



# Elbert County

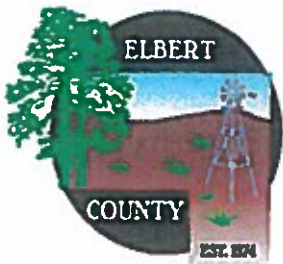
Building Department

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

## NEW RESIDENCE / ADDITION

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. \_\_\_\_\_ **Residential Sign off Sheet:** please fill out the gray portion
2. \_\_\_\_\_ **Copy of deed:** This can be obtained in the Clerk and Recorder's Office
3. \_\_\_\_\_ **Current property tax info:** This can be obtained from the Treasurer's Department
4. \_\_\_\_\_ **Completed application:** All forms in this packet should be completed and signed
5. \_\_\_\_\_ **Site Plan** not required if fire repair with unchanged footprint (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
6. \_\_\_\_\_ **One set of Blue Prints including;**
  1. Structural design by Engineer or Architect (wet stamped)
  2. Floor Plan for all floors including basement; total square footage of all levels
  3. Room sizes and use, window and door locations and sizes, plumbing, attic access, location of furnace and water heater as applicable (include manual J)
  4. Elevations
  5. **STAMPED TRUSS DETAILS**
7. \_\_\_\_\_ **One Engineered Foundation** (Wet Stamped) Foundation report required if re-build on existing foundation.
8. \_\_\_\_\_ **One Soils Test**
9. \_\_\_\_\_ **Items four through eight** must also be electronically submitted on a thumb drive or CD, not email.



# Elbert County

Date Received: \_\_\_\_\_  
 Permit Number: \_\_\_\_\_

## Building Permit Application (requiring plan review)

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

**Project Type (Circle One):**    New Residence (Modular or Stick Built)

Addition     
  Basement Finish     
  Remodel     
  Conversion to Living Space  
 Accessory Structure     
  Patio Cover     
  Deck     
  Pool  
 Commercial Structure     
  Pre-manufactured Accessory Structure over 300 sf

Other: \_\_\_\_\_

Project Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of work (if modular please include make/model) : \_\_\_\_\_

Contractor is applicant:    Y    N                      Property owner is applicant:    Y    N

Property owner name: \_\_\_\_\_ Address: \_\_\_\_\_

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

Contractor name: \_\_\_\_\_ Address: \_\_\_\_\_

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

Square Footage: 1<sup>st</sup> floor: \_\_\_\_\_ 2<sup>nd</sup> floor: \_\_\_\_\_ Other: \_\_\_\_\_

Basement Unfinished: \_\_\_\_\_ Basement Finished: \_\_\_\_\_

Attached Garage: \_\_\_\_\_ Patio Cover: \_\_\_\_\_ Deck: \_\_\_\_\_

Accessory structure (detached): \_\_\_\_\_

# Bedrooms: \_\_\_\_\_ # Baths: \_\_\_\_\_

**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

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

Permit Number: \_\_\_\_\_

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

### Residential Access Permit Application:

New Access   Pave existing drive   Address Marker

Other: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Subdivision: \_\_\_\_\_

#### Mapper Review

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

Property owner name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor is applicant: Y N

Property owner is applicant: Y N

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 licensed Surveyor.

#### NOTE THE FOLLOWING;

1. Address must be clearly marked and staked within 24 hours of application submittal.
2. All failed inspections will result in a \$47.00 re-inspection fee.
3. Applicant understands that the driveway must be maintained to County specifications at all times. Any future repairs shall be at the applicants/owners expense.

|                |  |
|----------------|--|
| Address Marker | \$ 25.00                               |
| Access Permit  | \$105.00                               |
| Paving Permit  | \$47.00 inspection fee – no permit fee |
| Fee Total      | \$ _____                               |

## Driveway Requirements

Some requirements are site specific and will be determined by the Inspector upon the initial inspection

Property Address: \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone: \_\_\_\_\_

Property owner email address: \_\_\_\_\_

\_\_\_ 25' turning radius at County / Private Road

\_\_\_ 20' minimum width from property line to edge of County / Private Road

\_\_\_ 14' width from property line to the residence, with two 1' shoulders (total 16')

\_\_\_ 80' turnaround / hammerhead at the end of the drive, with asphalt or gravel from property line

\_\_\_ Gravel depth, 6"

