



Elbert County

Building Department

215 Comanche Street, Kiowa, CO 80117

P.O. Box 7

General: 303-621-3135 Building Inspector: 303-621-3172

INTERIOR BASEMENT FINISH / REMODEL / FINISH IN ACCESSORY

You must include the following items in your permit application submittal. You must submit hard and digital copies. Your permit may be delayed if your submittal is not complete.

1. _____ **Copy of deed:** This can be obtained in the Clerk and Recorder's Office
2. _____ **Community and Development Services Sign off Sheet**
3. _____ **Completed Application:** All forms in this packet should be completed and signed
4. _____ **One set of drawings / Blue Prints** including (as applicable);
 1. Floor Plan and square footage for all floors being finished
 2. Room sizes and use, window and door locations and sizes, plumbing, attic access, heating type, size and location of furnace and water heater **(include Manual J or RES check)**
 3. Scale
5. _____ **Items two (2) through four (4)** must also be electronically submitted on a thumb drive or CD, **not email.**



Elbert County Community and Development Services

You must submit a site plan, along with the attached document, for approval through the Community and Development Services Department **before submitting an application for a building permit.** Elbert County may request that you submit a site plan that is stamped by a licensed surveyor if there are any concerns with slope, floodplain, or no build areas.

Upon site plan approval, you will turn your site plan, and the attached document containing approval signature, to the Building Department at the time you submit your building permit application.

This is referred to as the **Community and Development Services Sign off Sheet** on the building permit checklist.

A site plan is not required if your project does not change the footprint of a structure (basement finish, like for like deck replacement, etc.) **however**, the attached document must still be reviewed and approved by Community & Development services for compliance with zoning. For basement and other interior finishes, you must supply CDS with a drawing of the layout of your project, including labeled rooms and uses.

Your detailed site plan MUST include:

1. Address of property
2. North arrow
3. All streets adjacent to the property
4. All easements, no build, flood plain, slopes of greater than 20%,
All existing structures AND proposed structure
5. The distance of the proposed structure from the property boundaries
6. Driveway slope, width and location (for new residences)

Project Address / Parcel ID: _____

Building Department: 215 Comanche Street, PO Box 7, Kiowa, CO 80117
303-621-3174



The following signatures must be received prior to submittal of an application for a building permit.

Signatures on this sheet do not guarantee the issuance of a building permit.

1) Community and Development Services

For the property identified as (parcel number or address): _____

The use of this structure has been described as: _____

Which is an appropriate use for their zoning: _____.

or

There was a land use application for the proposed use that has been approved (describe):

AND

There are no active zoning violations on this parcel.

The site plan (**attach approved site plan to this document**) including the location of proposed structure(s) and proposed access, has been reviewed. The setback requirements for this structure have been met for **front:** _____ **sides:** _____ **rear:** _____

All associated impact fees for the proposed structure have been collected.

Commercial: Yes \$ _____

NA

Fire District: Yes \$ _____

NA Fire District: _____

Residential: Yes \$ _____

NA

(continued on page 2)

Project Address / Parcel ID: _____

The proposed structure is not located in the flood plain.

If there is flood plain on the parcel, describe:

The parcel being built on has met a minimum of one of the following criteria;

Is not landlocked **OR** the applicant has presented appropriate legal documents confirming access easement rights

Has a platted road for access

Is in a platted subdivision

CDS Representative Signature: _____ **Date:** _____

This parcel currently has an address. If this box is checked, the applicant may skip step 2.

This applicant now has approval to apply for an address.

2) Address: Elbert County Assessor's Office

Your approved site plan must be attached to this document for a representative of the Assessor's Department to review.

Parcel Number: _____

Address Assigned: _____

Assessor's Department Representative Signature:

_____ **Date:** _____

Project Address / Parcel ID: _____

This applicant may now apply for a driveway permit.

3) Elbert County Road and Bridge:

Your approved site plan must be attached to this document for a representative of the Road and Bridge Department to review.

