

Elbert County

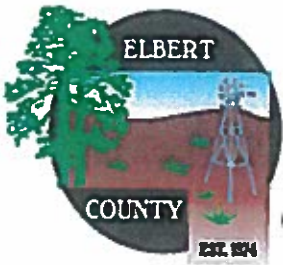
Building Department

2015 Comanche Street, Kiowa, CO 80117
P.O. Box 7
General: 303-621-3135 Building Inspector: 303-621-3172

COMMERCIAL STRUCTURES

You must include the following items in your permit application submittal. You must submit hard and digital copies. Your permit may be delayed if your submittal is not complete.

1. _____ **Commercial Sign off Sheet:** please fill out the gray portion
2. _____ **Current property tax info:** This can be obtained from the Treasurer's Department
3. _____ **Completed application:** All forms in this packet should be completed and signed
4. _____ **Site Plan (example attached);**
You must submit a detailed site plan with this application. An example site plan is included, please review it. Your site plan **MUST** be stamped by a surveyor, and include;
 1. Address of property
 2. North arrow
 3. All streets adjacent to the property
 4. All easements, no build, flood plain, slopes of greater than 20%
All existing structures AND proposed structure
 5. The distance of the proposed structure from the property boundaries
 6. Driveway slope, width and location
5. _____ **Three (3) sets of Blue Prints (One set must be delivered to the appropriate fire district, one set must be delivered to the E.C. Health Department) including;**
 1. Structural design by Engineer or Architect (wet stamped) include Construction Type and Occupancy (MSDS reports may be required)
 2. Floor Plan for all floors including basement
 3. Room sizes and use, window and door locations and sizes, plumbing, attic access, location of furnace and water heater as applicable.
 4. Elevations
 5. Total square footage of all levels
6. _____ **One Engineered Foundation (Wet Stamped)**
7. _____ **One Soils Test**
8. _____ **Items four through seven must also be electronically submitted on a thumb drive or CD, not email.**



Elbert County

Date Received: _____
 Permit Number: _____

COMMERCIAL Building Permit Application

2015 Comanche Street, Kiowa, CO 80117
 P.O. Box 7
 General: 303-621-3135 Building Inspector: 303-621-3172

Project Type (Addition/new build/ remodel/change of occupancy/etc.):

Project Address: _____ City: _____ Zip: _____

Contractor is applicant? Y N Property owner is applicant? Y N

Property owner name: _____ Address: _____
 Phone: _____ Email: _____

Contractor name: _____ Address: _____
 Phone: _____ Email: _____

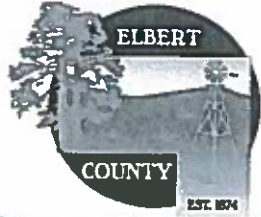
Square Footage: 1st floor: _____ 2nd floor: _____ Other: _____
 Basement Unfinished: _____ Basement Finished: _____
 Attached Garage: _____ Patio Cover: _____ Deck: _____
 Accessory structure (detached): _____

Plans must show Construction Type (VB, etc.) and Occupancy.

Application must be filled out completely for submittal, and must be signed to be valid.

Applicant Signature: _____ Date: _____

Permit Fee: \$ _____
 Plan Review: \$ _____
 Use Tax: \$ _____
 Driveway: \$ _____
 Impact Fees: \$ _____ **Total Due: \$ _____**



Elbert County

Building Department
Commercial Sign Off Sheet

Is this project related to a Special Use? _____ SUR # if applicable: _____
SCHEDULE / ACCOUNT NUMBER: _____

LEGAL DESCRIPTION: _____
 SECTION TOWNSHIP RANGE

APPLICANT NAME: _____ PHONE NO.: _____
OWNER NAME: _____ PHONE NO.: _____
MAILING ADDRESS: _____
PERMIT ADDRESS: _____

SUBDIVISION/DEVELOPMENT NAME: _____ BLK/LOT: _____
TYPE OF PERMIT REQUEST: _____

PLANNING DEPARTMENT REVIEW - ZONING, SETBACKS

SEE FLOODPLAIN INFORMATION ON REVERSE

Zoning: _____ Setbacks: Primary Front: _____ Side: _____ Rear: _____
Assessory Front: _____ Side: _____ Rear: _____

