior to submitting for a building permit. You will be required to bring in a letter stating you are not in a flood-plain or flood-way. If you are determined to be in a flood-plain you will need an elevation certificate and engineered plans.

If you are in a flood way you will not be allowed to build. This may also slow down your review process.

TESTS AND SURVEYS: As noted in the amendments to the codes, soils tests of property (suitable alternatives) **may be** required for grades greater than 15% percent. Topographical maps at 2' intervals showing all grade cuts **may also** be required. A certified survey or acceptable substitute (property or subdivision plat) showing property lines, easements, access and internal road systems and unusual site characteristics **may also** be required. The **decision** will be left up to the Building Department.

RESEARCHING PARCELS OF LAND: Any building permit application that is submitted for un-platted property less than 35 acres in size, will require a chain of title dating back to October 3, 1973, verifying the date the parcel of land was subdivided.

PROCEDURE FOR RESEARCHING PARCELS OF LAND

If you are planning to build on a parcel of land which is less than 35 acres and not in a platted, recorded subdivision, it is your responsibility to provide complete documentation that the property was legally divided as part of the application for building permit.

Definition of legal parcel of land:

A tract or plot of land outside of a recorded subdivision which was deeded separately and has continuously had a separate deed, with the same legal description, prior to the effective date of Senate Bill 35; also, a lot or tract delineated as part of a recorded subdivision plat.

You will need to do research in the Archuleta County Planning office, the Clerk and Recorder's office. An attorney or title company should be qualified to do this research for you. In either case, complete documentation must be provided to the Building Department so that it may be reviewed by the County Attorney prior to the issuance of building permit. In the event that there is a legal question concerning the property, you may need to retain your own legal counsel. The Building and Planning Department will not give legal advice as to whether a parcel has been legally or illegally subdivided.

Through this research, you will determine when the legal description for your property came about. The legal description should include a metes and bounds description and may include the number of acres. When reviewing the documentation, compare the legal descriptions to see if they are exactly the same. If they differ, note the date of the document. If the current legal description remains exactly the same for your parcel from prior to March 1972 to now, then your parcel is legal. If not, then the parcel was illegally subdivided unless one of the following conditions was met.

- (a) Developed through the Subdivision Regulations.
- (b) An exemption to the Subdivision Regulations was granted by the County Commissioners after a hearing by the Upper San Juan Regional Planning Commission.
- (c) Through a Court Order

Researching the County Records:

1. Archuleta County Planning Department
Check to see if an exemption was granted. If not, go the Assessor's Office.
2. Archuleta County Assessor's Office
Have the legal description including quarter section, section, township and range, and current owner's name. Pull up the paper file to find the ownership and recording dates. Get the recording information (book/page) for each ownership given.
3. Archuleta County Clerk and Recorder's Office
Begin by working backwards from the most recent recording. Look up the book and page for the ownerships you obtained from the Assessors Office. Once you have gone through the recordings

from the Assessor's Office, you may have to go through the Grantee and Grantor books to determine additional transfers of this property.

- 4. Once you have determined that you have a legal parcel of land, photo copy the deeds and legal descriptions for your records.
- 5. If you are not able to determine when your parcel was divided through the Clerk and Recorder's records, then it may be necessary to have the Court Records researched.
- 6. If you do not wish to research the records yourself, you may hire a title company to do this work for you.

Researching the Court Records:

The Court Records are not open to the public. If you think that your parcel was created due to a court order, we would suggest that you seek legal counsel to assist you.

Access approval & right of way permits: Contact the Archuleta County Road and Bridge Department for information regarding the need for a permit from the County.

Bruce Quintana **970-264-5660**
 Archuleta County Road & Bridge
 1122 Hwy 84 PO Box 1507; Pagosa Springs CO 81147
 Office Hours: 7:00 am –8:30 am & 2:30 pm - 3:30 pm Monday thru Friday

See the Metro District / POA List at the end of this document for contact information for the driveway requirements in your Metro District / POA might have.

SANITATION: Proof of sanitation will be required before issuance of a building permit. Proof consists of an application for a septic system **signed off by San Juan Basin Health.**

See the Metro District / POA List at the end of this document for contact information for the sanitation or water requirements your POA might have.

San Juan Basin Health (tri-county public health agency) www.susie@sjbhd.org
SJBH Inspector — Royce Kinnaman **970-264-2409**
 502 S. 8th Street, PO BOX 597, Pagosa Springs 81147
 Office Hours: 9:00 am to 10:00 am, winter hours may vary

If you are a Pagosa Area Water and Sanitation District customer contact them for fees and procedures regarding new construction, additions or change of use.

PROOF OF OWNERSHIP: The only forms accepted are a copy of the recorded warranty deed, or Tax Receipt show taxes are current.

PLEASE BE ADVISED that an **Avigation Easement shall** be granted by the owner of any site within the Airport Influence Area as a condition for the issuance of a permit for any building or structure on such site. The Airport Influence Area is an area bounded by imaginary lines parallel to and one (1) mile from each side of every existing or planned runway centerline and perpendicular to and one (1) mile from every existing or planned runway end; as shown on the official map on file in the Building Department.

