



Change of Use Notification

Please complete this form if you plan to change the use or establish a new use in a building which you own, rent, or lease. Neither the use of or the uses upon any land nor the use of or the uses within any structure shall be changed until a permit for such change of use has been issued by the Chaffee County Building Department.

Application Materials: Warranty Deed Floor Plans Showing Old and New Uses Site Plan

Which Municipality is the business property located in: Chaffee County Salida
Buena Vista Poncha Springs

Each municipality has different requirements for changes of use and must signoff on this application. Please see reverse side of this application for additional requirements and fees. If you are changing the footprint or doing any construction please fill out a **Building Permit** instead of this application.

1. Applicant Name: _____
2. Address of the Property: _____
3. Applicant Mailing Address: _____ Phone _____
4. Please describe the **existing use**: _____

5. Please describe the **proposed new use** of the building: _____

6. Are you planning any new signage? Yes No If Yes, it is the applicant's responsibility to obtain and comply with the municipalities sign requirements before installing a sign.

Applicant Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

To be completed by Staff

Building Department: Change of Use Yes No New Building Classification: _____

Fee: _____ Permit #: _____ Date issued: _____ Computer #: _____

Building Comments: _____

Building Official signoff: _____ Date: _____

Municipality Zone District: _____ Conforming Use: Yes No

Fee: _____ Check #: _____ Permit Number: _____ Receipt #: _____

Comments: _____

Zoning Official Signoff: _____

Fire Department

Fire Inspection Signoff: _____ Date Approved: _____

Fee: _____ Check #: _____

Comments: _____

Municipality Requirements



Please contact any available Plan Review personnel at 719-539-2124. For this exchange of information there will be no fee charged. If it is determined that a change of use will occur further details and planning may be needed to comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG), State Statutes and/or local building codes.



Contact Community Development Department at (719)530-2626 or email planning@cityofsalida.com
Change of Use Fee: 20% of the Building Department fee or a \$50 minimum.
Please Make Checks Payable to the City of Salida
All businesses shall apply to the State for their Sales Tax License



Contact: (719)581-1025 or email bvplanning@buenavistaco.gov All businesses must have a Town of Business address to do Business in the Town



Contact: Phone (719) 539-6882

Fee: No Fee for Change of Use within Poncha Springs Town limits.
NOTE: Applicants must complete and submit a Change of Use Application and Site Plan to the Town Planner, and request to be scheduled on the Agenda for the Trustees Agenda for application review before engaging in business activities.
All businesses must have a State Sales Tax License
