



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

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 building@elbertcounty-co.gov and copy building@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

Amendment to
Existing Permit

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

- Completed application: **Lancaster.drywall-application-4.1.2020.pdf**
- Any associated documents/drawings; all amendments should be identified on the drawing and the application. **Lancaster.drywall-amendment-4.1.2020.pdf**

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



Elbert County

Building Permit Application

Date Received: _____
Permit Number: _____

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

Project Type: Amendment to Existing Permit

PLEASE PRINT CLEARLY

Project Address: _____ City: _____ Zip: _____

Description of Work (be detailed):

Property owner name: _____ Address: _____

Phone: _____ Email: _____

Contractor name: _____ Address: _____

Phone: _____ Email: _____

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

Applicant Signature: _____ Date: _____

Permit Fee: \$ _____

Total Due: \$ _____