

Otero County Building Permit Worksheet
(INFORMATION BELOW TO BE SUPPLIED BY OWNER OR OWNER'S REPRESENTATIVE)



If you have questions, contact: **Dillen Roath - Building Inspector**
Otero County Public Works
411 N 10th Street
Rocky Ford, Colorado 81067
(719) 383-3134

Applicants need to complete this form to the best of their knowledge and then call the Otero County Public Works Office to set an appointment with Dillen Roath, the Otero County Building Inspector.

Date: _____

CONTACT INFORMATION

1) Applicant Name: _____ Phone: _____

Mailing Address: _____

2) Owner Of Property: _____ Phone: _____

3) Contractor: _____ Phone: _____

4) Architect / Engineer: _____ Phone: _____

SITE INFORMATION

1) Location of Construction: ☐ Otero ☐ Cheraw ☐ Swink ☐ Rocky Ford ☐ Manzanola ☐ Fowler

2) Project Address: _____

3) Legal Description: _____ Section _____ Township _____

Range _____ Subdivision _____

Lot _____ Block _____ Parcel# _____

PROJECT INFORMATION

Type Of Work To Be Done: New _____ Addition _____ Replace _____ Move _____

Alterations _____ Repair _____ Conversion _____ Manufactured Home _____

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If this is a Manufactured Home, please provide additional information.		
Manufacturer Name _____	Year _____	Size _____
Serial Number _____	Location of Data Plate _____	

OCCUPANCY USE

Single Family Dwelling _____ Private Garage _____ Private Storage _____

☐ Other Private Structure: Explain _____

☐ Commercial Structure: Explain _____

☐ Industrial Structure: Explain _____

☐ Other Type Of Structure: Explain _____

Work Description: _____

BUILDING INFORMATION

Submittals: _____

Building Plans: ☐ Yes ☐ No

Soil Analysis: ☐ Yes ☐ No

(PLANS MUST BE SUBMITTED BEFORE PERMIT IS ISSUED)

Site Survey ☐ Yes ☐ No

Type Of Construction: Wood Frame _____ Steel Frame _____ Masonry _____

Other: _____

Floor Joist Type: _____ Roof Truss Type: _____

Exterior Stud Size: _____ Window Header Material: _____

Lot Dimensions: Front: _____ Depth: _____ Total Sq. Feet: _____

Setbacks From Property Lines: Front: _____ Back: _____ Side: _____ Side: _____

Total Building Height: _____ **Any Easements Including Conservation:** _____

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(Site Plan Must Be Provided With This Worksheet Showing Location Of All Existing Structures)

Do You Plan To Remove Any Of The Existing Structures? ☐ Yes ☐ No

If Yes, Describe Structures To Be Removed Or Moved & How It Will Be Removed Or Moved

Explain: _____

Anticipated Start Date: _____

BUILDING AREA **(Area Of Spaces In Square Feet Using Outside Dimensions)**

First Floor: _____ Second Floor: _____ Third Floor: _____ Garage: _____

Finished Basement: _____ Unfinished Basement: _____ Carport: _____ Deck: _____

Porches: _____ Other: _____ Total Area Of Proposed Structure: _____

Number Of Bedrooms: (Addition) _____ New Dwelling: _____ Bathrooms: _____

UTILITY INFORMATION

Water Supply: Individual Well: _____ Public System: _____ Cistern: _____

Waste Water System (Otero County Health Department Must Approve ISDS System)

Individual Sewer System: _____ Public System: _____

Primary Heating System: _____

Signature Of Individual Completing Worksheet

Name Of Individual Completing Worksheet

The Above-Signed Individual Affirms The Information Provided Is True And Correct

OFFICE USE ONLY	
Construction Site Address: _____	Land Use Zone: _____
Flood Plain: _____	Setbacks: Front: _____ Rear: _____ Side: _____ Side: _____
Building Valuation: _____	Permit Fee: _____
Information Completed By: _____	Date: _____