

Elbert County

Basement Finish Application

Electronic documents must be in .pdf format (note file size cannot exceed **150mb.**)

Email digital submission to buildingdepartment@elbertcounty-co.gov

File Names: files shall be named using the following convention:

[Project Name] . [Project Type-Documents 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 .

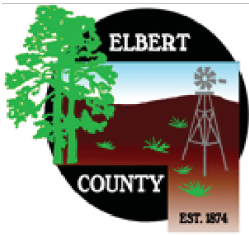
Submittal check List and File Name Examples:

- Completed application packet: **Smith.basementfin.Application.4.2.2022.pdf**
- Health Department Approval(If adding bedrooms): **Smith.basementfin.Siteplan.4.2.2022.pdf**
- Construction Plans: **Smith.basementfin.Blueprints.4.2.2022.pdf**

Construction plans must be drawn to scale, and clearly indicate all work to be performed. These plans must include:

- Square footage of the area being finished, showing dimensions for each room.
- Intended or possible use of each room or area.
- Location of the furnace and water heater, and code compliant working clearances.
- Stairway location
- Location of smoke alarms and carbon monoxide alarms
- Location of all egress windows, along with verification of a code compliant window well and egress ladder when required.
- Required clearances at the water closet of a minimum 30” clear width and minimum 21” clear space in front of the stool.
- Indicate finished ceiling heights for all areas
- Indicate crawl space as storage or not storage.
- Indicate any structural alterations

NOTE* If adding any cooking appliances you will need to apply for an ADU permit



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PLEASE PRINT CLEARLY

Project Address: _____ City: _____ Zip: _____
Project Description: _____

Contractor is applicant: Y N Property owner is applicant: Y N

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

Contractor name: _____

Contractor License Number: _____

Address: _____
Phone: _____ Email: _____

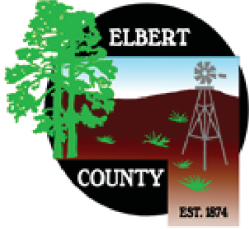
*If applicable:

Colorado State Licensed Plumber: _____
Phone number: _____ Email: _____
License pre-fix and number: _____ - _____

Square Footage : Finished Sq Ft: _____ Unfinished Sq Ft: _____

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

Applicant Signature: _____ Date: _____



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Contractor Disclosure Letter

If you are having a contractor pull the permit and perform the work on your behalf, please fill out and sign below;

I, _____ do hereby acknowledge my full awareness of the application being presented to Elbert County by _____, for the parcel of land indicated and for noted on the application. I hereby acknowledge the person or company noted herein is my authorized representative in this matter.

Printed Name(s) of property owner(s):

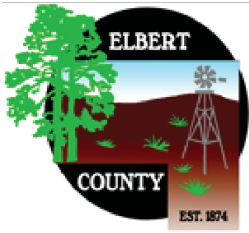
Printed Name _____ Date _____

Printed Name _____ Date _____

Signature(s) of property owner(s)

Signature _____ Date _____

Signature _____ Date _____



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Homeowner Agreement Form

If you as the homeowner are pulling the permit in your name, please initial the statements below that are applicable for your permit regarding General Contractor and sub-contractors for Electrical, Plumbing & Mechanical.

Owner's Name: _____

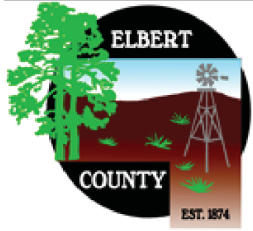
Job Address: _____

Phone #: _____

Email: _____

- ____ 1. I affirm that, as the homeowner, I will be acting as my own General Contractor. I understand how to manage the project and when to request inspections.
- ____ 2. I affirm that, as the homeowner, I will do all of my own electrical work. I understand the correct way to do electrical work and when to request inspections.
- ____ 3. I affirm that, as the homeowner, I will do all of my own plumbing work. I understand the correct way to do plumbing work and when to request inspections.
- ____ 4. I affirm that, as the homeowner, I will do all of my own mechanical work. I understand the correct way to do mechanical work and when to request inspections.

Homeowners Signature: _____ Date: _____



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Additional Permits Required

Septic and Septic Use Permits

Elbert County Public Health and Environment

75 Ute Avenue

Kiowa, CO 80117

303.621.3144

Electric Permits

You must pull a separate electrical permit through DORA for all electric work being performed.

DORA Colorado State Electrical Permitting

1560 Broadway, Suite 350

Denver, CO 80202

303-894-2300

<https://dpo.colorado.gov/EandP/Permits>

It shall be the sole responsibility of the property owner and/or permit holder to verify all utilities and easements including water, sewer, well, septic, electric, phone, cable, fiber optic, and gas prior to excavation or construction of any structure and pull all necessary permits.