

# Park County, CO

If you are new to Park County or have been a resident

for many years, Park County Development Services

has created this Guide as a tool for you to use as you

walk through the permitting process for completing

your building project. If at times the process seems

confusing, please contact us for help or clarification.

We are here to make your experience with Park County

an enjoyable one.

Please call the Park County Planning Department at

719.836.4254, the Environmental Health Department

at 719. 836.4267 or the Building Department at

719.836.4255 anytime between 8-5 p.m. M-F.

We are glad you've chosen Park County for your home.

## Directory of Park County Services

### ELECTRIC:

Excel Energy	1.800.895.4999
Intermountain Rural Electric Assoc. Conifer, CO	303.838.5583
Intermountain Rural Electric Assoc. Woodland Park, CO	719.687.9277

### NATURAL GAS:

Colorado Natural Gas Divide, CO	719.686.1328
Colorado Natural Gas Pine, CO	303.838.2090

### PHONE SERVICE:

Qwest	1.800.244.1111
South Park Telephone	888.837.6400

### PROPANE:

Bailey Propane Co.	303.838.5411
Ferrellgas Fairplay, CO	719.836.0378

### WELL INFORMATION:

CO Division of Water Resources	303.866.3587
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*This is a list of services for your convenience only.  
Park County does not endorse or recommend any service.*



Park County  
Development Services

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# PARK COUNTY PERMITTING GUIDE

Building a new home?

An addition to an existing home?

An accessory structure?

This Guide will walk you through

the permitting process to

complete your project.

# The Permitting Process

**W**elcome to Park County! We're glad you've chosen our beautiful county for your home. Please use this brochure as your guide to the Park County permitting process.

The Environmental Health Department recommends that before you begin the permitting process, you locate your well on your property. This will determine the siting of your home and the design/location of your Individual Sewage Disposal System (ISDS). The Colorado Division of Water Resources, listed in the Directory of Services in this brochure, issues all well permits.

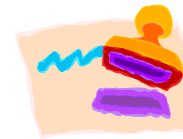
## PLANNING

The first step to obtaining your development permits is to submit a Planning and Zoning Sheet to the Planning Department. The Planning Department is located in the bottom southwest corner of the Park County Services Building. You may call the Planning Department at: 719.836.4254 for directions to the Services Building. The purpose of the Planning & Zoning Sheet is to help the Planning Department determine the zoning of your property, setback requirements, and several other important Park County land use requirements. The Planning & Zoning Sheet may be found on the Park County website at: [www.parkco.us](http://www.parkco.us) under County Offices.

Filling out the Planning & Zoning Sheet will require some paperwork on your part, but it will insure a smooth permitting process. A checklist of required information is provided on the form. To help with your required plot plan, you can obtain a copy of the recorded plat from the Park County Clerk & Recorder's Office in Fairplay.



The next step is to take your approved Planning & Zoning Sheet, Warranty Deed and plot plan to the Environmental Health Department to apply for your septic (ISDS) and driveway permits.



## ENVIRONMENTAL HEALTH

The Environmental Health Department is located on the second floor of the Park County Services Building. The phone number is 719.836.4267. You will need your approved paperwork from the Planning Department, your completed ISDS and driveway permit applications, and applicable fees. The ISDS and driveway application instructions explain the inspection procedures and your responsibilities as the property owner in preparing the site for inspection. The ISDS and driveway permit applications and instructions may be found on the Park County website at: [www.parkco.us](http://www.parkco.us) under County Offices. Your lot size and conditions will determine if you will need an engineered or county-designed ISDS.

Your ISDS and driveway permits will be issued after the preliminary inspection of your property by the Environmental Health Department.

The Building Department, located just across from the Environmental Health Department, will be your final step in the permitting process.

## BUILDING

To obtain a building permit, you must submit with your building plans an approved Planning & Zoning Sheet and copies of your ISDS and driveway permits. Your plans are then reviewed for compliance to the county building codes. The Park County Building Permit Guide may be found on the Park County website: [www.parkco.us](http://www.parkco.us) and in the Park County Building Department. It explains the process and what you need to submit for the plan review. The Building Department's phone number is: 719.836.4255.

*Please note that a final inspection for a Certificate of Occupancy will not be scheduled until your ISDS and driveway have been approved and finalized by the Environmental Health Department.*

### Park County Development Services

1246 C.R. 16; Fairplay, CO 80440

Planning & Zoning Ph: 719.836.4254 FAX: 719.836.4351

Environmental Health Ph: 719.836.4267 FAX: 719.836.4266

Building Department Ph: 719.836.4255 FAX: 719.836.4268