

APPLICATION TO RENEW A USE PERMIT

Instructions and Application Forms

FORM
704



Gilpin County Public Health Agency 15193
Hwy 119, Black Hawk CO 80422
Phone: 303-582-5803

USE THIS APPLICATION PACKET TO RENEW A PREVIOUSLY ISSUED USE PERMIT PRIOR TO ITS EXPIRATION DATE.

Use Permits are valid for six months after the date of issuance and if the sale for the property has not closed within that time period, the Use Permit must be renewed. Use Permits may be renewed ONE TIME under the following conditions:

- The property is still owned by the same owner as shown on the original permit (there may be a new applicant, however), and
- The property has been vacant since the original permit was issued, or
- The original inspector states that there have been no changes in site conditions from the time of their original permit.

TO RENEW A USE PERMIT:

- **COMPLETE** page 1 of this form
- **SUBMIT** to the Department for processing **PRIOR** to the date the permit expires.

FEE: Fee can be paid through OpenGov after the form is submitted. It can also be paid in person at the Gilpin County Courthouse.

A Use Permit may be renewed only one time. If the renewed permit expires you must re-apply using FORM 700, including all the required inspections.

Allow approximately five (5) working days to renew the permit.

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APPLICATION TO RENEW A USE PERMIT – FEE: \$27.00

CLOSING OR RESOLUTION DATE : _____

Agent and contact phone number: _____

PROPERTY ADDRESS: _____

ORIGINAL USE PERMIT NUMBER: _____

Applicant: NAME _____

MAILING ADDRESS _____

CITY STATE ZIP _____

PHONE _____

email _____

RENEWAL CRITERIA (check only one)

☐ **PROPERTY VACANT**

The property has been vacant since the date of the original Use Permit and, to the best of my knowledge there have been no physical or operational changes in the status of the existing individual sewage disposal system since the original permit was approved.

OWNER

DATE

☐ **RE-INSPECTION – no change in conditions**

A re-inspection of the property showed no changes from my original inspection.

USE PERMIT INSPECTOR NAME

DATE

WHEN ISSUED, THE PERMIT WILL BE SENT TO THE EMAIL LISTED ABOVE.

TO MAKE ALTERNATE ARRANGEMENTS CONTACT EH Specialist at 720-617-7779