

# APPLICANT CHECKLIST

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TELEPHONE: MAIN LINE; 303-621-3136 – INSPECTIONS REQUESTS ARE ON LINE

**YOU MUST HAVE ALL OF THE FOLLOWING OTHERWISE WE WILL NOT ACCEPT YOUR APPLICATION.**

**All Homes must be designed to the 2006 I codes with 30 # Design Roof Snow Load 90 MPH wind and exposure C. Anything less will not be accepted under any circumstances.**

## CHECK LIST:

\_\_\_ PLANNING AND ZONING SIGN OFF SHEET

\_\_\_ 2 COPIES - Site Plan showing proposed residence and distances from structure to property lines, and building envelope (where applicable)

\_\_\_ 2 COPIES - MANUFACTURED HOME DESIGN CONSISTING OF THE FOLLOWING:

- ◆ Structural design by Engineer or Architect (Wet Stamped) **This is provided to you by the manufacturer.**

\_\_\_ ONE ENGINEERED FOUNDATION DESIGN (Wet Stamped)

Unless the home is being placed on a crawl space or slab;

- ◆ Floor plan **for basement**, (room sizes and use, window & door location & sizes, plumbing, location of furnace and water heater/boiler as applicable)
- ◆ **Basement plan needs to show window sizes & locations, door locations, walkout location as applicable and any finished area.**
- ◆ Heating type and location of the furnace and water heater/ boiler whatever is applicable.
- ◆ Section of construction including stairs, ceiling height, fireplace, masonry, and any special items.
- ◆ Total finished square footage in basement

\_\_\_ ONE PERC TEST BY A CO. LICENSED ENGINEER **STAMPED AND SIGNED.**

\_\_\_ ONE SOILS TEST BY A CO. LICENSED ENGINEER **STAMPED AND SIGNED.**

\_\_\_ ONE COPY OF DEED FOR PROPERTY (Proof of ownership)

\_\_\_ ONE CURRENT STATEMENT OF TAXES FOR PROPERTY

**All documents submitted must also be electronically submitted on a single CD/DVD**

# Foundation Permit for Manufactured/Modular Homes



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

PERMIT FEE: \_\_\_\_\_

ELBERT COUNTY BUILDING DEPARTMENT  
PO BOX 7 - 215 COMANCHE STREET  
KIOWA, CO 80117  
TELEPHONE: 303-621-3172 FAX: 303-621-3165  
INSPECTION LINE: 303-621-3140

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

Subdivision/Project Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor email address: \_\_\_\_\_ Owner email address: \_\_\_\_\_

**TYPE OF WORK YOU WILL BE DOING:**  
**THIS SECTION TO BE COMPLETED BY CONTRACTOR:**

Model/Plan #: \_\_\_\_\_ Elevation: \_\_\_\_\_ Foundation type: \_\_\_\_\_

Main Living area SF: \_\_\_\_\_ 2<sup>nd</sup> Floor SF: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

Basement type: \_\_\_\_\_ Unfinished SF: \_\_\_\_\_ Finished SF: \_\_\_\_\_

Number of Decks: \_\_\_\_\_ Uncovered SF: \_\_\_\_\_ Covered SF: \_\_\_\_\_

- All modular homes must be designed to the 2006 I codes with 30 # Design Roof Snow Load 90 MPH wind and exposure C. Manufactured homes must meet current HUD standards.**
- Foundations to be inspected by an engineer of your choice, with original letters from inspections submitted to the building department by rough frame.
- Electrical permits and inspections by State of CO Electrical. Rough electrical must be signed off by the state before rough frame. Final electrical before C/O inspection.**
- Original Improvement Survey due in office before any inspections will be performed.
- Final Driveway must be signed off before C/O.**
- All original paperwork must be in the file before C/O prefer all paperwork be submitted before drywall inspection so your C/O does not get held up.
- Original Grade Certificate due in office before C/O.**

To obtain a state electrical permit call 303-894-2300 or go the State Electrical web site:  
[www.dora.state.co.us/electrical](http://www.dora.state.co.us/electrical)

I certify that I have read and understand the above: \_\_\_\_\_

SIGNATURE AND DATE

**OFFICE USE ONLY**

Sq Ft: DWLF 1<sup>st</sup> Floor \_\_\_\_\_ Sq Ft: DWLF 2<sup>nd</sup> floor \_\_\_\_\_ Sq Ft: GARF \_\_\_\_\_

Sq Ft: BSMU \_\_\_\_\_ Sq Ft: BSMF \_\_\_\_\_ Sq Ft DECK \_\_\_\_\_ Sq Ft CDEK \_\_\_\_\_

Group \_\_\_\_\_ Division \_\_\_\_\_ Type \_\_\_\_\_

Special Notes: \_\_\_\_\_

BP \_\_\_\_\_ PR \_\_\_\_\_ ST \_\_\_\_\_ FD \_\_\_\_\_ Use Tax \_\_\_\_\_

Approved : Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Expires: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Six Month Extension: \$150.00 New Expiration Month: \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_



## **COMMUNITY & DEVELOPMENT SERVICES**

215 Comanche Street/P.O. Box 7 ~ Kiowa, CO 80117

303.621.3136

# **VERY IMPORTANT**

## **REGARDING NEW RESIDENCES AND RESIDENTIAL ADDITIONS:**

**Elbert County requires that the following items be inspected by the engineer of record on your project**

1. Open Hole (if required by the engineer)
2. Pier/Caisson placement
3. Footing size and steel placement
4. Foundation wall
5. Concrete encased electrode (state will inspect)
6. Beam placement
7. Perimeter drain
8. Water proofing
9. Any additional inspection requested by the Building Official

**INSPECTION LETTER WITH ORIGINAL WET STAMP MUST  
BE SUBMITTED PRIOR TO ISSUANCES OF A CERTIFICATE  
OF OCCUPANCY**

**If you have any questions regarding this notice please contact the Community & Development Services Department at: 303-621-3136**

**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.

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*



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# **ADDITIONAL PERMITS REQUIRED**

## **SEPTIC & DRIVEWAY PERMITS**

When building a new residence in Elbert County you will be required to pull separate permits for your septic (Elbert County Health and Environment) and driveway (Public Works Department).

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

Elbert County Public Works:

(Located on the third/upper level of the Elbert County main offices)

215 Comanche Street

Kiowa, CO 80117

303.621.3157

## **ELECTRIC & PLUMBING PERMITS**

When building a new residence, addition or any structure with plumbing and/or electric work involved, you will be required to pull separate permits for that work from the state of Colorado.

**Colorado State Plumbing Permitting:**

State Plumbing Board

1560 Broadway, Suite 1350

Denver, CO 80202

Phone: 303-894-2300 | Fax: 303-894-2310 | Email: [dora\\_plumbingboard@state.co.us](mailto:dora_plumbingboard@state.co.us)

[https://www.colorado.gov/pacific/dora/Plumbing\\_Permit\\_Inspection\\_Info](https://www.colorado.gov/pacific/dora/Plumbing_Permit_Inspection_Info)

**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_Permit_Inspection_Info)