

# SINGLE FAMILY RESIDENCE BUILDING PERMIT APPLICATION



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

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

ELBERT COUNTY BUILDING DEPARTMENT  
PO BOX 7 - 215 COMANCHE STREET  
KIOWA, CO 80117  
TELEPHONE: 303-621-3172 FAX: 303-621-3165  
INSPECTIONS: [www.ElbertCounty-co.Gov](http://www.ElbertCounty-co.Gov) >>  
Online Services >> Building Inspection Request

PROJECT VALUATION: \_\_\_\_\_

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 Basement SF: \_\_\_\_\_ Finished Basement SF: \_\_\_\_\_

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

- All Homes must be designed to the 2006 I codes with 30 # Design Roof Snow Load 90 MPH wind and exposure C.**
- 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. Grade Certificate MUST state that there are no negative impacts to adjacent properties.**

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 \_\_\_\_\_

\_\_\_\_\_  
Building Department Signature and Date

# APPLICANT CHECKLIST

TELEPHONE: MAIN LINE; 303-621-3172

INSPECTIONS: [www.ElbertCounty-Co.Gov](http://www.ElbertCounty-Co.Gov) >> Online Services >> Building Inspection Request

8. YOU MUST HAVE ALL OF THE FOLLOWING OTHERWISE WE WILL NOT ACCEPT YOUR APPLICATION. Original Grade Certificate due in office before C/O. **Grade Certificate MUST state that there are no negative impacts to adjacent properties.**

**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 WITH SIGNATURES

Site Plan showing proposed residence and distances from structure to property lines, and building

\_\_\_ Envelope (where applicable)

\_\_\_ 1 SETS OF BLUE PRINTS CONSISTING OF THE FOLLOWING:

- ◆ Structural design by Engineer or Architect (*Wet Stamped*) \* \*
- ◆ Floor plan **for all floors including the basement**, (room sizes and use, window & door location & sizes, plumbing, attic access, 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.
- ◆ Elevations *ALL* sides
- ◆ Section of construction including stairs, ceiling height, fireplace, masonry, floor joist layout and span, roof rafter/truss design and any special items.
- ◆ Total square footage of all levels
- ◆ scale (example 1/4 inch = 1 foot)

\_\_\_ ONE ENGINEERED FOUNDATION DESIGN (**Wet Stamped**) CONSISTING OF:

- ◆ Size of footings and steel if required.
- ◆ Size of wall and steel if required
- ◆ Caisson size and depth and steel if required
- ◆ Beams: type and size
- ◆ Sectional

\_\_\_ 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**

1. *Once a permit is obtained all inspection requests, correspondence etc. must be referenced by permit number otherwise it will not be processed.*
2. *Separate State Electrical Permit Required*
3. *Improvement Surveys are required for houses built on properties less than 35 acres.*

\*\*For load bearing beams, floor system, headers and columns, design of balloon walls, deck joists, beam posts, piers and attachments.



# 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 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 303-621-3172.



## Additional permits required

**When building a new residence in Elbert County, you will be required to pull separate permits for your septic system (health department), driveway (public works department) and electrical (Colorado State / DORA).**

**Elbert County Health & Environment:** Located in the smallest, northern most building on the Elbert County Fairgrounds.  
**75 Ute Avenue**  
**Kiowa, CO 80117**  
**303-621-3144**

**Elbert County Public Works:** Located in the white metal building at the north end of the parking lot.  
**218 Cheyenne Street**  
**Kiowa, CO 80117**  
**303-621-3157**

**DORA:**  
**303-894-2300**  
**[www.dora.state.co.us/electrical](http://www.dora.state.co.us/electrical)**



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

**PLEASE NOTE: YOU MUST SIGN REGARDLESS OF YOUR KNOWLEDGE OF AN ACTIVE 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 homeowners association, in your neighborhood and obtain their approval of your plans prior to a building permit being issued. By signing below, you are representing to the county building department that to the extent that such an entity exists, you have made contact for the review and approval of your plans. Please be advised that the county does not enforce protective covenants or police violations of such covenants. You are responsible for the necessary compliance with covenant applicable to your project.**

**Kyle Fenner,  
Director Community and Development Services Director**

\_\_\_\_\_  
APPLICANTS SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANTS PRINTED NAME