ENTRANCES AND EXITS: All entrances or exits of all mobile homes shall have a porch, deck or landing at least as wide as the door, at a height of not more than one (1) inch below the threshold, and extending at least 36 inches in front of the door.

GUARDRAILS AND STAIRS: Guardrails should be 36 inches high with intermediate rails or an ornamental pattern arranged in such a manner so that a four (4) inch sphere cannot pass through.

STAIR RISE: 7 ¾ " maximum - Stair Run: 10 " minimum - Stair Width: 36" minimum

ADDRESS POSTED: Your address must be posted before any inspections on a 5 (five) ft. post.

PERMIT EXPIRATION: Every permit issued by the Building Official under the provisions of this code shall expire by limitation and become null and void if there is not an Archuleta County Building inspection of record commenced within **180 days (6 months) (this does not include dirt work)**. The Building Department may extend the time for action by the permittee for a period not exceeding 360 days and with an additional fee of **\$105.00 you can get an additional 12 months only**. Owner and/or contractor is responsible for keeping the permit current. If the permit expires the owner and/or contractor understands that they will need to resubmit required documents to meet the current codes Archuleta County has adopted at the time of the new submittal.

OCCUPANCY OF THE STRUCTURE SHALL NOT TAKE PLACE UNTIL A CERTIFICATE OF OCCUPANCY or USE HAS BEEN ISSUED. A FINE OF 200% OF THE ORIGINAL PERMIT FEE WILL BE ASSESSED IF OCCUPANCY OCCURS BEFORE A FINAL INSPECTION FOR OCCUPANCY IS COMPLETED. The Department may, at its discretion, issue a Temporary Certificate of Occupancy, good only under the conditions stated thereon, and for the time period specified.

INSPECTION PROCEDURES INSPECTION REQUESTS: (970)-731-3877

FIELD INSPECTIONS: The owner is responsible for obtaining all required inspections. The Codes require that the following minimum inspections of the work in progress be made. If the state requires additional inspection after placement there may be additional fees assessed per the individual project:

- (1) **Footing**, forms in place with tied steel in place prior to the pouring of concrete;
- (2) **Foundation**, if block foundation is used, block must be in place with Dur-a-wall in place and voids slushed and steel in voids. If wood foundation, all walls standing and waterproofed; if the inspection is scheduled and the project is not ready a re-inspection fee may be assessed at **\$50.00 per hour paid in advance before rescheduling.**

(3)**FINAL INSPECTIONS:** Final inspections, exterior lights meet Dark Sky regulations, site cleaned up and grading complete; **The final from the state electric inspector, the final from the state plumbing inspector, and final San Juan Basin Health sewage inspection, access approval and right of way permits must be inspected by the County Road & Bridge Department** prior to requesting the final inspection from the Building Department. Building inspections will not take place if the inspector arrives and the required sign off's are not available. If inspection is scheduled and the project is not ready a re-inspection fee will be assessed at **\$50.00 per hour paid in advance before rescheduling.**

For State electric and plumbing permits you can go on line to:

Colorado Department of Regulatory Agencies/Electrical Board

www.dora.state.co.us/electrical

Colorado Department of Regulatory Agencies/Plumbing Board

www.dora.state.co.us/plumbing

or come to the Development Services Building Department for mail in forms.

The local inspectors contact information is as follows:

Electrical Inspector – Kelly Stockwell 970-264-6906
 1474 Main, Suite 205, Durango, CO 81301
 Office Hours: 7:30 am – 8:30 am--Tuesday, Wednesday, & Thursday Mornings
Plumbing & Gas Inspector – Timothy McAvoy 970-264-6907
 1474 Main, Suite 205, Durango, CO 81301
 Office Hours: 7:30 am – 8:30 am--Tuesday, Wednesday, & Thursday Mornings

The State phone number for more information is 303-894-2985

WATER WELL PERMIT information, water rights, and other water issues contact.

Colorado Division of Water Resources 970-264-4241
For Emergency you can contact 970-247-1845
 468 Pagosa St., Suite B, Pagosa Springs, CO 81147
 Pagosa Office Hours: 1:00 pm — 4:00 pm Monday, Wednesday & 8-12 AM Friday
 Please leave message www.water.state.co.us

IF YOU ARE PLANNING TO BUILD A POND

Pursuant to Colorado Revised Statute 37-87-125 (1984)

10 days prior to the construction of a non-jurisdictional dam (1), a notice of intent to construct must be filed with the Division Engineer, Colorado Division of Water Resources. For assistance please contact: Val Valentine, Water Commissioner Division of Water Resources

(1) Vertical height is 10 feet or less at the longitudinal centerline of dam from lowest point of ground surface to crest of spillway, or 20 surface acres or less at high water line, or dam impounds 100 acre feet or less of water.

