

**Pitkin County Community Development
Building Permit Application Submittal
Requirements For Manufactured and
Factory Built HUD and IRC**

Owner: _____

Parcel ID#: _____

Job Address: _____

This list contains the general information required for any building or demolition permit application. More information may be requested as each project is individually evaluated.

For information about state regulations, registered installers and inspectors, please call the Division of Housing at (303) 866-2033 or (303) 866-5300, or visit their web site https://dola.colorado.gov/doh_codes/installers.jsf

One completed Permit Application form

Copy of the pertinent land use approval(s). This may include a recorded site plan, any BOCC resolutions, Hearing Officer or Administrative Determinations, or Exemptions. Address all items identified in the land use approval as being required prior to submittal or issuance of building or development permit. Exception to this requirement is if you are located in the Aspen Village, Lazy Glen or Woody Creek Mobile Home Parks.

Survey - (24" x 36" maximum size; preferred scale is 1" = 20')

By a Colorado certified surveyor, with original stamp and signature. Survey must be no more than one year old, include topography at two foot contours, and show all existing improvements, all easements, rights-of-way, and any waterways.

Site Plan - (24" x 36" maximum size; preferred scale is 1" = 20')

Show existing topography, all proposed re-grading, all structures (existing and proposed), driveway alignment, adjacent roadways, roof plan of the proposed structure over the topography. Indicate the topographic elevation of the site (above sea level).

Building Plans (preferred scale is 1/4" = 1'; minimum accepted scale is 3/16" = 1')

Include:

Architectural drawings: Existing and proposed floor plans with all room uses identified (specify any changes in use), Exterior building elevations, Building sections, Material specifications, Design load assumptions, Wall sections, Window and door schedules, Roof plan, and Roof ventilation plan

Structural drawings: Foundation plan, framing layout, structural details

Manufacturer's installation and setup manual.

Proof of state certified installer or listed inspector for siting and stitching.

Documentation from the Pitkin County Treasurer's Office that all taxes have been paid.

Reduced set of plans: Include survey, site plan, floor plans, building elevations, and floor area summary and recorded s plan.

Soils Report - If required by your engineer or land use approval.

Proof of adequate and legal water supply

Drainage and Erosion Control - See Handout

Construction Management Plan - See Construction Management Plan Manual for submittal requirements.

Floor Area Summary – Show calculations

Exterior Lighting Plan: Show proposed location of fixtures and their specifications. See Section 7-20-140 of Land Use Code for allowances and limitations.

Access Permit Application Form: See Access Handout for submittal requirements.

Pitkin County Address Assignment Form is required for all sites without an existing address.

Demolition permit is required prior to removal of an existing structure.

See additional requirements on the back of this sheet intended for your type of structure.

**MANUFACTURED & FACTORY BUILT HOUSING REQUIREMENTS
BASED ON THE STANDARD USED TO DESIGN & BUILD THE SPECIFIC
UNIT**

	HUD	IRC
Frost Protection	Manufacturer's Specifications (and/or County adopted Building Code)	County's Currently adopted Building Code
Foundation	Manufacturer's Specifications (and/or County adopted Building Code)	Manufacturer's Specifications (and/or County adopted Building Code)
Basement	County's Currently adopted Building Code	County's Currently adopted Building Code
Snowload	30 p.s.f. minimum <i>Note: this does not meet local requirements if the unit is not built to local requirements. A signed mitigation statement is required.</i>	County's Currently adopted Building Code
Energy Code	HUD Thermal Zone 3	
DOH Label	HUD tag required. Attached to frame outside of unit.	IRC tag required. Attached to unit under kitchen sink.
Electrical Permit	Required for hookup and any work outside the manufactured unit.	SAME
Plumbing Permit	Required for hookup and any work outside the manufactured unit.	SAME
Mechanical Permit	Required for work which is site built or outside the manufactured unit	SAME
Installation Requirement	All installations must have an Installation Authorization posted. All installations require state-certified factory installer or state-certified inspector for the siting and stitching of the unit.	
Installation Certification Insignia	Must be issued and affixed to the home, within 30" of the electrical service entrance, prior to final Pitkin County Inspection	
Inspections	2015 IPC: support, slope and leak inspection of drain/waste/vent. Gas pipe pressure test and underground line inspection. 2014 NEC: connection and grounding final. 2015 IRC: premise address; landings, stairs, handrails, guardrails; foundation and basement if applicable.	
Certificate of Occupancy		Will be issued if installed with a foundation.