

**Manufacture HUD (Mobile) Home Packet  
Archuleta County Building Department  
1122 HWY 84 P. O. Box 1507  
Pagosa Springs, Colorado 81147  
970-264-1390 Fax 970-264-3338  
[www.archuletacounty.org](http://www.archuletacounty.org)**

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**Archuleta County is now a participation Jurisdiction and will be doing plan review and inspection for foundation and tie downs for Modular Factory Built / Manufacture HUD (Mobile) homes.**

The provisions of the 2015 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 HUD MOBILE HOME**

**MOBILE HOME:** A structure designed to be transported after fabrication and exceeding either eight (8) feet in body width or thirty-two (32) feet in body length. Such a structure is built on a chassis and retains the chassis on which it was built, whether or not such structure is placed on a permanent foundation. Such a structure is suitable for human habitation on a year round basis and must be provided with the required plumbing, heating, and electrical facilities. A mobile home must meet the HUD requirements for Colorado and be Colorado certified which mean they **can not be older than 1976**. “Mobile Home” shall not include any camping unit such as travel trailer, campers, or self contained “Motor Home” “Park Mobile” or “Camper Buses.” **New Mobiles must meet our 60lb. Snow Load.**

**USED Manufacture:** Not older than 1976. To check if the mobile is Colorado approved look for the following: A silver sticker under the sink or in a closet that has these rating listed Roof load Middle (30 PSF), Thermal Zone 3, Wind Zone 1, Or by the tongue stamped on the frame Colorado. **For used manufactured home being set in a new location an owners either need to put a self-supported snow shed roof(cannot be attached to the manufactured home at all) over the manufactured home that meets the County’s 65lb snow load or an approved snow removal maintenance program.**

**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.

**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 2015 Edition of the International Residential Code with modifications, for One- and Two- Family Dwellings; the 2015 International Building Code; the 2009 International Fire Code except for the appendices, 2015 International Plumbing Code; and 2017 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  
303-864-7837**

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

[www.dola.state.co.us/doh/documents/codes/index.htm](http://www.dola.state.co.us/doh/documents/codes/index.htm)

**Or Call 303-864-7836**

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

**2 Sets of Plans for the foundation and home specifications. A separate permit will need to be pulled for porches, and decks.**

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](http://www.archuletacounty.org) , Departments, Development Services, Building, Documents.

Please 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 or Mobile
- ❖ **Mobile Home:** fill in the size, Make, Model, Year, Serial Number, and Pervious Owner & Location if applies.

**Permit Fee:** \$250.00 for a single wide unit. \$350.00 for a double wide unit.

**Please Note: Garage, porches, and decks, 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 264-1390 if you have questions.**

**Purposed Improvement Location Certificate:** Site Plan (PILC), 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 PILC 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** –PILC 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 <sup>2</sup>	2,500ft <sup>2</sup>	10,000 ft <sup>2</sup>	10,000 ft <sup>2</sup>
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	25 feet	20 feet	15 feet	10 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.**

**US Army Core of Engineers If there is any disruption of wetlands or water ways.**

Kara Hellige Chief, Durango Regulatory Office Sacramento District

1970 E 3rd Ave, #109 Durango, Colorado 81301 **PHONE:** 970-259-1604 (office) 970-317-5152 (cell)

Customer Service Hours: 9:00am to 3:00 pm

**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 unplatted property less than 35 acres in size, will require a chain of title dating back to 1972, 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 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.

Tim Hatch ..... **970-518-0415**  
Archuleta County Road & Bridge  
1122 Hwy 84 PO Box 1507; Pagosa Springs CO 81147

**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 an On-site Wastewater Treatment System signed off by San Juan Basin Health.

**San Juan Basin Health (tri-county public health agency) [www.sjbhd.org](http://www.sjbhd.org)**  
**SJBH Durango ..... 970-335-2052**

**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.

**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.

***ALL metal building must have an engineered foundation.***

**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 \$100.00 per DAY WILL BE ASSESSED IF OCCUPANCY OCCURS BEFORE A FINAL INSPECTION FOR HAS BEEN APPROVED.**

# INSPECTION PROCEDURES

## INSPECTION REQUESTS: (970)-264-1390

**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:

- (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) **Placement inspection**, we will check the set of the mobile home before any skirting is put on to check tie downs and supports for proper installation per HUD requirements. **For Double Wide a Marriage Wall inspection is required before the roof is covered up. Need copy of State installation authorization certificate.**
- (4) **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](http://www.dora.state.co.us/electrical)

Colorado Department of Regulatory Agencies/Plumbing Board

[www.dora.state.co.us/plumbing](http://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 Stockwill..... 303-869-3463  
Toll Free

Plumbing & Gas Inspector – Timothy McAvoy ..... 303-869-3468  
Toll Free

**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 ..... 970-731-2931  
46 Eaton Dr, PO Box 3604 Pagosa Springs, CO 81147

Durango Office ..... 970-247-1845  
Website for more information [www.water.state.co.us](http://www.water.state.co.us)

### **Easements for Irrigation Ditches**

For properties with irrigation ditch easements written permission must be obtained from the applicable ditch owner and provided to the Building Department at permit submittal. Also the ditch easement should show on the **PILC** for the project, **if staff finds an existing easement that is not shown on the PILC, the PILC may be rejected.**

### **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.

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

**Complete Application**

**2 sets of plans for foundation and home specifications**

**Purposed Improvement Location Certificate** (for additions and single buildings) Floodplain determination and analysis / Surveyor letter / Elevation Certificate and Approved Floodplain Permit is needed with the PILC near rivers, creeks, and water ways. Irrigation Ditches and written permission from ditch owner must be submitted as well.

