



Mineral County Administrator/Land Use Office

To All Mineral County Builders,

Hello all! Today I am writing you this letter to inform all the builders in Mineral County of the process you must go through to obtain a building permit. Nothing has changed, it just seems that there is a bit of confusion in the process. The zoning regulation states:

11.10 Land Use and Construction Consent

It shall be unlawful to erect, construct, reconstruct or alter any building or structure without obtaining a Land Use and Construction Consent if the cost thereof is in excess of Five Hundred Dollars (\$500.00); or unless the building/structure is classified as a portable structure. Any addition to an existing structure will require a Land Use and Construction Consent. The provisions of this paragraph 11.10 shall not apply to the interior alteration of any single unit dwelling or to the construction of fences or accessory buildings for agricultural purposes. Other rules and regulations related to Land Use and Construction Consent appear in separate resolutions of the Board enacted and adopted before or after the date of these Regulations.

In order to obtain a permit, there are several things that need to be done before submitting your building permit application:

1. As soon as you have an agreement or a contract to build you must contact our office or visit our website FIRST to get a copy of the appropriate applications. This must be done before any work is done on the construction site. You may contact our office by phone (719-658-2360), by email at deputyadmin@mincocolo.com, visit website www.mineralcounty.colorado.gov or in person.
2. Locate your corner pins and either stake out the construction or install forms for the foundation. If you are going to be close to the setback line, the Inspector may ask you to have the concrete forms in place to do his setback measurement.
3. If you are constructing a new home and the lot is not serviced by a central sewer system, then you will need to hire a Professional Engineer from the State of Colorado to perform a site and soils analysis and design your OWTS (septic system). You must notify the County in advance when the test holes for the soil test will be dug so that a County Representative can be present at that time. If you are adding bedrooms, you must have the current system inspected to confirm it has the extra capacity to handle the increased flow and there are no system failures. The OWTS application, inspection report (if applicable) and design are required to obtain the appropriate OWTS permit.



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4. Submit the application(s) with all applicable information so the appropriate fees can be calculated.

Once you have completed 1-4, a setback inspection will need to be scheduled. Notify the Land Use Office with a minimum of 72 hours (3 Business days) to schedule the Building Inspector to do a setback inspection. Once setback inspection is complete and the OWTS permit is granted, a "PINK" building permit can be issued. THE BUILD PERMIT CAN NOT BE ISSUED WITHOUT AN OWTS PERMIT BEING ISSUED FIRST!

The OWTS is the On-Site Wastewater Treatment System and is controlled by Colorado Regulation 43. We have no leeway or flexibility in it. The section below states we cannot issue a building permit until the OWTS permit is issued.

P. General Prohibitions; Section 25-10-112, C.R.S.

1. No city, county, or city and county shall issue to any person:
 - a. A permit to construct or remodel a building or structure that is not serviced by a sewage treatment works until the local public health agency has issued a permit for an OWTS.

If you have not obtained your "PINK" building permit you may not proceed past the concrete form stage. Nothing permanent can be done to the building site until permits are obtained. In Mineral County, if you pour concrete before you have your "PINK" building permit you will be charged a fee for being in violation. The violation is \$500.00 or double your building permit fee, whichever is greater.

All Building Permits are required to be closed by a Final Inspection. Final Inspections include verification of approved final State Inspections as appropriate. Until the Final Inspection has been completed, NO OCCUPANCY OR USE will be allowed. It is the applicant's responsibility to contact Mineral County Land Use Office to schedule a Final Inspection.

Mineral County WILL issue a Certificate of Occupancy on new construction of dwellings and commercial structures. If determined by Mineral County Officials that occupancy has occurred before an issuance of a Certificate of Occupancy, a fine of five hundred dollars (\$500.00) will be assessed automatically.



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Mineral County Zoning Regulation 11.10(B) If an extension request or final inspection is not completed within thirty (30) days of the date of completion or expiration of the permit, a fine of \$75 will be assessed automatically and a new Land Use and Construction Consent will have to be issued.

If you have any questions pertaining to the process required obtaining a building permit or have questions regarding Colorado Regulation 43 please feel free to call our office at 719-658-2360.

Roger Duncan

Janelle Kukuk

Deputy Administrator -Land Use

County Administrator