



Park County Development Guide *with active links*

Welcome to Park County [Development Services](#), which encompasses [Planning & Zoning](#), [Environmental](#) & [Code Compliance](#), [Building](#), and [GIS/Mapping](#). The following information is intended to help guide you through your development project, including an explanation of the review, approval and inspection processes, as well as other relevant information to facilitate the successful completion of your project. The standard development application can be found [here](#).

Much of the parcel information needed for permit processing can be found on the [Assessor's site](#). Any information in blue is a helpful link that will direct you to more information.

Please use our Citizen Portal to apply for permits and many other services.

https://www.civicgov4.com/co_parkcounty/portal/

STEPS IN THE PERMITTING PROCESS

Step #1: Address Assignment by GIS

If there is no address listed on your deed or within the [Assessor's](#) information, GIS will assign you one. They can be contacted at 719.836.4294 or [Email GIS@ParkCO.us](mailto:GIS@ParkCO.us). Note that, in some situations, previously assigned addresses need to be changed. You will be notified if so.

Step #2: Planning & Zoning Approval

In most situations, Planning & Zoning will initially review your application. Based on the [zoning](#), staff will determine if your project is an appropriate land use within that zone district as well as verifying property setback requirements, parcel legality, and other land use requirements needed for the permitting process. **Please note:** It is also prudent to check with your homeowner's association prior to applying for a building permit to confirm you are in compliance with their applicable covenants, codes, and restrictions.

The Planning & Zoning Department requires a warranty deed with each application to show ownership. Please note the following special warranty deed requirements. If your warranty deed does not meet one of the following criteria, additional Planning processes may be required.

- Regardless of zoning, if a parcel(s) is less than 35 acres and not in a subdivision, attach a Warranty Deed with metes and bounds description **recorded prior to August 8, 1967.**
- If the property is zoned agricultural and less than 35 acres, **a pre-1972 recorded warranty deed is required.**

The unincorporated areas of Park County are divided into zone districts necessary to achieve land use compatibility and uniformity. The "account type" on the Park County's Assessor's website is not the same thing as a zone district. It is important to [know your zone district](#) as that will determine the types of structures permitted on your property as well the timing in which to construct that structure. If you are unsure of the zoning of your property, please contact the Planning & Zoning Department at 719.836.4292 or [Email Planning@ParkCO.us](mailto:Planning@ParkCO.us) for further information.

Step #3: Environmental & Code Compliance Approval

When applying for a building permit (regardless of permit type), you will need approval from Environmental Health that the current septic system is adequate for your project. If a septic permit has already been issued for your property, staff will review the septic file to make sure you are meeting all necessary State and County

requirements. Additionally, the property's status with regards to Code Enforcement will be reviewed. If you have questions, please call the department at 719.836.4267 or [Email EHS@ParkCO.us](mailto:EHS@ParkCO.us).

Step #4: Building Review and Approval

WHEN IS A BUILDING PERMIT REQUIRED? A building permit is required to erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building or structure in Park County. If you are in doubt as to whether a permit is required for your project, please contact the Building Department at 719.836.4255 or [Email Building@ParkCO.us](mailto:Building@ParkCO.us) for further information.

To obtain a building permit, your plans will be reviewed by the Building Department for compliance with current building codes and other County regulations. Please be sure to include all information in your application, and that your plans include all [plan content requirements](#), as omission of any one item can delay the acceptance of your application. Park County is currently under the 2018 International Code family. After the submittal of your application and construction plans for review, your project will be given a plan review number. All plans are reviewed in the order in which they are received. **We require unlocked electronic building plans for submittal.**

Snow Load: [Ground snow load](#) for a structure is based on the location and elevation of your property. This information is required on your building permit application. Applicants and design professionals are responsible for obtaining the snow load from <https://asce7hazardtool.online/>

Wind load: for the county is designated at 115 mph, 3-second gust. Please make sure that both wind and snow loads are clearly stated and addressed on your construction plans.

Permit Fees: A minimum of 50% of the building permit fee is due upon plan submittal. [Estimated permit fees](#) are available on the Building web page. Commencing construction prior to issuance of a building permit will subject you to a double fee.

Issuance of Permit: Upon completion of plan review, the Building Department will notify the applicant that the permit is ready to be issued or that additional information is required. Plans will be stamped approved and dated. When the permit is issued, you will receive the permit, a building inspection card, and the electronic set of approved plans. **The permit, building inspection card, and stamped plans are required to be on-site for all inspections.** A highly visible, waterproof container for storage of these documents is recommended on-site. Please note that following approval of the final inspection, the inspector will retrieve the building inspection card for our files.

Permit Expiration: Development permits are valid for 1 year from the date of permit issuance and may be voided if work lapses or inspections are not performed. Permits can be renewed for one year, for a fee, which may be conditional on inspections having been performed and upon review of Building Department staff. Please call two weeks prior to the expiration of your permit to ensure arrangements can be made to extend your permit.

Transfer of Permit: Valid unexpired permits can be transferred to a new party upon written application. There will be a fee for such transfer, and for structural or plan changes. The original expiration date will remain the same. Once a building permit has been issued and work on the project has commenced, the project will be completed under the same edition of the Building Code enforced at the time the project was started, provided the permit has not been allowed to expire.

Plan Revisions: If a change needs to be made to your construction plans that have already been submitted or approved through the plan review process, you will need to email unlocked electronic plans clearly showing the changes you wish to make. A plan revision fee, based on the complexity of the change, will be required; as will additional permit fees if applicable.

Inspections: Your building project is required to be inspected at various stages of construction. Please see the appropriate building inspection card for a list of those inspections and when to request an inspection. Inspections may be scheduled with the Building Department office **no later than 5PM the business day prior**. To schedule the inspection, please call the Building Department's Inspection Line at 719.836.4257 and provide the building

permit number, type of inspection, property address, subdivision (if applicable), owner's last name and requested inspection date. We will contact you if the inspection cannot be performed on the requested date. Should it happen that you are not ready for a scheduled inspection, please call and cancel the inspection. Failure to cancel an inspection will result in a re-inspection fee.

The County conducts inspections to verify general conformance with Codes and plans. Quality control is the responsibility of the applicant, property owner, and general contractor.

Final Inspection/Certificate of Occupancy: A final inspection will be conducted only after the State has finally approved the electrical and plumbing. Your septic and driveway permits need to be approved and closed out. Once your project is complete and you have passed your final inspection, a Certificate of Occupancy (a.k.a. CO) will be issued to your building. This certificate is your assurance that the structure has been fully inspected for compliance with the plans and Code.

Occupancy of a structure prior to the issuance of the Certificate of Occupancy is a violation of Code. Occupancy prior to the Certificate of Occupancy may also be grounds for your insurance company to deny a claim in the event of a fire, flood, or any other insurance claim occurrence.

ADDITIONAL REQUIREMENTS/CONSIDERATIONS

Fire Protection Districts: Certain Fire Protection Districts in Park County require a review and approval of your construction project and/or payment of a fee. If you fall within one of the following districts, you may need to submit applicable documents to verify you have met their conditions. If applicable, a copy of your fee receipt is required with your building permit application.

- Platte Canyon Fire Department Mitigation Permit (303) 838-5853
- Hartsel Fire Protection District Impact Fee Receipt (719) 836-3500
- Southern Park County Fire Protection District - approval on inspection card prior to final inspection (719) 689-9479
- Jefferson-Como Fire Protection District Fire Mitigation Survey Fee Receipt (719) 836-2082

Other Permits:

Excavation Permits: Normally the excavation for your foundation is included with your building permit. If your building permit has not been issued and you need to get started earlier on the excavation portion of your project, or if you are conducting a non-building related excavation, a fast-track excavation permit may be purchased for an additional fee. If you purchase your excavation permit in advance, you will not be billed for the excavation portion again with your building permit.

Manufactured Home Permits: Permits are required for any manufactured home being installed in Park County. The owner can pull as a home owner builder.

Mechanical Permits: This permit is required for the installation of mechanical appliances such as furnaces and wood stoves after a dwelling has been constructed. If you intend to include these types of appliances into your building plans for a residence, you do not need to apply for a separate mechanical permit.

Water and Well Permits: Well permits are issued by the State of Colorado Division of Water Resources. Please contact their office at 303-866-3581 or visit their [website](http://www.dwr.colorado.gov) for additional information. dwr.colorado.gov

Plumbing and Electrical Permits: Electrical and plumbing permits and inspections are through the [State of Colorado](http://www.StateofColorado.gov), 303.894.2300. dpo.colorado.gov/plumbing/ dpo.colorado.gov/electrical/