\_\_\_ Class VI gravel, minimum

\_\_\_ Gravel from property line to shoulder of County / Private Road

\_\_\_ Culvert diameter, 18" minimum

\_\_\_ Culvert length, 24' with flared ends

\_\_\_ Drive ways that meet or join paved roads must be paved with asphalt and be tacked at the seam

\_\_\_ Concrete pan 9' x 20' overall dimension

\_\_\_ Wire mesh or rebar

\_\_\_ Footers required, 2' x 3' x 6"

\_\_\_ Adequate sight distance

\_\_\_ 8" fall back, measured from shoulder of County Road to property line

\_\_\_ Maximum slope (residential) SHALL NOT EXCEED 10% once on private property

**ELBERT COUNTY RECOMMENDS THAT A 20' MINIMUM WIDTH BE MAINTAINED FOR THE ENTIRE LENGTH OF THE DRIVEWAY FOR HEALTH, SAFETY AND WELFARE REASONS.**

### Paving Existing Drive:

\_\_\_ Minimum 4" thick asphalt or concrete over 6" thick class 6 aggregate base material.

\_\_\_ DRIVES THAT MEET DIRT OR GRAVEL ROADS: Pave only to the property line. Do not pave in the County ROW. Snow removal and road maintenance can damage concrete or asphalt that is in the ROW. It can also damage County Equipment. If this is ignored and damage of any sort occurs, it is the full responsibility of the property owner to provide payment for repair.



# RATTLESNAKE FIRE PROTECTION DISTRICT

46200 Coal Creek Drive  
Parker Co, 80138

Emergency 911  
Business 303-841-8111  
Fax 303-841-8734

Fire Chief C. Kilduff  
Assistant Chief L. Standard  
Division Chief A. Craigie

## RESIDENTIAL SIGN OFF SHEET

Project Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Subdivision \_\_\_\_\_ Legal \_\_\_\_\_  
Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Contractor Email Address \_\_\_\_\_  
Owner Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Owner Email Address \_\_\_\_\_

\_\_\_\_\_ Rattlesnake Fire Protection District has a \$2897.00 Impact Fee per new residence or \$1.35 per square ft commercial build.

With payment due in full prior to sign off on this check list.

\_\_\_\_\_ Rattlesnake Fire Protection District Driveway Specifications: Please see specifications in our Builder's Guide.

-An all-weather surface from the street to the residence is required prior to any combustibles being stored on site.

\_\_\_\_\_ "I have either received a copy of the Rattlesnake Fire Protection District's Builders Guide or have reviewed the online version available at: [www.rattlesnakefirerescue.com](http://www.rattlesnakefirerescue.com) and hereby acknowledge the Guide's contents."

\_\_\_\_\_ "I hereby acknowledge I have read and understand the foregoing."

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_ "I hereby acknowledge as a representative of the Rattlesnake Fire Protection District, the foregoing information was presented to the Applicant for a residential building permit."

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



Elizabeth Fire Protection District  
 P.O. Box 441  
 Elizabeth, CO 80107  
 303-646-3800

## Residential Sign-Off Sheet

Project address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Subdivision \_\_\_\_\_ Legal \_\_\_\_\_  
 Property owner Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Email Address \_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Contractor E Mail Address \_\_\_\_\_ Zip \_\_\_\_\_

Impact fee due for Elizabeth Fire Protection District \$ \_\_\_\_\_  
 Payment must be made in full prior to issuance of building permits.

Fire District Representative \_\_\_\_\_ Date \_\_\_\_\_

### IN ADDITION

\_\_\_\_\_ Elizabeth Fire Protection District Driveway specifications must be met prior to issuance of Certificate of Occupancy by the Elbert County Building Department.  
 An all-weather surface from the street to the residence is required prior to any combustibles being stored on-site.

I acknowledge that I have read, understand and agree to the information above:

\_\_\_\_\_ Date \_\_\_\_\_  
 Print name (property owner)

\_\_\_\_\_  
 Signature

### For Use By Elbert County Community and Development Services:

Impact fees collected      Y      N  
 Check Number  
 Check Amount  
 Date



Kiowa Fire Protection District  
P.O. Box 321  
Kiowa, CO 80117  
Business Phone 303-621-2233  
Emergency Phone 911

## Residential Sign-Off Sheet

Project address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Subdivision \_\_\_\_\_ Legal \_\_\_\_\_  
Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Contractor E Mail Address \_\_\_\_\_ Zip \_\_\_\_\_  
MailingAddress \_\_\_\_\_  
Owner Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Owner Email Address \_\_\_\_\_

\_\_\_\_\_ Kiowa Fire Protection District has a \$1,902.00 Impact Fee per new residence or such other Impact fee as negotiated.

