



City of Manitou Springs

USE TAX PERMIT

1. *Fill out form*
2. *Return it to the Planning Department:*
 - a. *by Fax 719-685-5233*
 - b. *Call it in 719-685-4398*
 - c. *Walk it in (City Hall @ 606 Manitou Avenue)*

1. Address of work: _____

Is this property in the Historic District? YES NO UNKNOWN

2. Property Owner Information

Property owner's name: _____

Property owner's phone #: _____

3. Brief description of work (for example, replacing furnace, installing new water heater, pouring concrete driveway, building a fence*). Please include a brief description of any external changes that will be made to the existing building(s) (for examples, new/replacement windows/doors; addition to existing building; new/replacement materials including siding, trim, roof, etc.).

**Fence, Deck, Porch, Retaining Wall, etc. require a SITE PLAN showing where the structure will be.*

4. Who is doing the work?

Property Owner

Other

Company name: _____

Mailing address: _____

Phone: _____

5. Cost of materials (ONLY – no labor; estimate is okay)

\$ _____