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

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

**Copy of San Juan Basin Health for On-site Wastewater Treatment System**

**Permit fees paid in full**

**Proof of ownership of Property**

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

**CALL BEFORE YOU DIG! UTILITY LINE LOCATES! 811**

(You can also contact each utility for line locates)

**LA PLATA ELECTRIC** 970-247-5786  
603 South 8th Street  
Pagosa Springs, CO 81147

**Black Hills (Natural Gas)** 1-800-563-0012

**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

**USA Communications** 970-731-2211  
56 Talisman Dr # 2  
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) 264-1390  
Fax: (970) 264-3338  
Email: [building@archuletacounty.org](mailto:building@archuletacounty.org)

**Links:**

San Juan Basin Health [www.susie@sibhd.org](mailto:susie@sibhd.org)

Colorado Department of Regulatory Agencies/Electrical Board or Plumbing Board  
[www.dora.state.co.us/electrical](http://www.dora.state.co.us/electrical) or plumbing

Colorado Division of Water Resources  
[www.water.state.co.us](http://www.water.state.co.us)

Metro District / POA	Contact	Address	Phone
Alpha Rockridge Metro District Driveways / Roads	c/o Gary Landsdale, Chairman	1 Alpha Drive Pagosa Springs, CO 81147	505-486-1437
* ALPHA POA Architecture Committee	C/O Dave Minkel <a href="mailto:Aca.of.alpha@gmail.com">Aca.of.alpha@gmail.com</a>	PO Box 2634, Pagosa Springs, CO 81147	623-882-6834
* Alpine Lakes ALRPOA Additions not approval needed		PO Box 3792 Pagosa Springs, CO 81147	
Aspen Springs Metro District Driveways / Roads	Carey Brown	PO Box 488 Pagosa Springs, CO	970-731-5656
*Blue Lake Estates	Berry Wheelless	141 W. Blue Lake Dr. Pagosa Springs, CO 81147	970-264-0644
* Colo. Timber Ridge POA	Website: CTRHOA.org. under "Rules and Governance"	P O Box 5436, Pagosa Springs, CO 81147	
*Continental Divide Ranch POA AREM Property Management INC	<a href="mailto:arem@arempm.com">arem@arempm.com</a>	1201 Main Ave. Suit 103 Durango, CO 81301	970-247-8299
* Crowley Ranch Reserve POA		PO Box 267 Chromo, CO 81128	
*Eaton Pagosa Estates	Susan Hampton, President	PO Box 2272	
* Echo Canyon Ranch Board of Directors	ECRA President <a href="mailto:ecrapres@gmail.com">ecrapres@gmail.com</a>	PO Box 2031 Pagosa Springs, CO 81147	
* Elk Park	Unknown		
* Holiday Acres POA holidayacres.org	Lawrence (Larry) Dick <a href="mailto:holidayacres@centurytel.net">holidayacres@centurytel.net</a>	PO Box 2705 Pagosa Springs, CO 81147	970-264-6919
* Hidden Valley LP Design Review Committee	JR Ford	PO Box 4490 Pagosa Springs, CO 81147	
Loma Linda Metro District Roads, Parks, Rec.		P O Box 3932, Pagosa Springs, CO 81147	
* Loma Linda Property Owners Association	Bill Trimarco	PO Box 1139, Pagosa Springs, CO 81147	970-264-0430
*Oak Hill Ranches HOA	Marilynn Bunch Janet Miller Susanne Bryant	<a href="mailto:MarilynnBunch@gmail.com">MarilynnBunch@gmail.com</a> <a href="mailto:rjsHigherGround@yahoo.com">rjsHigherGround@yahoo.com</a> <a href="mailto:SusanneFBryant@yahoo.com">SusanneFBryant@yahoo.com</a>	970-731-0951 970-731-2092 970-731-0286
*Pagosa Hills Property Owners Association	Mark Thompson, President <a href="mailto:mthompson@pagosa.k12.co.us">mthompson@pagosa.k12.co.us</a>	PO Box 1172, Pagosa Springs, Co 81147	970-264-6318
* Pagosa Lakes Property Owners Association <b>PLPOA</b>		230 Port Ave., Pagosa Springs, CO 81147	970-731-5635
*Park Meadows HOA	Andy Lawson, President	<a href="mailto:604lawson@gmail.com">604lawson@gmail.com</a>	806-559-9689
Piedra Park Metro Improvement District		PO Box 1609, Arboles, CO 81121-1609	
* Powder Horn HOA	Mark Jungemann 317-285-8157	PO Box 2851 Pagosa Springs, CO 81147	Jack Abels 970-946-9114
*Reserve at Pagosa Peak	Jeff Papple 188 S 7 <sup>th</sup> 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 District		PO Box 5551 Pagosa Springs, CO 81147	970-264-1719
* San Juan River Resort (Village) HOA	Jeff Hester	304 Harman Ave., Pagosa Springs, CO 81147	970-264-0002
* Spring Valley Ranch HOA	Marvin L. Johnson	PO Box 130 Chromo CO 81128	970-264-0486
*Teyuakan P-2 POA	Gerry Kmack	913 Roush DR. Pagosa Springs, CO 81147	
*Teyuakan P-1 POA	Bruce Wilke	<a href="mailto:b-wilke@swbell.net">b-wilke@swbell.net</a>	970-731-6160 214-361-7789

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