With payment due in full prior to sign off on this checklist.

### IN ADDITION

\_\_\_\_\_ Kiowa Fire Protection District Fire Flow Fees

Developers may choose from three options:

1. Development of a 30,000gallon cistern meeting Fire District Requirements \_\_\_\_\_
2. Residential Sprinklers in each dwelling unit \_\_\_\_\_
3. Cash in lieu \$1,040 per lot \_\_\_\_\_

With payment due in full prior to sign off on this checklist.

\_\_\_\_\_ Kiowa Fire Protection District Driveway specifications: Please see specifications in our Builder's Guide.

An all-weather surface from the street to the residence is required to any combustibles being stored on-site.



# Elbert County

## Building Department Residential 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**

**FIRE DISTRICT IMPACTS DUE: \$**

**SEE FLOODPLAIN INFORMATION ON REVERSE**

**FIRE DISTRICT:**

Zoning: \_\_\_\_\_ Setbacks: Primary Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_  
Assessory Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Impact Fees:  N/A  DUE Commercial: \$ \_\_\_\_\_ TAZ: \$ \_\_\_\_\_ Residential/ Growth **\$2,453.00**

Comments: \_\_\_\_\_

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

**ENVIRONMENTAL HEALTH/SAFETY & STORM WATER MGMT REVIEW**

**SEE FLOODPLAIN INFORMATION ON REVERSE**

Comments: \_\_\_\_\_

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

Environmental health/safety signature states only that permit is applied for, not that it has been issued.

**ASSESSOR / MAPPER REVIEW:**

Comments: \_\_\_\_\_

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





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

## HOME OWNERS ASSOCIATION AND COVENANTS STATEMENT

**PLEASE NOTE: YOU MUST SIGN THIS FORM REGARDLESS OF YOUR KNOWLEDGE OF AN EXISTING ACTIVE OR INACTIVE HOMEOWNERS ASSOCIATION**

TO: APPLICANTS FOR BUILDING PERMITS

RE: COMPLIANCE WITH PROTECTIVE COVENANTS

As part of your application for a building permit in Elbert County, you are requested to contact the Architectural Control Committee or Home Owners' Association in your neighborhood to obtain their approval of you plans prior to a building permit being issued.

By signing below, you are attesting to Elbert County that to the extent that such entity exists, you have made contact with them for the review and approval of your plans.

Please be advised that Elbert County does NOT enforce protective covenant or police violation of such covenants. You are responsible for the necessary compliance with covenants applicable to your project. This notice is a public record and will be provided to any HOA that requests to view or copy it.

All building permit applicants must sing below regardless of whether or not an HOA or restrictive covenants exist with relation to the subject parcel.

BY SIGNING, I CERTIFY THAT I HAVE READ, UNDERSTAND & WILL COMPLY WITH THE ALL OF THE ABOVE:

