

# RESIDENTIAL BUILDING PROCESS

## 1. Check for legal, adequate water supply

- a. Alamosa County requires a source of water for your dwelling. You will need to submit proof of legal water source. Proof can be a Well Permit or a completed Water Well Application or documentation of service from *East Alamosa Water & Sanitation District*. Off-grid development has additional requirements (See below)
- b. For well permit information, contact the *Colorado State Division of Water Resources* at (719) 589-6683 or visit their local office at 301 Murphy Drive, Alamosa.
- c. Unit 3 of Deer Valley Meadows does not allow for well permits and Alamosa County requires potable water supply of 75 gallons per person per day. Rainwater Harvesting is also regulated in Colorado by the Division of Water Resources (Permit GWS-78), [info here](#). See off-grid requirements below.
- d. Documentation for a legal source of water must be submitted to the office for a final inspection or Certificate of Occupancy.

## 2. Contact Onsite Wastewater Treatment System (OWTS) Installer

- a. You will need to install an Onsite Wastewater Treatment System (OWTS/septic) for your new home, or provide documentation of service from East Alamosa Water & Sanitation District. Alamosa County does *not* allow composting toilets, chemical toilets or incinerating toilets.
- b. All Onsite Wastewater Treatment Systems must be designed and installed by an Alamosa County licensed contractor to meet the requirements of CDPHE Regulation 43 as adopted by the County. A list of currently licensed contractors is available on our website. Permits are only issued to the licensed contractor- not the homeowner. Depending on site and soil conditions, the system may require pressure-dosing or an above-surface mound.

## 3. Driveway Access permit from Alamosa County Road and Bridge Department.

- a. You can obtain an Access/Driveway Permit application on our website or contact the County Road and Bridge Dept. directly at (719) 589-6262 or the local office at 8663 S Rd 109, Alamosa.

## 4. Apply for an Address for your property.

(Addresses are issued to vacant land ONLY if you have plans to improve the property.)

- a. You must provide proof of property ownership to obtain an address if the Assessor's Records do not list you as the owner of record. Land-contract purchases require a letter of authorization from the owner of record authorizing development.
- b. Submit the Address Application (available on our website), permit fee and proof ownership to the Land Use Office. Your application must indicate the distance from a property corner to your driveway.

Processing the address application include verification with E911, which happens at the end of each month. Once the address is processed, the office will contact you to pick up the metal address sign to post at the entrance of your property.

## 5. Apply for Building Permit from Alamosa County

You can apply for a building permit on our website or in person at 8999 Independence Way, #100, Alamosa. You will need to submit the following:

- a. Application (available on our website). Information needed to complete the application will include: jobsite address, property owner and contractor info, property info, and project description.
- b. Site Plan/Plot Plan. This is an overhead drawing showing the location of any existing and proposed structures and the distance to property lines, irrigation ditches, easements or similar. An example can be found on our website.

- c. Set of complete Construction Drawings (11x17" or larger) including the following: (a checklist with more detail is available on our website)
  - i. Foundation Plan
  - ii. Floor Plan
  - iii. Floor Framing Plan
  - iv. Wall Framing Plan
  - v. Roof Framing Plan
  - vi. Elevations
  - vii. Details and Tables: footing/foundation section, anchor bolts, stud details, crawlspace/attic insulation, wall sections, thermal envelope, barrier details for WRB air and vapor, flashing,
  - viii. Window & door schedules
  - ix. Energy Code Compliance (a submittal checklist is available on our website)
  - x. Source of heat and location and spec sheets of any fireplace, boilers, or similar.
  - xi. Plumbing & Electric permit information from Colorado DORA (see #6 below).
- d. Engineered Truss designs and layout (stamped plans required at framing inspection).

Processing a **complete** building permit application takes 7-14 days. During the review process, you will be notified if more information is needed, which may delay the review process. Once the application is processed, the office will contact you to pick up the permit and pay the fee. Building permit fees are based on a valuation of the structure which varies by square footage, materials, and building classification. Alamosa County uses the Building Valuation Data published by the ICC in February of the prior calendar year and calculates fees based on IRC appendix L.

## 6. Apply to the State of Colorado for Plumbing and Electrical Permits

- a. Permitting and inspections for electrical and plumbing work in Alamosa County are performed by the State of Colorado. To obtain a permit visit the Department of Regulatory Agencies (DORA) website <https://dpo.colorado.gov/EandP/Permits>
  - i. Provide Alamosa County with the permit number or subcontractor information, once they become available.
- b. A homeowner can obtain a permit and do the work on your own home, or you can hire a registered contractor. If you are a homeowner hiring an Electrical Contractor or Plumbing Contractor, your contractor is responsible for obtaining the required permit(s). As the homeowner, you should not continue with the permit application process. Be aware that it is a violation of state statutes for an individual (other than the homeowner) that is not a registered contractor to install an electrical or plumbing project on your property. In addition, homeowner's insurance may not cover the costs of repair for work performed by anyone without liability insurance who causes damage to your home.
  - i. Colorado State Electrical Inspector: Johnny Casias Phone: 303-869-3449  
[johnny.casias@state.co.us](mailto:johnny.casias@state.co.us)
  - ii. Colorado State Plumbing Inspector: Andrew Medina Phone:303-869-3469  
[andrew.medina@dora.state.co.us](mailto:andrew.medina@dora.state.co.us)

