

COMMERCIAL GUIDELINES

PO Box 7 Kiowa, CO 80117
303-621-3172 information line

The following is needed to submit for a New Commercial Building in Elbert County.

NO INCOMPLETE APPLICATIONS ACCEPTED.

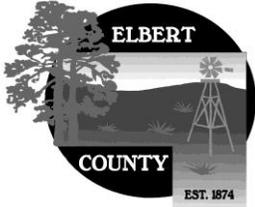
1. Planning and Zoning Sign off sheet
2. Fire Department Approval
 - A. **One set of plans must be submitted to the appropriate fire department**
 - B. **Letter of requirements from the Fire Dept. must also be submitted (upon receipt from fire district)**
3. **TWO** sets of Blue Prints: Must be **Designed and stamped by a Colorado Licensed Architect.**
4. Engineered Foundation design with original stamp.
5. Soils test (with original stamp).
6. Percolation test and Advanced Treatment System plan. Must have Environmental Health Departments' approval before submittal to the Building Department.
7. Site Plan, to scale, with North arrow and project address clearly noted.
8. Completed application.

Please note we will not take any incomplete applications, all of the above conditions must be completed/submitted, or it WILL NOT be accepted.

By signing below I certify and understand that by submitting the above information does not constitute immediate approval by the Building Department or any other County Department, other conditions may be required for the release of the Building Permit.

9. **Items 3 through 8 must also be submitted on a CD or thumb drive.**

Signature _____ Date _____



ELBERT COUNTY COMMERCIAL SIGN-OFF SHEET

TO ACCOMPANY EACH PERMIT APPLICATION
ALL SUPPORT DOCUMENTATION TO BE ATTACHED

Is this project related to a Special Use: _____ SUR # if applicable _____

SCHEDULE NUMBER: _____

LEGAL DESCRIPTION: _____
SECTION TOWNSHIP RANGE

APPLICANT NAME: _____ PHONE NO.: _____

OWNER NAME: _____ PHONE NO.: _____

MAILING ADDRESS: _____

PERMIT ADDRESS: _____

SUBDIVISION/DEVELOPMENT NAME: _____ BLK/LOT: _____

TYPE OF PERMIT REQUEST: _____

PLANNING DEPARTMENT REVIEW - ZONING, SETBACKS

Zoning: _____ Setbacks: Primary Front: _____ Side: _____ Rear: _____
Assessory Front: _____ Side: _____ Rear: _____

Impact Fees Collected: Yes No Not Applicable Disclosure Form: Yes No Not Applicable

Comments: _____

Approval: _____ Date: _____

ROAD AND BRIDGE DEPARTMENT - ACCESS REVIEW

Driveway: _____ Road: _____

Comments: _____

Approval: _____ Date: _____

ASSESSOR / MAPPER REVIEW:

Comments: _____

Does the property fall within the Elbert County Flood Plains? Yes No

Approval: _____ Date: _____

HEALTH DEPARTMENT

Comments: _____

Approval: _____ Date: _____

FIRE DEPARTMENT

Comments: _____

Approval: _____ Date: _____

COMMERCIAL 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
INSPECTION REQUEST:
www.Elbertcounty-co.gov >> Online services

Project Address: _____ City: _____ Zip: _____

Subdivision/Project Name: _____

Contractor: _____ Phone: _____

Mailing Address: _____ Fax: _____

Owner Name: _____ Phone: _____

Owner mailing address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

TYPE OF WORK YOU WILL BE DOING:

THIS SECTION FOR NEW CONSTRUCTION ONLY

Type of Construction: _____

- 1. All Buildings must be designed to the 2006 I codes with 30# design roof snow load 90 MPH wind and exposure C.**
2. Building must be designed and classified by a Colorado Licensed Architect. Blue prints must have an original stamp from the architect.
- 3. Fire Department Review required. You must submit one full set of building plans to the appropriate fire district.**
4. Electrical and Plumbing permits issued and inspected by the State of Colorado.
- 5. All conditions on the Commercial Guideline checklist must be met before submittal to the Building Department.**
6. No incomplete applications will be accepted.

