



Elbert County accepts electronic (.pdf) submission of information for all building permit applications

Note: Select documents may need to be submitted in a hard copy format. Staff will assist applicants in identifying those specific documents. If applicable, these select hard copies can be mailed or delivered to P.O. Box 7, 215 Comanche Street, Kiowa, CO 80107.

Electronic Submittal Requirements and File Naming Standard

All plans MUST be designed to the 2018 I Codes

- Electronic documents must be in .pdf format (note file size cannot exceed **150mb**).
- Multiple documents may be transmitted in one .pdf file based on file type (Ex. Architectural plans)
- Email digital submission to jenny.white@elbertcounty-co.gov and copy faith.mehrer@elbertcounty-co.gov
- File Names: files shall be named using the following convention:

[Project Name] . [Project Type-Document Title] – [Date].pdf

‘Project Name’: Last name of applicant/owner

‘Project Type’: New res; barn; garage, etc.

‘Document Title’: Architectural; foundation; trusses, etc.

‘Date’: date of your submittal

All Commercial structures are subject to additional review by the Fire Marshal and Health Department.
You must deliver a hard copy of your blue prints to each of these two departments.

Commercial

Submittal check List and File Name Examples:

- Copy of Deed: **Lancaster.Comm-deed-4.1.2020.pdf**
- Current Statement of Taxes: **Lancaster.Comm-Taxes-4.1.2020.pdf**
- Site Plan: **Lancaster.Comm-siteplan-4.1.2020.pdf**
- Completed application packet: **Lancaster.Comm-application-4.1.2020.pdf**
- Copy of septic permit: **Lancaster.Comm-septicpermit-4.1.2020.pdf**
- Blue Prints including; **Lancaster.Comm-Blueprints-4.1.2020.pdf**
 1. Structural design by engineer or architect (digitally stamped) Include Construction Type and Occupancy Group (MSDS May be required).
 2. Floor plan of all floors, including basement; total square footage of all levels
 3. Room sizes and use, window and door locations and sizes, plumbing, attic access, location of furnace and water heater as applicable.
 4. Manuals J,S,T and D
- Engineered foundation or foundation observation if re-build on existing foundation (digitally stamped): **Lancaster.Comm-Foundation-4.1.2020.pdf**
- Soils test: **Lancaster.Comm-Foundation-4.1.2020.pdf**

Permit applications are accepted Monday through Thursday 9:00 AM – 1:00 PM

Project Address / Parcel

ID: _____

This applicant must 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: _____

NOTICE:

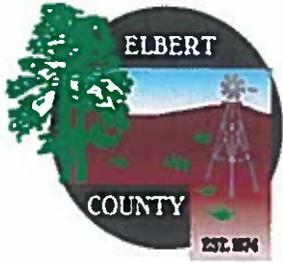
WHEN BUILDING IN WILD POINT

Appendix E – Rules and Regulations of Rangeview Metropolitan District
WILD POINTE SERVICE AREA SYSTEM DEVELOPMENT CHARGES

The Wild Pointe Service Area includes water service only, as customers in this service area receive sewer service from the Town of Elizabeth or use septic for wastewater disposal. The water tap fees for this service area are based on contract agreements between RMD and Elbert & Hwy 86 Commercial Metropolitan District.

**ELBERT COUNTY DOES NOT DETERMINE
OR COLLECT THESE FEES. YOU MUST
CONTACT RANGEVIEW METROPOLITAN
DISTRICT;**

Clinton Larson Allen, LLP
8390 East Crescent Pkwy, Ste 500
Greenwood Village, CO 80111-2811
303-779-4525



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)



Elbert County

Date Received: _____
 Permit Number: _____

COMMERCIAL Building Permit Application

215 Comanche Street, Kiowa, CO 80117
 P.O. Box 7
 General: 303-621-3135 Building Inspector: 303-621-3172

Project Type (Addition/new build/ remodel/change of occupancy/etc.):

PLEASE PRINT CLEARLY

Project Address: _____ City: _____ Zip: _____

Contractor is applicant? Y N Property owner is applicant? Y N

Property owner name: _____ Address: _____
 Phone: _____ Email: _____

Contractor name: _____ Address: _____
 Phone: _____ Email: _____

Colorado State licensed plumber: _____ Phone: _____ Email: _____
 License pre-fix and number: _____ - _____ (for office use) Verified Y N staff initials: _____ Date: _____

Square Footage: 1st floor: _____ 2nd floor: _____ Other: _____
 Basement Unfinished: _____ Basement Finished: _____
 Attached Garage: _____ Patio Cover: _____ Deck: _____

Plans must show Construction Type (VB, etc.) and Occupancy.

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: _____



RED IRON CONSTRUCTION INFORMATION

THIS PERTAINS TO ALL STEEL BUILDINGS

Barns – Out Buildings – Arenas – Detached Garages and other Structural Steel Buildings.

Any buildings of red iron construction, must have an engineered letter and a cover sheet with Elbert County's wind load, snow load and exposure. The letter must also contain welding certifications or structural assembly with bolts.