## 7. Inspections:

- a. It is the duty of the permit applicant to notify the county that work is ready for inspection. **You must call the office at 719-589-3812 by 3pm the day prior to request an inspection. We try to do all inspections on the next business day, but sometimes this is not possible due to staffing and workload levels.** While inspections vary by project type, below are the building inspections that are generally required for a residence:
  - i. Footings or Monolithic forms (prior to concrete pour)
  - ii. Stem-wall forms (prior to concrete pour)
  - iii. Piers/holes (if applicable)

- iv. Floor joist (prior to decking)
  - v. Preliminary framing (before installing windows & after WRB, window flashing and stairs)
  - vi. Framing. Both the rough electric and rough plumbing must be approved by the state inspectors prior to requesting the framing inspection.
  - vii. Mid-roof (ice/water shield and roofing material install started)
  - viii. Insulation, prior to inside wall and ceiling coverings.
  - ix. Drywall
  - x. Final Roof
  - xi. Final inspection for Certificate of Occupancy. During the final inspection the water, hot water heater, and heat source need to be functioning so the inspector can check operation. Before a Certificate of Occupancy (CO) can be issued, documentation of the following must be submitted to the office.
    - 1. Onsite Wastewater Treatment System (OWTS) or sewer tap completed.
    - 2. Legal source of water.
    - 3. Final Plumbing Inspection.
    - 4. Final Electrical Inspection.
- b. Plumbing and Electric Inspections are performed by the State Inspectors, and it is the responsibility of the permit applicant, contractor, or property owner to request any necessary inspections directly from the State and be present at the time of inspection. Alamosa County does not permit or inspect plumbing or electrical work.

### **REFERENCE INFORMATION**

The adopted Climatic/Geographic and Manual J Design Criteria summarized below are in full on our website.

**Alamosa County Building Department has adopted the following:**

- **2018 International Residential Code (IRC);**
- **2018 International Building Code (IBC);**
- **2018 International Mechanical Code (IMC); and**
- **2018 International Energy Conservation Code (IECC).**

**Additional Information:**

- Ground Snow Load:
  - o 30lbs on the Valley Floor
  - o 40lbs over 7880 feet elevation
- Wind Design Speed:
  - o 115 mph
- Exposure: C
- Climate Zone 6B
- Frost line depth: 36" below final grade (water lines at a minimum of 5' or 60")
- Prescriptive Insulation and Fenestration Requirements (see table IECC R402.1.2)
  - o Wood frame walls R20 cavity + R5 continuous, or R13 cavity + R10 continuous
  - o Ceilings R49
  - o Floor R30
  - o Slab R10 to 4' depth and R5 under heated slabs
  - o Crawlspace R15 continuous or R19 cavity
  - o Window U factor 0.30
  - o Skylight U factor 0.55
- Seismic design: C
- Minimum Square Footage for residential building: 500sqft

## **SPECIFIC REQUIREMENTS FOR CERTAIN PROJECTS**

### **Manufactured Home Requirements:**

1. All Manufactured Homes must:
  - a. Either be designed to comply with federal construction and safety standards (HUD) OR be approved by the State Division of Housing and meet the structural, wind, and winter temperature requirements for Colorado.
  - b. Have heating equipment sufficient to maintain 70° F indoor temperature with an outdoor temperature of -20° F.
  - c. Have a footprint of at least 600 square feet.
  - d. Have siding of wood, brick, stone or materials with that appearance.
  - e. Be installed on a permanent foundation by a state licensed installer.
  - f. Wheels, axles, tongues, transport lights, and other towing apparatus must be removed.
  - g. Foundation Drawings stamped by a Colorado Licensed Engineer are required
2. Single Section Manufactured homes (single-wide)
  - a. Single-wide homes may not be older than 15 years at the time of installation.
  - b. Single-wide homes are only permitted in the Rural Manufactured Home (RMH) district.
3. Multi-Section Manufactured homes (double-wide, triple-wide)
  - a. Multi-Section homes may not be older than 1976.
  - b. Multi-Section homes must have at least 24' minimum horizontal dimensions

### **Kit Houses or Pre-Fab/Log Cabins**

Any homes other than approved manufactured homes must be site built. Stamped/sealed plans from a Colorado licensed architect or engineer are generally required. Pre-fab or kit homes are only allowed if they are assembled on site and the building inspector can perform all the necessary inspections required of a site-built home.

### **Alternative or sustainable housing (Earthships, straw bale, shipping containers, rammed earth, adobe)**

1. Alternative building methods are allowed as long as the plans are stamped/sealed by a licensed Colorado Engineer or Architect.
2. The structure must meet the requirements set forth in the 2018 IRC and 2018 IECC.

### **Barndominiums**

Finishing part of a larger warehouse/shop style building as living quarters is allowed but may require stamped/sealed plans from a Colorado licensed architect or engineer.

1. The structure must meet the requirements of the 2018 IRC/IBC and 2018 IECC including fire separation, egress, and insulation.
2. The residential area must be at least 500 sq ft

### **Tiny homes (on a foundation)**

1. Minimum Square Footage for residential building is 500 sq ft.
2. Site built homes must meet the requirements of the 2018 IRC and 2018 IECC (i.e., egress, wall length, ceiling height, staircases, insulation)

\*\* Tiny homes on a trailer are considered a Recreation Vehicle (RV) and are limited to temporary/seasonal use with an approved permit from the Land Use office. \*\*