**FOR YOUR PROTECTION
BE SURE YOUR PROJECT IS ADEQUATELY
INSURED WITH WORKERS' COMPENSATION AND
LIABILITY INSURANCE!**

**Remember all of the items listed below are required to submit for a
building permit**

Complete Application

2 sets of plans for foundation **Plus a PDF format set on a re-writable disk**

Improvement Location Certificate (for additions and single buildings) **Floodplain
determination and analysis / Surveyor letter / Elevation Certificate and Approved Floodplain
Permit is needed with the ILC near rivers, creeks, and water ways.**

Letter of approval form the architectural control committee (see list)

Access and right-of-way Approval from County Road & Bridge Department

Copy of San Juan Basin Health for Individual Septic System

Permit fees paid in full.

Proof of ownership of Property

Flood plain determination and analysis / Surveyor letter / Elevation Certificate

Airport Influence Area / Avigation Easement

**CALL BEFORE YOU DIG!
UTILITY LINE LOCATES!**

1-800-922-1987

(You can also contact each utility for line locates)

LA PLATA ELECTRIC

970-247-5786

603 South 8th Street
Pagosa Springs, CO 81147

SOURCE GAS (Natural Gas)

1-800-922-1987

457 Lewis Street
Pagosa Springs, CO 81147

CENTURY LINK

1-800-261-7649

Division Office
LaJunta, CO.

PAGOSA AREA WATER & SANITATION DISTRICT

970-731-2691

(Water and Wastewater)
100 Lyn Avenue (off of Lake Forest Circle)
Pagosa Springs, CO 81147

PAGOSA SPRINGS SANITATION DISTRICT

970-264-4151

(Wastewater)
Town Hall, Pagosa Springs

PAGOSA VISION, Cable T.V.

970-731-2211

40 County Road 600 (Piedra Rd) Suite F
Pagosa Springs, CO. 81147

WEST GAS

1-800-922-1987

High Pressure Transmission Line, no local address

Contact Information:

Archuleta County Building Department
 1122 HWY 84
 P.O. Box 1507
 Pagosa Springs, CO. 81147
 Phone: (970) 731-3877
 Fax: (970) 731-3881
 Email: building@archuletacounty.org

San Juan Basin Health
www.susie@sjbhd.org

Colorado Department of Regulatory
 Agencies/Electrical Board
www.dora.state.co.us/electrical

Colorado Department of Regulatory
 Agencies/Plumbing Board
www.dora.state.co.us/plumbing

Colorado Division of Water Resources
www.water.state.co.us

Links:

Metro District / POA	Contact	Address	Phone
Alpha Rockridge Metro District Driveways / Roads	c/o Owen Parker, Chairman	1 Alpha Drive Pagosa Springs, CO 81147	970-731-2822
* ALPHA POA Architecture Committee	Patsy Lindblad	PO Box 3838, Pagosa Springs, CO 81147	
* Alpine Lakes ALRPOA Additions not approval needed		PO Box 3792 Pagosa Springs, CO 81147	
Aspen Springs Metro District Driveways / Roads	Pat Ullrich Carey Brown	PO Box 488 Pagosa Springs, CO	970-731-3061 970-731-5656
*Blue Lake Estates	unknown		
* Colo. Timber Ridge POA Website: CTRHOA.org. under "Rules and Governance"	Mike Mitchell	P O Box 398, Pagosa Springs, CO 81147	
* Crowley Ranch Reserve POA		PO Box 267 Chromo, CO 81128	
* Echo Canyon Ranch	Lynn Constan Ranch Manager	PO Box 2031 Pagosa Springs, CO 81147	
* Elk Park	Unknown		
* Holiday Acres POA holidayacres.org	Lawrence (Larry) Dick holidayacres@centurytel .net	PO Box 2705 Pagosa Springs, CO 81147	970-264-6919
* Hidden Valley Limited Partnership Design Review Committee	JR Ford	PO Box 4490 Pagosa Springs, CO 81147	
Loma Linda Metro District Roads, Parks, Rec.	Jerry Zepnick or Clay Vyzralek	P O Box 3932, Pagosa Springs, CO 81147	970-264-2533 97-264-6836
* Loma Linda Property Owners Association	Dick Neyen	PO Box 1139, Pagosa Springs, CO 81147	970-731-4787
* Pagosa Lakes Property Owners Association PLPOA		230 Port Ave., Pagosa Springs, CO 81147	970-731-5635
Piedra Park Metro Improvement District	Betsy Powell	PO Box 1609, Arboles, CO 81121- 1609	970-883-5400 970-833-2505
* Powder Horn HOA	Thomas Thorpe consulttom@wildblue.net	PO Box 2851 Pagosa Springs, CO 81147	970-264-6140 Fax 970-264-6144
*Reserve at Pagosa Peak	Jeff Papple 188 S 7 th Street	PO Box 4792 Pagosa Springs, CO 81147	970-264-7008 Fax 970-264-7009
Rio Blanco Valley POA		PO Box 763, Pagosa Springs, CO 81147	
San Juan River Resort (Village) Metro Water, Wastewater, Roads		PO Box 5551 Pagosa Springs, CO 81147	970-264-1719

* These Associations have Design or Architectural control committee that need letter for submittal *