Building Department
215 Comanche Street PO Box 7
Kiowa, CO 80117 (303)621-3174
www.elbertcounty-co.gov

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

Foundation only / Foundation

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

☐ Completed application: **Lancaster.Foundation-application-4.1.2020.pdf**
☐ Engineer's design (Digitally stamped) **Lancaster.Foudnation-Blueprints-4.1.2020.pdf**
☐ Site Plan: **Lancaster.Foudnation-Blueprints-4.1.2020.pdf**

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

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: $_____

HOME OWNERS ASSOCIATION AND COVENANTS STATEMENT

PLEASE NOTE: YOU MUST SIGN THIS FORM REGARDLESS OF YOUR KNOWLEDGE OF AN EXISTING ACTIVE OR INACTIVE HOMEOWNERS ASSOCIATION

TO: APPLICANTS FOR BUILDING PERMITS

RE: COMPLIANCE WITH PROTECTIVE COVENANTS

As part of your application for a building permit in Elbert County, you are requested to contact the Architectural Control Committee or Home Owners' Association in your neighborhood to obtain their approval of you plans prior to a building permit being issued.

By signing below, you are attesting to Elbert County that to the extent that such entity exists, you have made contact with them for the review and approval of your plans.

Please be advised that Elbert County does NOT enforce protective covenants or police violations of such covenants. You are responsible for the necessary compliance with covenants applicable to your project. This notice is a public record and will be provided to any HOA that requests to view or copy it.

All building permit applicants must sign below regardless of whether or not restrictive covenants or an HOA exist with relation to the subject parcel.

BY SIGNING, I CERTIFY THAT I HAVE READ, UNDERSTAND & WILL COMPLY WITH THE ALL OF THE ABOVE:

Printed Name _____

Signature _____ Date _____

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

WELL PERMITS

Well permits can be obtained through the Colorado Department of Water Resources: 303-866-3587