This applicant has applied for the following Public Works permit(s);

- Residential access Permit (this driveway will not serve as access to more than two residences)
- Commercial access permit
- Grading permit
- Road construction permit

Subdivisions: all infrastructure has been built, inspected and approved.

- Water (if this parcel is in a subdivision that is serviced by a special district, attach approval)
- All associated fees (water/sewer tap fees) have been confirmed as paid to the applicable special district (applicant must attach receipt from special district)
- Roads are built to the requirements of the County

Public Works / Road and Bridge Representative Signature:

_____ Date: _____



Project Address / Parcel ID: _____

This applicant may now apply for a septic permit.

4) Elbert County Health Department

This applicant has applied for the following permit(s);

- Septic permit
- Tie in permit
- Other (as applicable) _____

Health Department Representative Signature: _____ Date: _____

This applicant must now contact their fire district:

5) Fire District _____

- Fire District review fees have been paid
- Fire District impact fees have been paid, or if impact fees for this district are collected by the County;
- \$_____ will be collected by the County.
- Fire District review of building plans are approved (all commercial structures must submit a full set of building plans to the fire district)
- All infrastructure requiring inspections by this fire district have been performed and approved:
- This applicant has been made aware of any additional inspections related to the structure that will need to be completed by the fire district prior to occupancy of the structure, if any (please list any additional inspections below):

Fire District Representative Signature: _____ Date: _____



Elbert County

Date Received: _____

Permit Number: _____

Building Permit Application (requiring plan review)

215 Comanche Street, Kiowa, CO 80117

P.O. Box 7

General: 303-621-3135 Building Inspector: 303-621-3172

Project Type (Circle One): New Residence (Modular or Stick Built)

Addition

Basement Finish

Remodel

Conversion to Living Space

Accessory Structure

Patio Cover

Deck

Pool

Commercial Structure

Pre-manufactured Accessory Structure over 300 sf

Other: _____

PLEASE PRINT CLEARLY

Project Address: _____ City: _____ Zip: _____

Description of work (if modular please include make/model) : _____

Contractor is applicant: Y N

Property owner is applicant: Y N

Property owner name: _____ Address: _____

Phone: _____ Email: _____

Contractor name: _____ Address: _____

Phone: _____ Email: _____

Square Footage: 1st floor: _____ 2nd floor: _____ Other: _____

Basement Unfinished: _____ Basement Finished: _____

Attached Garage: _____ Patio Cover: _____ Deck: _____

Accessory structure (detached): _____

Bedrooms: _____ # Baths: _____

Application must be filled out completely for submittal, and must be signed to be valid.

Applicant Signature: _____ Date: _____

Permit Fee: \$ _____

Plan Review: \$ _____

Use Tax: \$ _____

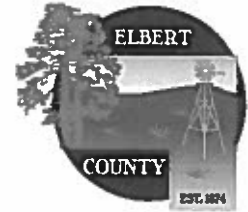
Total Due: \$ _____



COUNTY OF ELBERT

BUILDING DEPARTMENT

P.O. BOX 7
215 COMANCHE STREET
KIOWA, COLORADO 80117
303-621-3135 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: _____



BUILDING DEPARTMENT

303.621.3135

ADDITIONAL PERMITS REQUIRED

SEPTIC PERMITS

When building in Elbert County you will be required to pull separate permits for your septic (Elbert County Health and Environment).

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

ACCESS PERMITS

Permitted access is required when building any structure in Elbert County.
You will obtain this permit from the Elbert County Building Department.

ELECTRIC PERMITS

When building in Elbert County You will be required to pull separate electric permits from the state of Colorado.

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
[https://www.colorado.gov/pacific/dora/Electrical Permit Inspection Info](https://www.colorado.gov/pacific/dora/Electrical%20Permit%20Inspection%20Info)

WELL PERMITS

**Well permits can be obtained through the Colorado Department of Water Resources:
303-866-3587**