State electrical: 303-894-2300; Plumbing: 303-894-7899; web site: www.dora.state.co.us

I certify that I have read and understand the above: _____

SIGNATURE AND DATE

OFFICE USE ONLY

Group _____ Division _____ Type _____

Special Notes: _____

BP _____ PR _____ ST _____ FD _____ UT _____

Approved : Month _____ Day _____ Year _____ Expires: Month _____ Day _____ Year _____

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

Building Department Signature and Date



COMMERCIAL C/O SIGN OFF SHEET

This sheet with original signatures must be returned to Elbert County Building Department after all departments have approved their final inspections, but before scheduling Building Department C/O inspection. (We will not accept faxed copies we must have the original).

Fire Department: _____
Signature Date

Telephone Number: _____

Comments: _____

Environmental Health: _____
Signature Date

Comments: _____

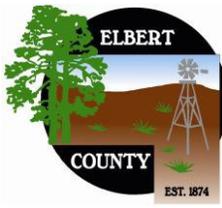
Road and Bridge: _____
Date Signature

Comments: _____

Planning and Zoning: _____
Signature Date

Comments: _____

PLEASE KEEP THIS PAGE FOR YOUR FINAL INSPECTION. WE CAN NOT SCHEDULE YOUR C/O WITHOUT THE ORIGINAL COPY OF THIS PAGE WITH ORIGINAL SIGNATURES FROM EACH DEPARTMENT LISTED.



COMMUNITY & DEVELOPMENT SERVICES

215 Comanche Street/P.O. Box 7 ~ Kiowa, CO 80117
303.621.3136

COMMERCIAL PLAN REVIEW, BUILDING PERMIT & INSPECTION FEE DISCLOSURE

In some cases, if the applicant desires, plan review of building plans may be started prior to the formal site plan being completed and recorded. The applicant engages in this review at his own risk. In these cases, the County will collect estimated plan review fees prior to any plan review taking place.

I, _____, agree and understand that the **PLAN REVIEW FEE** that I was charged and paid to begin the building plans review when I submitted my plans for review were an estimated plan review fee.

Therefore, I agree that the difference between the estimated plan review fee I paid and the actual plan review fee shall be reconciled and paid or refunded by adjusting the final fees due when the building permit is issued.

I also agree to the following fee schedule should any of the following additional work be required:

- 1. Review of changes to approved plans \$100.00 per hour
- 2. Structural Engineering Plan Review \$135.00 per hour –w/ prior mutual approval
- 3. After hour/Emergency Inspections \$100.00 per hour w/minimum of 2 hours
- 4. Re-Inspection Services \$50.00 per violation

Signature (s) of property owner (s):

Signature _____ Printed: _____ Date _____

Signature _____ Printed: _____ Date _____

Address of property: _____

Parcel Number: _____

Printed name (s) and complete address of property owner (s):

Name: _____ Address: _____

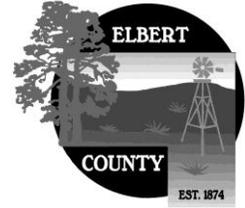
Name: _____ Address: _____



COUNTY OF ELBERT

COMMUNITY & DEVELOPMENT SERVICES OFFICE

P.O. BOX 7
215 COMANCHE STREET
KIOWA, COLORADO 80117
303-621-3136 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: _____

Acknowledgment for Corporation

State of Colorado

County of _____

The foregoing instrument was acknowledged before me this _____ (date) by _____ (name of officer or agent, title of officer or agent) of _____ (name of corporation acknowledging) a _____ (state or place of incorporation, corporation, on behalf of the corporation.

Notary Public: _____

Print Name: _____

My commission expires: _____

