

REQUIREMENTS FOR A CROWLEY COUNTY BUILDING PERMIT

For new stick built, manufactured homes, and remodeling of existing structures.

1. If site requires a septic system, a permit is required from the Otero County Health Department first.
2. Payment of use tax of 2% on all construction materials is required. Payment to be made at the Crowley County Clerk's Office.
3. Applicant must provide floor plans and project cost sheets.
4. If new building site, see Crowley county Administration Office for addressing requirements. The phone number is 719-267-5555 ex 2.
5. Building Permit will be issued by the Building Inspector after all above requirements are met. Building Inspector's phone number is 719-469-7579.

NOTE: All manufactured homes moving into Crowley County must meet all County Planning and Zoning regulations.

Inspection Requirements

1. FOUNDATION INSPECTION: To be made after trenches are excavated and forms erected and when all materials for the foundation are delivered on the job. Where concrete from a central mixing plant (commonly termed "transit mixed") is to be used, materials need not be on the job.
2. CONCRETE SLAB OR UNDER-FLOOR INSPECTION: To be made after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place but before any concrete is poured or floor sheathing installed, including the subfloor.
3. FRAME INSPECTION: To be made after the roof, all framing, fire blocking and bracing are in place and all pipes, chimneys, and vents are complete and the rough electrical, plumbing, and heating wires, pipes, and ducts are approved.
4. LATH AND/OR GYPSUM BOARD INSPECTION: To be made after all lathing and gypsum board, interior and exterior is in place but before any plastering is applied or before gypsum board joints and fasteners are taped and finished.
5. FINAL INSPECTION: To be made after finish grading and the building is completed and ready for occupancy.
 - a. Other inspections may apply in addition to the called inspections specified above. The building official may make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws which are enforced by the code enforcement agency.
 - b. Re-inspections: A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made.

This subsection is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of this code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection.

Re-inspection fees may be assessed when the permit card is not properly posted on the work site; the approved plans are not readily available to the inspector for failure to provide access on the date for which inspection is requested or for deviating from the plans requiring the approval of the building official.

To obtain a re-inspection, the applicant shall file an application therefore in writing upon a form furnished for that purpose and pay the re-inspection fee in accordance with Table No. 3-A.

In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.

REQUIREMENTS FOR FINAL INSPECTION

1. Final electrical inspection from State Electrical Inspector.
2. Final plumbing inspection from State Plumbing Inspector.
3. Final inspection on sewage disposal system from Otero County Health Department.
4. Completion of structure according to Crowley County Building Codes.
5. Final inspection by Crowley County Building Inspector.
6. If project has not been completed in six months, contact Crowley County Clerk's Office in regard to the use tax.
7. After completion bring final itemized sheets with copies of tickets attached to the Crowley County Clerk's Office.

ESTIMATED MATERIALS & COST

DATE _____ **PROJECT FOR** _____
DUE UPON PAYMENT OF ESTIMATED USE TAXES AT THE COUNTY CLERK’S OFFICE

	ESTIMATED MATERIALS	ESTIMATED COST	ESTIMATED TAX
Example:	50 2X4	\$100.00	\$2.00
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

ACTUAL MATERIALS & COST

DATE _____ PROJECT FOR _____
DUE UPON COMPLETION OF THE PROJECT. (NUMBER RECEIPTS IN THE ORDER THEY ARE LISTED)

[illegible]

STRUCTURAL INFORMATION

Name of Property Owner _____

Address of Property Owner _____

Phone Number of Property Owner _____

Name of Builder _____

Address of Builder _____

LEGAL DESCRIPTION

Section _____ Township _____ Range _____ Unit _____ Block _____ Lot _____

Subdivision _____

Building Size _____

Construction Costs (see attached est. materials list) _____

Water Source _____

Sewage Disposal Systyem _____

Required Setbacks: Front _____ Side _____ Side _____ Rear _____

Signature of Applicant _____ Date _____

Clerks Office _____ Date _____

NAME _____
ADDRESS _____
CITY/STATE/ZIP _____ PHONE # _____

ORIGINAL DATE _____
ORIGINAL PACKET # _____

FINAL ON PROJECT

DATE _____

AMOUNT PAID TO COUNTY FOR USE TAX _____

AMOUNT DUE TO COUNTY FOR USE TAX _____

DIFFERENCE _____

CHECK IN THE AMOUNT OF _____ PAID TO COUNTY

REFUND CHECK ISSUED TO _____ FOR USE TAX OVERPAYMENT IN THE AMOUNT OF _____

SIGNATURE OF APPLICANT

SIGNATURE OF CLERK'S OFFICE

CONFIRMATION OF FIGURES: