



## 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

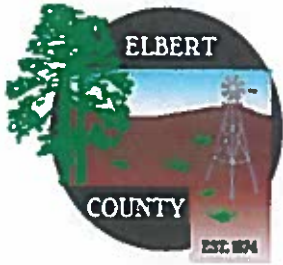
General: 303-621-3135 Building Inspector: 303-621-3172

## MODULAR HOMES

(Must be, at minimum, 24' x 36')

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.

1. \_\_\_\_\_ **Copy of Deed:** This can be obtained in the Clerk and Recorder's office
2. \_\_\_\_\_ **Community and Development Services Sign off Sheet**
3. \_\_\_\_\_ **Site Plan, approved by the Community and Development Services Department.** Not required for rife repair with unchanged footprint.
4. \_\_\_\_\_ **Completed application:** All forms in this packet should be completed and signed
5. \_\_\_\_\_ **One plan set for Modular home. This must be stamped by the State.** Include basement square footage and detailed drawings for any finished area in the basement. **Furnace size and Res check must be submitted if the basement will be finished at the time of build.**
6. \_\_\_\_\_ **One Engineered Foundation (Wet Stamped)**
7. \_\_\_\_\_ **One Soils Test**
8. \_\_\_\_\_ **Items two (2) through seven (7) 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: \$ \_\_\_\_\_



# Elbert County

Building Department

Date Received: _____
Date of Expiration: _____
Permit Number: _____

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

**Residential Access / Address Permit Application:**  
New Access   Pave existing drive   Address Marker

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

### PLEASE PRINT CLEARLY

Schedule / account number: \_\_\_\_\_  
Section, Township, Range: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
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. 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.

#### 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 \$ \_\_\_\_\_

## 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 \_\_\_\_\_

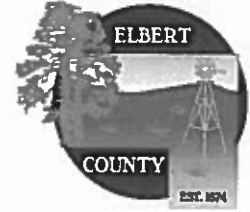
Signature \_\_\_\_\_ Date \_\_\_\_\_



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



## **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**





# 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.