



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 Alayna.carroll@elbertcounty-co.gov and copy Jenny.white@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

HVAC
A/C
Furnace
Water Heater

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

- Completed application: **Lancaster.HVAC-4.1.2020.pdf**
- Specifications for unit being installed; **Lancaster.HVAC-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 (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): 1st floor: _____ 2nd 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: \$ _____



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**