COMMERCIAL GUIDELINES

PO Box 7 Kiowa, CO 80117 303-621-3140 inspection line
303-621-3172 information line

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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 with their signature, Road and Bridge and Assessors Office signature.

2. Environmental Health Department Signature. (Call 303-621-3145 for their requirements)

3. Fire Department Approval

A. **One set of submitted plans must be stamped and signed by the appropriate fire department**
B. **Letter of requirements from the Fire Dept. must also be submitted**

4. Three sets of Blue Prints (MUST CONTAIN A-B & C)

A. Designed and stamped by a Colorado Licensed Architect.
B. **One set must be signed and stamped by the fire department.**
C. **One set must also have the approval of Environmental Health Dept. ****

5. Engineered Foundation design with original stamp.

6. Soils test (with original stamp).

7. Percolation test and Advanced Treatment System plan. Must have Environmental Health Departments' approval before submittal to the Building Department.

Please note we will not take any incomplete applications, all of the above conditions must be completed/submitted with appropriate signatures, 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.

Signature _____ **Date** _____

COMMERCIAL BUILDING PERMIT APPLICATION

PERMIT#:_____

PERMIT FEE:_____

ELBERT COUNTY BUILDING DEPARTMENT
PO BOX 7 - 207 COMANCHE STREET
KIOWA, CO 80117
TELEPHONE: 303-621-3172 FAX: 303-621-3177
INSPECTION LINE: 303-621-3140

Owner Name: Phone:
Owner mailing address:
City: State: Zip:
Project Address: City:
Subdivision/Project Name:
Contractor:
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 before submitting to the building department.**
4. Electrical 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.

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

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 ORGINAL COPY OF THIS PAGE WITH ORIGINAL SIGNATURES FROM EACH DEPARTMENT LISTED.