



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 [Buildingdepartment@Elbertcounty-co.gov](mailto:Buildingdepartment@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

Demo

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

- Completed application: **Lancaster.demo-Application-4.1.2020.pdf**
- Copy of State Demo Permit; **Lancaster.demo-state-4.1.2020.pdf**



# 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 (Circle One):**    Solid Fuel   Gas   A/C   Furnace/Water heater  
    Foundation Repair   Drywall            Simple plumbing    Re roof  
    Construction Trailer   Temp. Residence    Building Permit Extension  
    Personal Solar   (not for commercial applications)   Personal Tower  
    Pre-manufactured Accessory Structure 300 sf or under

Other: \_\_\_\_\_

### PLEASE PRINT CLEARLY

Project Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of work: \_\_\_\_\_

\_\_\_\_\_

Property owner name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Square Footage (as applicable):** 1<sup>st</sup> floor: \_\_\_\_\_ 2<sup>nd</sup> floor: \_\_\_\_\_

Deck (covered / uncovered) : \_\_\_\_\_

**Roofing Material** (for re-roof permits):

\_\_\_\_\_

\_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Fee:    \$ \_\_\_\_\_

**Total Due:**    \$ \_\_\_\_\_