

# Directions for submitting applications for permits on-line

**(If you do not have a PDF Program installed on your computer or mobile device, you will not be able to submit an application on-line)**

1. In the list of permits, click on the link to the permit you would like to apply for. It will open up in PDF form.
2. Download the permit and save on your computer in place of your choice.
3. Fill out the information in the form by clicking in the spaces or using your “tab key” to navigate the form.
4. Once you have filled out all information, click the “submit” button at the bottom of the last page. The application will be e-mailed to our office to be processed and staff will contact you for further actions/questions/payment.
5. If you have further information you would like to add to the add to the application such as a site plan or directions, they can be emailed to [landuse@co.conejos.co.us](mailto:landuse@co.conejos.co.us). A picture can also be taken from your mobile device and emailed. Please make sure all information is legible so there is no delay in processing.
6. Call our office at 719-376-2014 if you have any questions about the process.
7. If you are unable to submit the application, you can also print, fill out the information and return it to our office in 1 of 3 ways: Fax: 719- - , Mail to P.O Box 197 Conejos Co 81120; or schedule an appointment with our staff. Call our office at 719-376-2014. Appointments are only scheduled from 8:00 AM to 12:00 Noon.



Conejos County Land Use Office

PO Box 197 / Conejos CO 81129

(719) 376-2014 / Fax (719) 376-6769

Permit No.
CP-
Renewal No.
CP-

Application for Construction Permit

Applicant, Last name First name

Mailing Address City State Zip

Telephone: Home Cell Email

Land owner, if different than applicant

Description of Property: Quarter Section Township Range Subdivision Lot No. Block No.

Size of Property/Parcel: Schedule/ Parcel No.

Physical/Site Address:

No. of existing structures: No. of dwelling units: Description:

Zone District: Rural Ag Residential PUD Community/Town Site Commercial Industrial

Does the site slope 20% or more? No Yes %

Contractor/Builder Telephone Email

Start Date: ESTIMATED Completion Date (Permit valid for 1 year. Renewal required before end of year.)

Describe your construction plans:

RESIDENCES: New Site-Built Residence Includes IBC modular homes on foundations.

Dimensions: x Total square feet bedrooms bathrooms Height

Mobile or Manufactured Home: Single Double Triple Park Model

Dimensions: x Total square feet bedrooms bathrooms

Mobile Home Dealer/Individual Seller

Year Make & Model VIN No.

Addition to existing residence - Description & dimensions

UNOCCUPIED BUILDINGS: Dimensions: x Total square feet Height:

Business/Commercial Structure:

Accessory Building: Enclosed Not Enclosed:

Addition/Expansion: Enclosed Not Enclosed:

New/Replacement Roofing: Describe: \_\_\_\_\_  HORCA RV auxiliary structure \_\_\_\_\_

Temporary Structure (limited to 12 months) Date On: \_\_\_\_\_ Date Off: \_\_\_\_\_

Other: \_\_\_\_\_

**Utilities:** *Separate permits are required for Access, Water, Waste Water, Electricity, Plumbing: see Info/Instruction sheet.*

Access:  County Rd \_\_\_\_\_  State Hwy \_\_\_\_\_  Subdivision Rd \_\_\_\_\_  FDR \_\_\_\_\_

Water source:  Private Well Permit No. \_\_\_\_\_  Other: \_\_\_\_\_  Cistern (*Provide proof of legal water supply*)

Waste water system:  New Septic System (OWTS/ISDS) Permit No. \_\_\_\_\_ Date \_\_\_\_\_  
 Connect to Existing System: Permit No. \_\_\_\_\_ Date \_\_\_\_\_ **(Must be inspected.)**  
 Other (community/Town system) \_\_\_\_\_

*For all work done under this permit the landowner and/or applicant accepts full responsibility for compliance with the Conejos County Land Use Code and other applicable County ordinances and regulations, and State and Federal laws and regulations and affirms that he/she has thoroughly read and understood the aforementioned documents. By signing below, he/she acknowledges the truth of this application and his/her additions.*

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE:**

Date received \_\_\_\_\_ ISSUED BY \_\_\_\_\_ FEE PD \_\_\_\_\_ Fee Details: \_\_\_\_\_ DATE CLOSED \_\_\_\_\_

Comments/Remarks: \_\_\_\_\_

**SITE PLAN TO BE FILLED OUT IN LAND USE OFFICE**