

**APPLICANT CHECK LIST
FOR
DECKS AND PORCHES**

1. ___ PLANNING and ZONING SIGN OFF
2. ___ COPY OF DEED FOR PROPERTY (PROOF OF OWNERSHIP)
3. ___ CURRENT STATEMENT OF TAXES FOR PROPERTY (OBTAIN FROM THE TREASURER'S OFFICE).
4. ___ COMPLETED APPLICATION
5. ___ TWO SETS of BLUE PRINTS/ DRAWINGS INCLUDING:
 - Elevations all sides.
 - Complete framing detail
 - Post setting detail (including size, depth of posts and feet between posts)
 - Total Square footage covered and uncovered
 - Materials list (called out on plans)
6. ___ SITE PLAN with required details (No Larger than 11 x 17)
7. ___ **Items 4 through 6 must also be electronically submitted on a single CD/DVD or thumb drive (to be retained by CDS)**

DECK/PORCH APPLICATION



PERMIT#: _____

PERMIT FEE: _____

ELBERT COUNTY BUILDING DEPARTMENT
PO BOX 7 - 207 COMANCHE STREET
KIOWA, CO 80117
TELEPHONE: 303-621-3172 FAX: 303-621-3165
INSPECTION REQUESTS:
www.Elbertcounty-co.gov >> Online Services

PROJECT VALUATION: _____

Project Address: _____ City: _____ Zip: _____

Subdivision/Project Name: _____

Contractor: _____ Phone: _____

Mailing Address: _____ Fax: _____

Owner Name: _____ Phone: _____

Owner mailing address: _____

City: _____ State: _____ Zip: _____

TYPE OF WORK YOU WILL BE DOING: _____

Email Address/Contractor: _____

APPLICABLE INFORMATION SPECIFIC TO THIS PROJECT

Number of Decks: _____ Uncovered SF: _____ Covered SF: _____

All Structures must be designed to the 2006 I codes and are subject to plan review and field inspection.

I certify that I have read and understand the above: _____
SIGNATURE AND DATE

OFFICE USE ONLY

Sq Ft: DWLF 1st Floor _____ Sq Ft: DWLF 2nd floor _____ Sq Ft: GARF _____

Sq Ft: BSMU _____ Sq Ft: BSMF _____ Sq Ft DECK _____ Sq Ft CDEK _____

Group _____ Division _____ Type _____

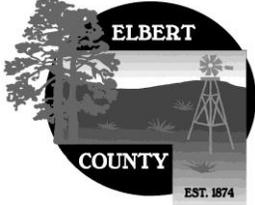
Special Notes: _____

BP _____ PR _____ ST _____ FD _____ UT _____

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

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

Building Department Signature and Date



ELBERT COUNTY *RESIDENTIAL* SIGN-OFF SHEET

FOR ISSUANCE OF
BUILDING PERMITS, DRIVEWAY/ROAD PERMITS

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

SCHEDULE / ACCOUNT 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

SEE FLOODPLAIN INFORMATION ON REVERSE

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: _____

ENVIRONMENTAL HEALTH/SAFETY & STORM WATER MGMT REVIEW

SEE FLOODPLAIN INFORMATION ON REVERSE

Comments: _____

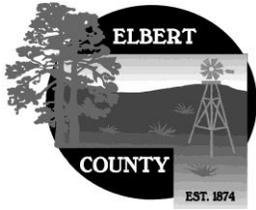
Approval: _____ Date: _____

Environmental health/safety signature states only that permit is applied for, not that it has been issued.

ASSESSOR / MAPPER REVIEW:

Comments: _____

Approval: _____ Date: _____



FLOODPLAIN

INFORMATION, REVIEW AND SIGN OFF

- This property contains floodplain
- This property does not contain floodplain

PROPERTY THAT CONTAINS FLOODPLAIN

If your property contains floodplain, be aware that you may not construct a structure of any kind within the floodplain without first applying for a floodplain permit. This includes ISD systems. Elbert County Zoning Regulations Part II, Sec 25, sec C, 5, c states that applicants will be required to:

Locate all new on-site sewage systems (including leach fields) in areas above the base flood elevation; (except the replacement of a failing system where no alternate location outside the floodplain is available.)

Please take this restriction into account when locating a structure on property that contains floodplain.

Comments: _____

Approval: _____ Date: _____

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!

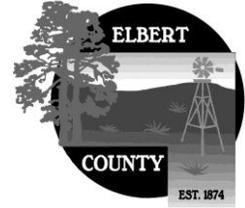
*Elbert County Community & Development Services
Department*



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: _____

Name: _____ Address: _____



SITE PLAN EXAMPLE

1. Address of Subject Property
2. The proposed structure
3. All existing structures
4. The distance to the TWO closest property lines from subject structure
5. A North Arrow
6. All streets adjacent to property must be labeled.
7. All easements, no-build, slopes of greater than 20% must be labeled.