Minimum caisson requirements for red iron buildings are as follows: (A foundation plan indicating the following must be submitted).

1. 48" minimum hole depth.
2. Hole must be at least 3" bigger in diameter than beam base.
3. 3 # 4 rebar placed vertically tied at the top, middle and bottom.

In addition, ALL Red Iron Buildings must have the following:

1. Engineered Foundation Design: designed and stamped by a Colorado Licensed Engineer with the original stamp and signature on the plans.
2. Engineered plans that are site specific.
3. A third party bolt inspection, by a certified structural welding and bolting inspector, is required prior to the Elbert County final building inspection. This inspection is the responsibility of the property owner. A letter of inspection must be provided upon final inspection by Elbert County.

Signature _____ **Date** _____

Printed Name _____



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**



VERY IMPORTANT

Regarding Engineered Foundations:

**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 303-621-3135.



**COMMERCIAL
PERMIT APPLICATION
ACCESS/DRIVEWAY**

Elbert County Public Works Department
P.O. Box 116, 215 Cheyenne St., Kiowa, CO 80117
Ph: 303-621-3157, Fax: 303-621-3159
Complete applications can be emailed to kyrei.zion@elbertcounty-co.gov

Permit # _____
Date Issued: _____
Expiration Date: _____

Revision Date: 12/19/18

Date:	Contractor Name:
Property Owner:	Contractor Address:
Address:	City/State/Zip
Phone:	Contractor Phone #:
Project Address:	
Email:	

ADDRESS OF PROPERTY:

COMMERCIAL ACCESS PERMIT FEE: \$225.00

Information for the Applicants:

REQUIRED - *A brief description and site plan is required for all projects.**

By signing below, the property owner and the property owner's contractor hereby apply for a Commercial Access/Driveway Permit for the above mentioned property and certify as follows:

- Address must be clearly marked and staked within 24 hours of application.
- If not staked and marked, a \$47.00 re-inspection fee will be assessed.
- The final driveway inspection must be scheduled no less than 14 days before final building C.O. inspection .
- A site plan must be attached that clearly shows where the driveway is to be located.
- This is an application for a permit. Payment of fee does not constitute approval.
- Standard specifications are provided as an example – other requirements may apply.
- All failed inspections will be assessed a \$47.00 re-inspection fee due before any subsequent inspections will take place.
- Applicant understands that driveway must be maintained to County specifications at all times.
- Any future repairs shall be at applicant/owner expense.
- Applicant shall be responsible for verifying his or her legal right for driveway construction and access.
- Issuance of permit by County does not grant legal access.

Owner's Signature _____	Contractor Signature _____
Date _____	Date _____

Inspector Section

Initial Inspection Approved/Date _____ Disapproved/Date _____

Comments _____

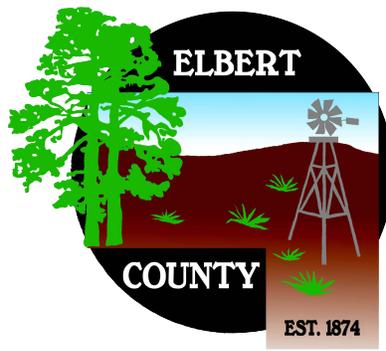
Inspected By: _____

Final Inspection Approved/Date _____ Disapproved/Date _____

Comments _____

Inspected By: _____

Address Marker Made: Yes _____ No _____ Address Marker Posted: Yes _____ No _____



ELBERT COUNTY PUBLIC WORKS

COMMERCIAL DRIVEWAY STANDARDS

770.00 COMMERCIAL DRIVEWAY REQUIREMENTS

771.00 Width:

Driveways shall provide for a minimum of 40 foot turning radius at county road/private road.

32 feet from property line to edge of county road/private road.

Road base must be a CDOT Class VI material.

772.00 Surface:

All roadbase material shall be a minimum 6 inches thick and shall provide an all-weather driving surface capable of handling 85,000 lbs.

773.00 Approach:

All driveways must approach the roadway at a 70-90 degree angle perpendicular to the intersecting roadway.

774.00 Culverts

The minimum type is corrugated metal pipe. Depending on engineering recommendations reinforced concrete pipe might be required.

Culvert diameter-dependent on site plan

Culvert length-minimum length is 44 feet plus flared ends

775.00 Paved surfaces

All driveways that meet or join paved roads must be paved with asphalt. Concrete may be used on a case by case basis.

Pavement thickness must be capable of handling 85,000 lbs.

Drive must be paved from the property line to the edge of the paved portion of the county road/private road. This is the minimum requirement.

Adequate sight distance fore the driveway must meet County code.

Drive must have a 1% fallback measured from the centerline ditch to the property line.

All major Commercial Developments shall be required to submit a Site Plan for access approval.

780.00 CULVERTS

A minimum 18" diameter corrugated metal pipe (CMP) culvert or equivalent volume, shall be required at the established ditch flow line. A sketch plan of the installation must be submitted with the access permit application.