Impact Fees: N/A DUE Commercial: \$ _____

Comments: _____
Approval: _____ Date: _____

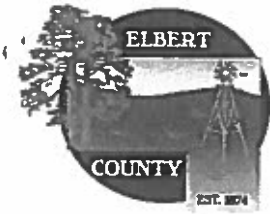
ENVIRONMENTAL HEALTH/SAFETY & STORM WATER MGMT REVIEW

SEE FLOODPLAIN INFORMATION ON REVERSE

Comments: _____
Received: _____ Date: _____
Dept. Contact _____

FIRE DISTRICT _____ IMPACT FEE DUE \$ _____

Comments: _____
Received: _____ Date: _____
Dept. contact: _____



FLOODPLAIN

INFORMATION, REVIEW AND SIGN OFF

- This property contains floodplain
- This property does not contain floodplain

PROPERTY THAT CONTAINS FLOODPLAIN:

If your property contains floodplain, be aware that you may not construct a structure of any kind within the floodplain without first applying for a floodplain permit. This includes ISD systems. Elbert County Zoning Regulations Part II, Sec 25, sec C, 5, c states that applicants will be required to:

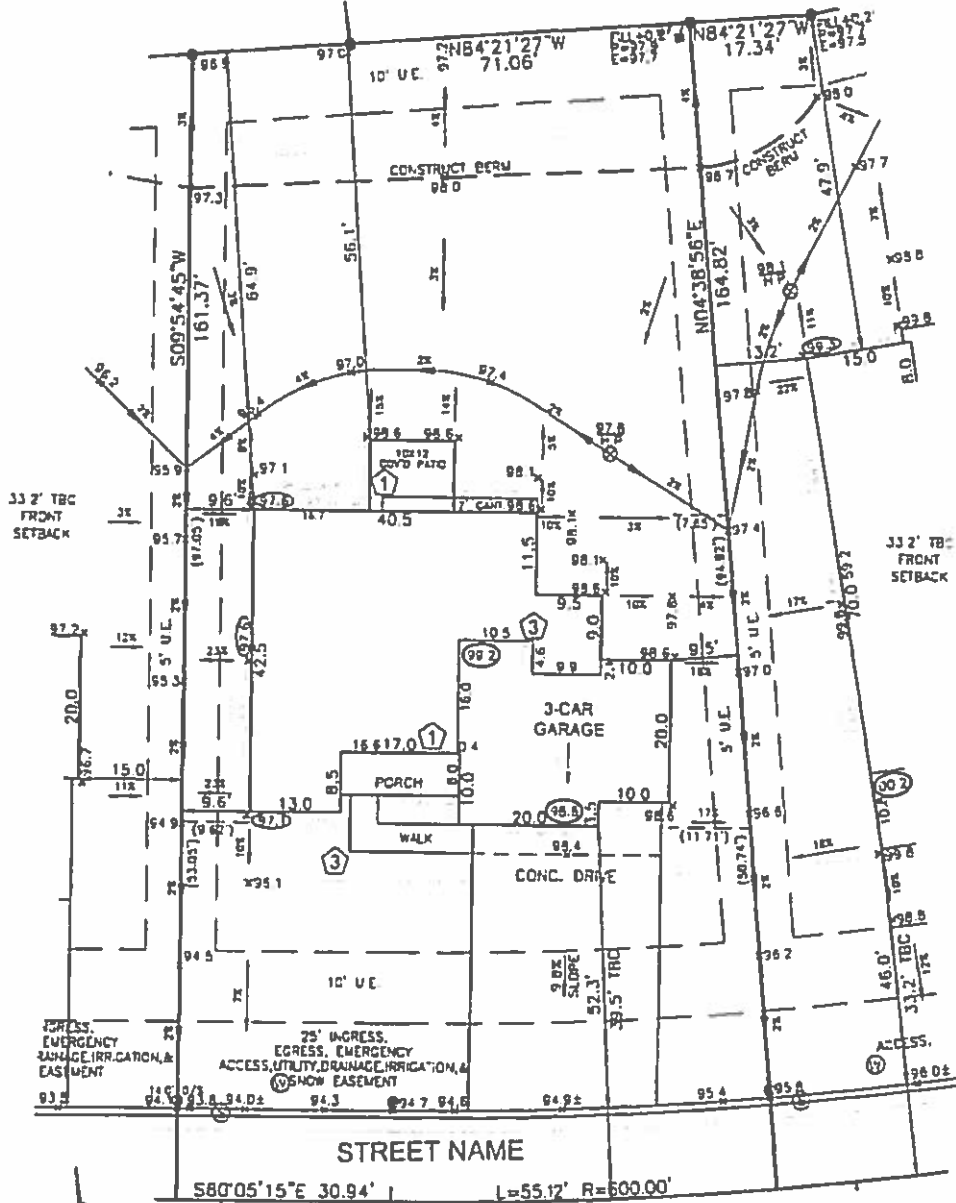
Locate all new on-site sewage systems (including leach fields) in areas above the base flood elevation; (except the replacement of a failing system where no alternate location outside the floodplain is available.)

