



Elbert County

Building Department

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

Over The Counter Permits

Please check below for information that you will be required to submit for your over the counter permit. Over the Counter permits may be submitted via email. Your permit may be delayed if your submittal is not complete.

1. _____ Completed Over the Counter Permit Application.
 - a. For ground mount solar units, personal towers and pre-manufactured accessory structures only, you must submit a site plan

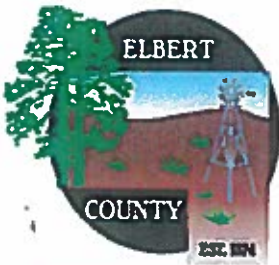
2. _____ Site Plan (example attached);

You must submit a detailed site plan with this application. An example site plan is included, please review it. Your site plan must 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%
 5. All existing structures
 6. Proposed structure
 7. The distance of the proposed structure from the property boundaries

3. _____ One set of drawings / blue prints
 - a. For all over the counter permits **except re roof**, drawings and/or a scope of work will be required
 - b. For Solar units, towers and foundation repairs, an engineer's design (wet stamped) is required
 - c. For installation of used solid fuel stoves, the unit must be inspected prior to installation. This inspection requires a \$47.00 inspection fee.
 - d. Furnace install / replacement requires submittal of furnace size and REScheck

4. _____ Items one, two and three must also be electronically submitted.



Elbert County

Building Permit Application

Date Received: _____
 Permit Number: _____

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Project Type (Circle One): Solid Fuel Gas A/C Furnace/Water heater
Foundation Repair Drywall Simple plumbing Re roof
Construction Trailer Temp. Residence Building Permit Extension
Personal Solar (not for commercial applications) Personal Tower
Pre-manufactured Accessory Structure 300 sf or under

Other: _____

Project Address: _____ City: _____ Zip: _____
 Description of work: _____

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

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

Square Footage (as applicable): 1st floor: _____ 2nd floor: _____
 Deck (covered / uncovered) : _____

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

Applicant Signature: _____ Date: _____

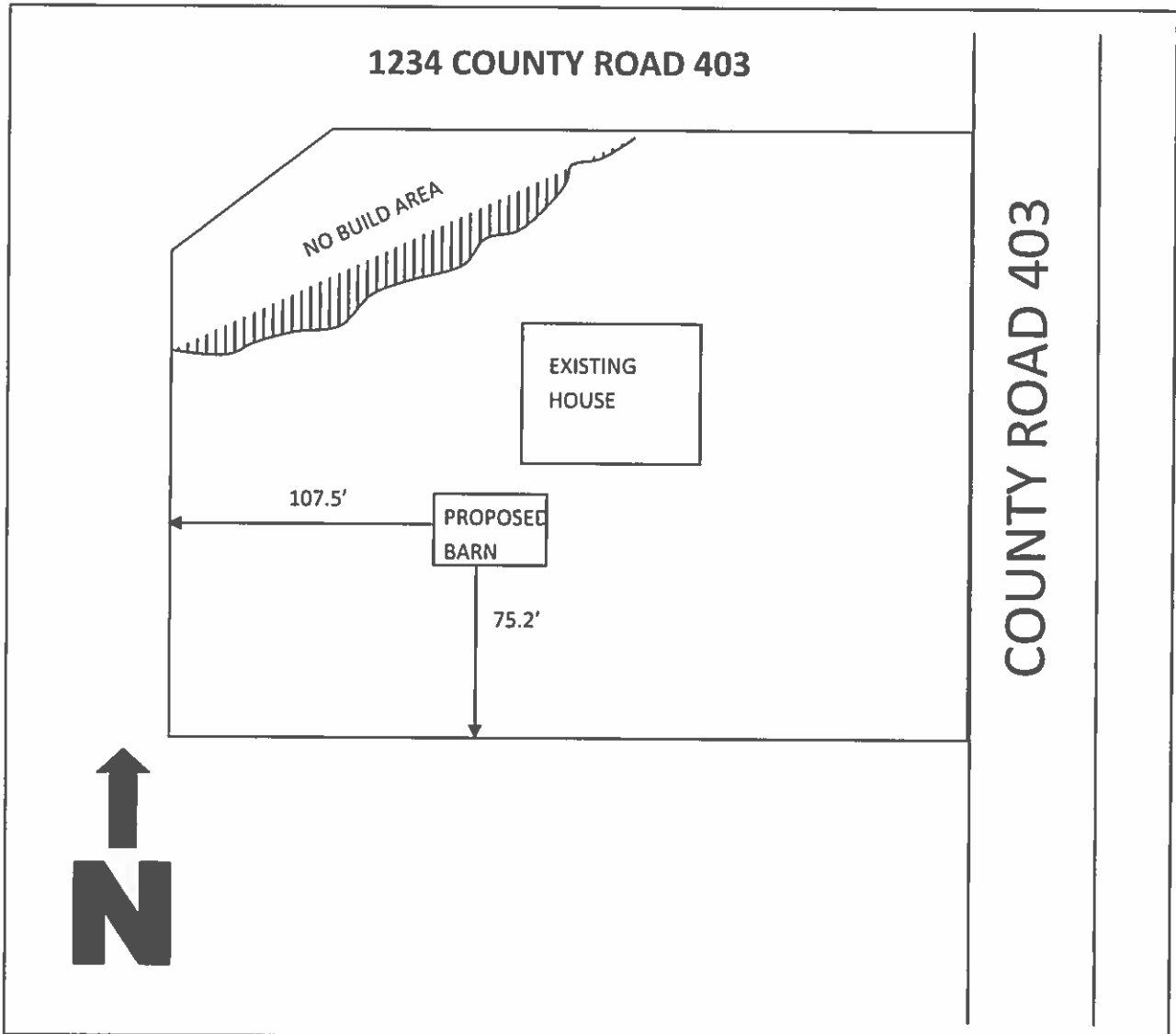
Permit Fee: \$ _____

Total Due: \$ _____



SITE PLAN EXAMPLE

1. Address of Subject Property
2. The proposed structure
3. All existing structures
4. The distance to the TWO closest property lines from subject structure
5. A North Arrow
6. All streets adjacent to property must be labeled.
7. All easements, no-build, slopes of greater than 20% must be labeled.



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*



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**