



Elbert County Community and Development Services

You must submit a site plan, along with the attached document, for approval through the Community and Development Services Department **before submitting an application for a building permit.** Elbert County may request that you submit a site plan that is stamped by a licensed surveyor if there are any concerns with slope, floodplain, or no build areas.

Upon site plan approval, you will turn your site plan, and the attached document containing approval signature, to the Building Department at the time you submit your building permit application.

This is referred to as the Community and Development Services Sign off Sheet on the building permit checklist.

A site plan is not required if your project does not change the footprint of a structure (basement finish, like for like deck replacement, etc.) **however**, the attached document must still be reviewed and approved by Community & Development services for compliance with zoning. For basement and other interior finishes, you must supply CDS with a drawing of the layout of your project, including labeled rooms and uses.

Your detailed 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%,
All existing structures AND proposed structure
5. The distance of the proposed structure from the property boundaries
6. Driveway slope, width and location (for new residences)

ELBERT COUNTY COLORADO

COMMUNITY AND DEVELOPMENT SERVICES

Prior to applying for a building permit approval of the following items must be confirmed by a representative of the Community and Development Services Department

PROJECT INFORMATION

Project Number: _____
proposed use: _____
Is this a second residence: _____ Does this project include a kitchen: _____
Is this a modular or manufactured home: _____ Is it at minimum 26' x 34': _____
Does this project include commercial use: _____

APPLICANT INFORMATION

Name: _____
Phone: _____
Email: _____

PROPERTY INFORMATION

Address: _____
Parcel Number: _____
Subdivision: _____ Lot: _____
Zoning: _____ Proposed use is in compliance with zoning: Y N
Setback requirements: North: _____ South: _____ East: _____ West: _____
Comments: _____

FIRE DISTRICT INFORMATION

District Name: _____
Impact fees: Not Due
Paid: _____
Amount Check number Date

COUNTY IMPACT FEE INFORMATION

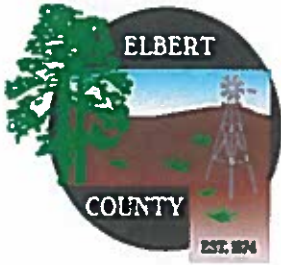
Not Due
Paid: _____
Amount Check number Date

FLOOD PLAIN INFORMATION

No Floodplain
Flood Plain Located: _____

APPROVED FOR BUILDING DEPARTMENT SUBMITTAL

Name: _____ Date: _____



Elbert County

Building Department

2015 Comanche Street, Kiowa, CO 80117

P.O. Box 7

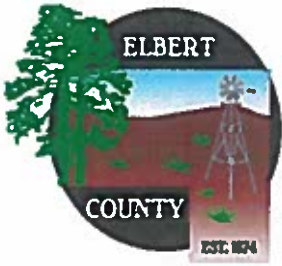
General: 303-621-3135 Building Inspector: 303-621-3172

ACCESSORY STRUCTURES

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

***Pole barns in excess of 3000 sf, and monolithic foundations or footer/stem wall foundations in excess of 1200 sf, require a soils report and an engineered design for the foundation**

1. _____ **Copy of deed:** This can be obtained in the Clerk and Recorder's Office.
2. _____ **Community and Development Services Sign off Sheet**
3. _____ **Current property tax info:** This can be obtained from the Treasurer's Department
4. _____ **Site Plan,** approved by the Community and Development Services Department.
5. _____ **Completed application:** All items in this packet must be completed and signed
6. _____ **One set of blue prints :** complete framing detail, post setting detail, Material list including species and grade of wood, Stamped truss detail.
7. _____ **One Engineered Foundation (Wet Stamped) * as applicable**
8. _____ **One Soils Test * as applicable**
9. _____ **Items four (4) through eight (8) 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: _____

PLEASE PRINT CLEARLY

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: 1st floor: _____ 2nd 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: _____

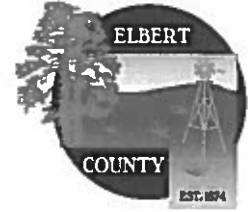
Permit Fee: \$ _____
 Plan Review: \$ _____
 Use Tax: \$ _____
 Total Due: \$ _____



COUNTY OF ELBERT

BUILDING DEPARTMENT

P.O. BOX 7
215 COMANCHE STREET
KIOWA, COLORADO 80117
303-621-3135 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: _____



POLICY FOR "U" OCCUPANCY BUILDINGS

1. Group "U" Occupancy strictly applies to the following structures;

- Agricultural buildings
- Aircraft Hangars, accessory to a one-or-two family residence
- Barns
- Carports
- Fences more than 6' high
- Grain Silos, accessory to a residential occupancy
- Greenhouses
- Livestock shelters
- Private garages
- Retaining Walls
- Sheds
- Stables
- Tanks
- Towers

2. Monolithic Foundations greater than 1200 sq. ft. in size must be designed by a licensed Colorado Engineer.

3. In the event a pole structure will be larger than 3000 sf, a Colorado registered professional engineer must be contacted and a stamped design must be submitted.

4. In all cases, the final grade shall be sloping well away from the structure on all sides. A minimum slope of 6 inches in the first 10 feet is required. Down spouts must discharge into the extensions to direct water away from the building.

5. I hereby acknowledge that I have read and understand the policy. By signing below, I attest that this is a Group U structure, and will be used and occupied accordingly. Furthermore, I specifically understand that Group U Occupancy is not a dwelling, and has no dwelling within.

Signature _____ **Date** _____

Printed Name _____



RED IRON CONSTRUCTION INFORMATION

THIS PERTAINS TO ALL STEEL BUILDINGS

Barns – Out Buildings – Arenas – Detached Garages and other Structural Steel Buildings.

Any buildings of red iron construction, must have an engineered letter and a cover sheet with Elbert County's wind load, snow load and exposure. The letter must also contain welding certifications or structural assembly with bolts.

Minimum caisson requirements for red iron buildings are as follows: (A foundation plan indicating the following must be submitted).

1. 48" minimum hole depth.
2. Hole must be at least 3" bigger in diameter than beam base.
3. 3 # 4 rebar placed vertically tied at the top, middle and bottom.

In addition, ALL Red Iron Buildings must have the following:

1. Engineered Foundation Design: designed and stamped by a Colorado Licensed Engineer with the original stamp and signature on the plans.
2. Engineered plans that are site specific.
3. A third party bolt inspection, by a certified structural welding and bolting inspector, is required prior to the Elbert County final building inspection. This inspection is the responsibility of the property owner. A letter of inspection must be provided upon final inspection by Elbert County.

Signature _____ **Date** _____

Printed Name _____

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 covenants or police violations 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 sign below regardless of whether or not restrictive covenants or an HOA 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 _____



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.



BUILDING DEPARTMENT

303.621.3135

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

ACCESS PERMITS

Permitted access is required when building any structure in Elbert County.
You will obtain this permit from the Elbert County Building Department.

ELECTRIC PERMITS

When building in Elbert County You will be required to pull separate electric permits 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**