Please take this restriction into account when locating a structure on property that contains floodplain.

Comments: _____

Approval: _____ Date: _____

PLOT PLAN



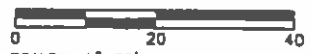
CONSTRUCT BERM AS SHOWN TO PROVIDE FOR ADEQUATE DRAINAGE

SUGGESTED NUMBER OF RISERS AT LOCATION(S) SHOWN BASED ON 7-3/4" MAXIMUM RISERS.

ADD FILL TO REAR YARD FOR ADEQUATE DRAINAGE

* GRADE BEAM TO BE 12" BELOW TOP OF FOUNDATION TO ACHIEVE DRIVEWAY SLOPE INDICATED. NOTE: FROST DEPTH MUST BE MAINTAINED; REFER TO STRUCTURAL DETAILS.

NOTES



SCALE: 1"=20'

SUBMISSION:

COUNTY: ELBERT

ADDRESS:

EASEMENTS DISPLAYED ON THIS PLAN ARE FROM THE RECORDED PLAN AND MAY NOT INCLUDE ALL EASEMENTS BY RECORD. RECORDED PLAN AND DEVELOPMENT DRAINAGE PLAN PROVIDED BY LOT CORNER ELEVATION CHECK: 02-18-13.

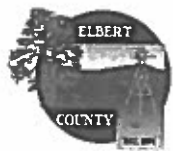
REVISIONS:

DRAWN BY:

DATE: 03-01-17

CHECK BY:

MINIMUM SETBACKS FROM RECORDED PLAT:
 FRONT: 20' FROM PRIVATE STREET ESMT REAR: 15'
 CORNER: 20' FROM PRIVATE STREET ESMT SIDE: 5'



COMMERCIAL C/O SIGN OFF SHEET

This sheet with original signatures must be returned to Elbert County Building Department after all departments have approved their final inspections, but before scheduling Building Department C/O inspection. (We will not accept faxed copies we must have the original).

Fire Department: _____
Signature Date

Telephone Number: _____

Comments: _____

Environmental Health: _____
Signature Date

Comments: _____

Road and Bridge: _____
Date Signature

Comments: _____

Planning and Zoning: _____
Signature Date

Comments: _____

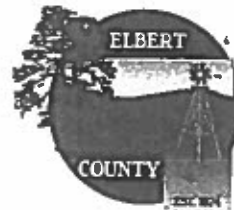
PLEASE KEEP THIS PAGE FOR YOUR FINAL INSPECTION. WE CAN NOT SCHEDULE YOUR C/O WITHOUT THE ORIGINAL COPY OF THIS PAGE WITH ORIGINAL SIGNATURES FROM EACH DEPARTMENT LISTED.



