



## 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

## **INTERIOR BASEMENT FINISH / REMODEL / FINISH IN ACCESSORY**

**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. \_\_\_\_\_ **Copy of deed:** This can be obtained in the Clerk and Recorder's Office
2. \_\_\_\_\_ **Community and Development Services Sign off Sheet**
3. \_\_\_\_\_ **Completed Application:** All forms in this packet should be completed and signed
4. \_\_\_\_\_ **One set of drawings / Blue Prints including (as applicable);**
  1. Floor Plan and square footage for all floors being finished
  2. Room sizes and use, window and door locations and sizes, plumbing, attic access, heating type, size and location of furnace and water heater **(include Manual J or RES check)**
  3. Scale
5. \_\_\_\_\_ **Items two (2) through four (4) 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: 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: \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_



## **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](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**

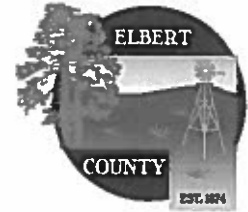
**Well permits can be obtained through the Colorado Department of Water Resources:  
303-866-3587**



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