



# BUILDING PERMIT APPLICATION

408 Main Street, P.O. Box 200, San Luis, CO 81152  
Office: (719) 672-3321 • Fax: (719) 672-3553  
townclerk@townofsanluisco.org • www.townofsanluisco.org

Applicant Name: \_\_\_\_\_

Physical Address of Construction: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

(If the owner is not the applicant, the application must be signed by the owner, or a letter authorizing the applicant to submit the application on behalf of the owner must be provided.)

Property Owner Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_

Contractor's Business Mailing Address: \_\_\_\_\_

License #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## TYPE OF CONSTRUCTION:

NEW CONSTRUCTION     ADDITION     ACCESSORY BUILDING     NEW FENCE

EXISTING FENCE REPLACEMENT     OTHER: \_\_\_\_\_

What is the current zoning designation of the parcel:     Residential     Commercial

Parcel Number: \_\_\_\_\_

(Required to receive permit.)

What is the anticipated time frame for completion of this project? \_\_\_\_\_

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

A site plan drawing must be attached to this application. Please provide a drawing prepared to scale showing a north arrow; square footage of proposed addition, length of fencing; size and placement of accessory building on the lot; property dimension; distance of proposed structure to all property lines and driveway/road access.

Is a site plan attached?  YES  NO

Will your project be completed in phases?  YES  NO

For all work done under this permit, the applicant accepts full responsibility for compliance with the Town of San Luis Municipal Codes, Ordinances, and State of Colorado regulations. All construction must follow International Building Codes.

Certain projects may need to go through a Planning and Zoning Review and be approved by the San Luis Board of Trustees.

**THIS PERMIT EXPIRES ONE (1) YEAR (365 DAYS) FROM THE DATE OF ISSUE.**

Application Fee: \$ \_\_\_\_\_  Cash  Check

Applicant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Town Hall Staff