COUNTY OF ELBERT

COMMUNITY & DEVELOPMENT SERVICES OFFICE

P.O. BOX 7
215 COMANCHE STREET
KIOWA, COLORADO 80117
303-621-3136 FAX: 303-621-3165



Disclosure Letter

I, _____ do hereby acknowledge my full awareness of the application being presented to Elbert County by _____, For the parcel of land indicated and for the reasons noted on the application. I hereby acknowledge the person or company noted herein is my authorized representative in this matter.

Signature (s) of property owner (s):

Signature _____ Date _____

Signature _____ Date _____

Printed name (s) and complete address of property owner (s):

Name: _____ Address: _____

Name: _____ Address: _____



COMMUNITY & DEVELOPMENT SERVICES

215 Comanche Street/P.O. Box 7 ~ Kiowa, CO 80117

303.621.3136

ADDITIONAL PERMITS REQUIRED

SEPTIC PERMITS

When building in Elbert County you will be required to pull separate permits for your septic (Elbert County Health and Environment).

Elbert County Health and Environment:

(Located in the smallest, most northern building on the Elbert County Fairgrounds)

75 Ute Avenue

Kiowa, CO 80117

303.621.3144

ELECTRIC PERMITS

When building in Elbert County, any structure with electric work involved, you will be required to pull separate permits for that work from the state of Colorado.

Colorado State Electrical Permitting:

Electrical Board Contact Information

State Electrical Board

1560 Broadway, Suite 1350

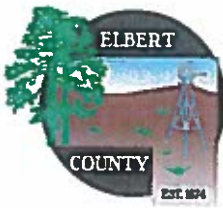
Denver, CO 80202

Phone: 303-894-2300 | Fax: 303-894-2310 | Email: dora_electricalboard@state.co.us

[https://www.colorado.gov/pacific/dora/Electrical Permit Inspection Info](https://www.colorado.gov/pacific/dora/Electrical%20Permit%20Inspection%20Info)

WELL PERMITS

**Well permits can be obtained through the Colorado Department of Water Resources:
303-866-3587**



COMMUNITY & DEVELOPMENT SERVICES

215 Comanche Street/P.O. Box 7 ~ Kiowa, CO 80117
303.621.3136

IMPACT FEES

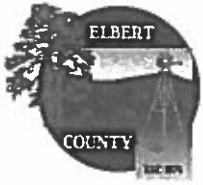
When you are building a new residence in Elbert County, you may be required to pay impact fees. County impact fees are due to the Elbert County Planning Department. They are due on parcels, 35 acres or greater, any time a new residence is built. They do not apply to accessory structures. These fees will be required to be paid prior to the issuance of your building permit.

Elbert County Community & Development Services
215 Comanche Street
Kiowa, CO 80117
303-621-3185

FIRE DISTRICT IMPACT FEES

Fire district impact fees may be due to the Fire District that you are building in. It is your responsibility to check with your fire district. If Fire District impact fees are due, they are determined by the appropriate fire district. The size of parcel does not have any bearing on the impact fees due. You must provide evidence of payment of these fees to the Building Department prior to issuance of your building permit.

I have read and acknowledge the information above: _____
Sign and date



VERY IMPORTANT

Regarding Engineered Foundations:

**Elbert County Requires that the following items be inspected
by the engineer of record on your project;**

1. Open hole (if required by engineer)
2. Pier/caisson placement
3. Footing size and steel placement
4. Foundation wall
5. Concrete encased electrode (as required July 1 by 2005 N.E.C.)
6. Beam placement
7. Perimeter drain
8. Water proofing
9. Any additional inspection requested by the Building Official

Inspection letters with original wet stamp must be submitted prior to issuance of Certificate of Occupancy.

If you have any questions regarding this notice please contact the Elbert County Building Department at 303-621-3135.