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

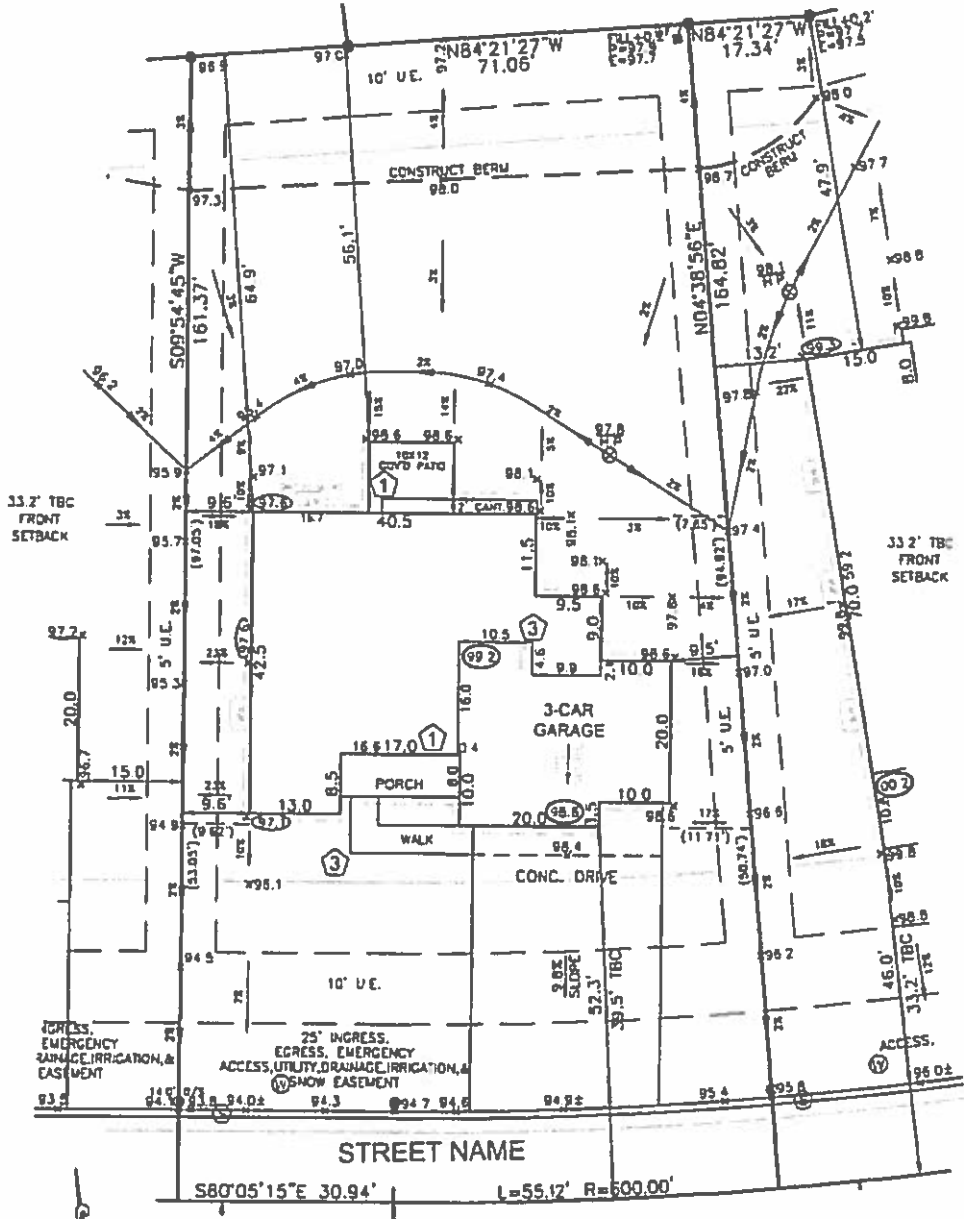
Signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you!*

*Elbert County Community & Development Services  
Department*

LOT

# PLOT PLAN



CONSTRUCT BERMS AS SHOWN TO PROVIDE FOR ADEQUATE DRAINAGE

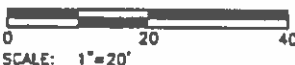
⊗ SUGGESTED NUMBER OF RISERS AT LOCATION(S) SHOWN BASED ON 7-3/4" MAXIMUM RISERS.

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:

EASEMENTS DISPLAYED ON THIS PLAN ARE FROM THE RECORDED PLAT AND MAY NOT INCLUDE ALL EASEMENTS OF RECORD.  
RECORDED PLAT AND ENERGY GRADING PLAN PREPARED BY LOT CORNER ELEVATION ENG'G, 02-18-13



SCALE: 1"=20'

SUBMISSION:

COUNTY: ELBERT

ADDRESS:

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

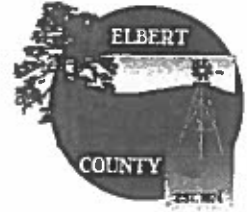
SIDE: 5'



# 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](mailto: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**

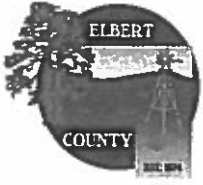
When you are building a new residence in Elbert County, you may be required to pay impact fees. County impact fees are due to the Elbert County Planning Department. They are due on parcels, 35 acres or greater, any time a new residence is built. They do not apply to accessory structures. These fees will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