



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.

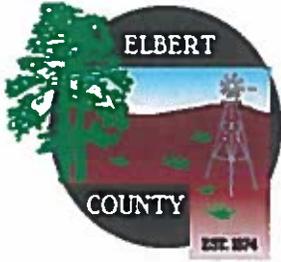
‘Date’: date of your submittal

Submittal check List and **File Name Examples:**

Conversion to
finished space in
existing structure

- Copy of Deed: [Lancaster.Conversion-deed-4.1.2020.pdf](#)
- Current Statement of Taxes: [Lancaster.Conversion-Taxes-4.1.2020.pdf](#)
- Completed application packet: [Lancaster.Conversion-application-4.1.2020.pdf](#)
- Copy of septic permit [Lancaster.Conversion-septic-4.1.2020.pdf](#)
- Blue Prints including; [Lancaster.Conversion-Blueprints-4.1.2020.pdf](#)
 1. Floor plan of all floors; total square footage of all levels
 2. Room sizes and use, window and door locations and sizes, plumbing, attic access, location of furnace and water heater as applicable.
 3. Res Check (heat loss calculations)

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



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: _____

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: _____

Colorado State licensed plumber: _____ Phone: _____ Email: _____

License pre-fix and number: _____ - _____ (for office use) Verified Y N staff initials: _____ Date: _____

Square Footage;

Basement Unfinished: _____ Basement Finished: _____

Attached Garage: _____ Patio Cover: _____ Deck: _____

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**

Map Of Radon Zones Fact Sheet

Purpose

- Sections 301 and 309 of IRAA directed EPA to list and identify areas of U.S. with the potential for elevated indoor radon levels.
- EPA's Map of Radon Zones assigned each of the 3,141 counties in the United States to one of three zones based on radon potential.
 - Zone I counties have a predicted average indoor screening level greater than 4 pCi/L (red)
 - Zone 2 counties have a predicted average screening level between 2 and 4 pCi/L (orange)
 - Zone 3 counties have a predicted average screening level less than 2 pCi/L (yellow)

Audience

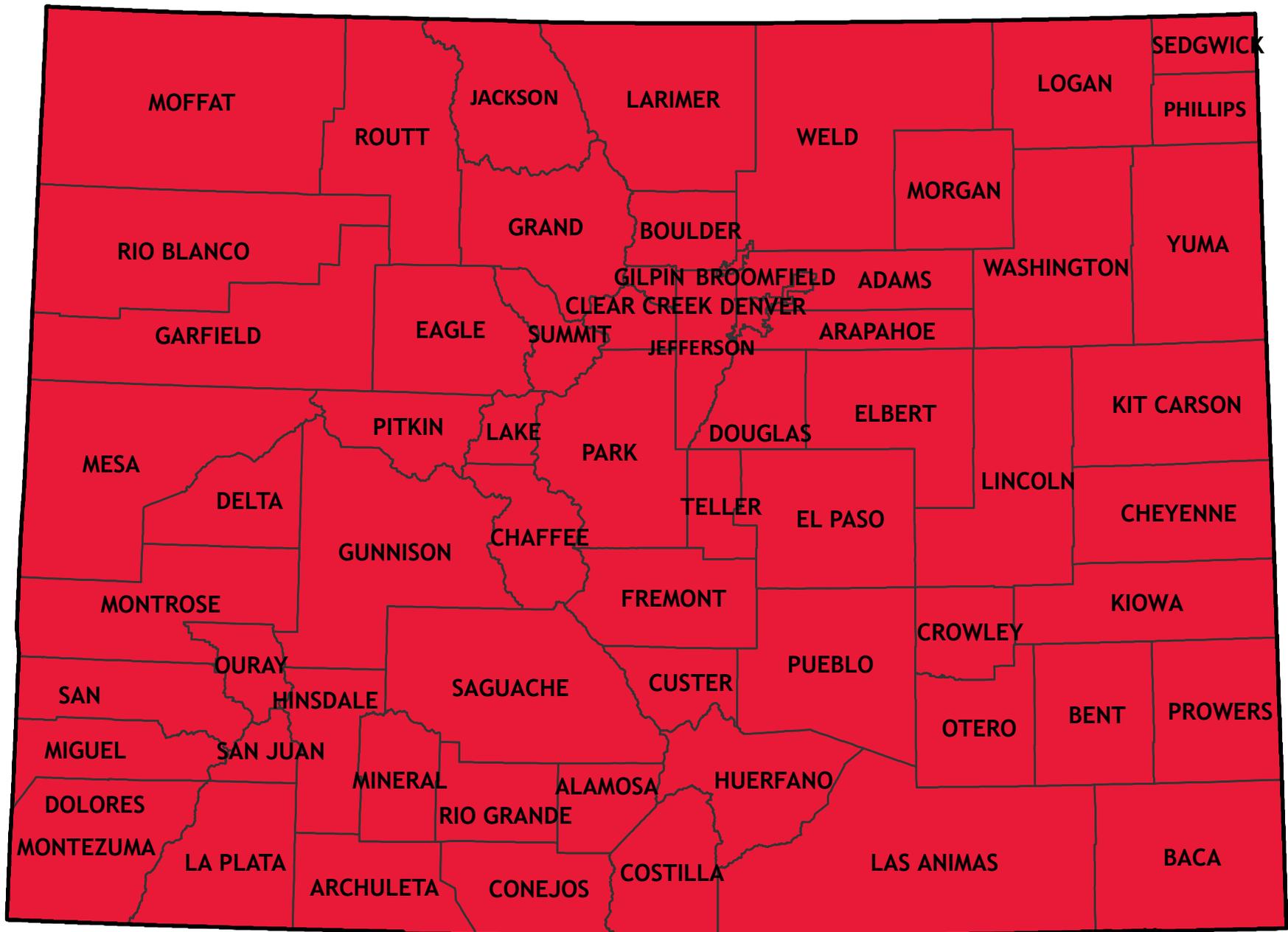
- State and local governments and organizations:
 - to assist in targeting their radon program activities and resources.
- Building code officials:
 - to help determine areas that are the highest priority for adopting radon-resistant building practices.

Map Development

- Five factors were used to determine radon potential:
 - indoor radon measurements; geology; aerial radiation measurements; soil permeability; and foundation type.

Important Points

- All homes should test for radon, regardless of geographic location or zone designation.
- There are many thousands of individual homes with elevated radon levels in zones 2 and; 3. Elevated levels *can be found* in zone 2 and zone 3 counties.
- The map is not to be used in lieu of testing during real estate transactions.



Source: Colorado Department of Public Health and Environment Radon Outreach Program and Colorado Environmental Public Health Tracking.

Notes: These radon zones were determined based on indoor radon, geology, soil, construction type and aerial radiation measurements. Approximately 20,000 pre-mitigation radon test results were used in development of this map.

4 pCi/L is the EPA action level for indoor radon.

ZONE 1 High radon potential (probable indoor radon average >4pCi/L)

