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

Group U
Barn
Garage
Deck
Patio Enclosure
Shop

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

☐ Copy of Deed: **Lancaster.GroupU-deed-4.1.2020.pdf**
☐Current Statement of Taxes: **Lancaster.GroupU-Taxes-4.1.2020.pdf**
☐ Site Plan: **Lancaster.GroupU-4.1.2020.pdf**
☐ Completed application packet: **Lancaster.GroupU-application-4.1.2020.pdf**
☐ Blue Prints including; **Lancaster.GroupU-Blueprints-4.1.2020.pdf**

1. Structural design by engineer or architect (digitally stamped)
2. Floor plan of all floors, including lofts; total square footage of all levels
3. Stamped Trusses

☐Engineered foundation (digitally stamped): **Lancaster.GroupU-Foundation-4.1.2020.pdf**
☐ Soils test: **Lancaster.GroupU-Foundation-4.1.2020.pdf**

Pole Barns that are greater than 1280 sf will require an engineered post setting detail.
Monolithic or footer/stem wall foundation to greater than 750 sf will require an engineered foundation design.
All attached garages will require engineering.
If your structure does not exceed the square footage maximum, you will not be required to submit engineered designs, provided it is not a steel frame. Steel frame structures of any size must be designed by a Colorado licensed engineer.

If you intend to heat or put plumbing/electric in your group U structure, you must state this on your application.

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

Date Received: _____

Permit Number: _____

Building Permit Application (requiring plan review)

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

Project Type (Circle One): New Residence (Modular or Stick Built)
Addition Basement Finish Remodel Conversion to Living Space
Accessory Structure Patio Cover Deck Pool
Commercial Structure Pre-manufactured Accessory Structure over 300 sf
Other:_____

PLEASE PRINT CLEARLY

Project Address: _____City:_____ Zip:_____
Description of work (if modular please include make/model) :_____
_____
_____
Contractor is applicant: Y N Property owner is applicant: Y N

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

Colorado State licensed plumber:_____ Phone:_____Email:_____
License pre-fix and number:_____-_____ (for office use) Verifired Y N staff initials:_____Date:_____

Square Footage: 1st floor:_____ 2nd floor:_____ Other:_____
Basement Unfinished:_____ Basement Finished:_____
Attached Garage:_____ Patio Cover:_____ Deck:_____

Bedrooms:_____ # Baths_____

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

Applicant Signature:_____Date:_____

PermitFee: $_____
Plan Review: $_____ Paid:_____ Check#_____
Adj Plan Review: $_____
Use Tax: $_____
Total Due: $_____

COUNTY OF ELBERT

BUILDING DEPARTMENT

P.O. BOX 7
215 COMANCHE STREET
KIOWA, COLORADO 80117
303-621-3135 FAX: 303-621-3165

Disclosure Letter

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

Signature (s) of property owner (s):

Signature _____ Date _____

Signature _____ Date _____

Printed name (s) and complete address of property owner (s):

Name:_____ Address:_____

Name:_____ Address:_____

POLICY FOR "U" OCCUPANCY BUILDINGS

1. Group "U" Occupancy strictly applies to the following structures;

   Agricultural buildings
   Aircraft Hangars, accessory to a one-or-two family residence
   Barns
   Carports
   Fences more than 6' high
   Grain Silos, accessory to a residential occupancy
   Greenhouses
   Livestock shelters
   Private garages
   Retaining Walls
   Sheds
   Stables
   Tanks
   Towers

2. The 2015 Colorado Chapter ICC approved Pole Barn Construction Guidelines (see attached) may be used without the need for additional engineering, where all of the following conditions comply:
   a. The structure is no larger than 40' x 32' x 12' high side walls.
   b. Rectangular shaped barns must maintain a minimum 5:30 ratio
   c. Post spacing is limited to 8' on center spacing
   d. 2" x 6" diagonal bracing is required at every corner and a maximum spacing of every 25' along sidewalls, secured to posts and at each brace to girt location
   e. Minimum post hole (footing) diameter of 24" x 48" deep with hold down straps of either treated wood cleats or (2) #4 rebar through bottom of post.

3. In conjunction with the completed 2015 Colorado Chapter ICC approved Pole Barn Construction Guide, a complete set of construction drawings may be requested.
4. Monolithic foundations greater than 750 sf must be designed by a licensed Colorado Engineer.
5. In all cases, the final grade shall be sloping well away from the structure on all sides. A minimum slope of 6 inches in the first 10 feet is required. Down spouts must discharge into the extensions to direct water away from the building.
6. I hereby acknowledge that I have read and understand the policy. By signing below, I attest that this is a Group U structure, and will be used and occupied accordingly. Furthermore, I specifically understand that Group U Occupancy is not a dwelling, and has no dwelling within.

Signature _____ **Date** _____

Printed Name _____

RED IRON CONSTRUCTION INFORMATION

THIS PERTAINS TO ALL STEEL BUILDINGS

Barns – Out Buildings – Arenas – Detached Garages and other Structural Steel Buildings.

Any buildings of red iron construction, must have an engineered letter and a cover sheet with Elbert County's wind load, snow load and exposure. The letter must also contain welding certifications or structural assembly with bolts.

Minimum caisson requirements for red iron buildings are as follows: (A foundation plan indicating the following must be submitted).

1. 48" minimum hole depth.
2. Hole must be at least 3" bigger in diameter than beam base.
3. 3 # 4 rebar placed vertically tied at the top, middle and bottom.

In addition, ALL Red Iron Buildings must have the following:

1. Engineered Foundation Design: designed and stamped by a Colorado Licensed Engineer with the original stamp and signature on the plans.
2. Engineered plans that are site specific.
3. A third party bolt inspection, by a certified structural welding and bolting inspector, is required prior to the Elbert County final building inspection. This inspection is the responsibility of the property owner. A letter of inspection must be provided upon final inspection by Elbert County.

Signature _____ **Date** _____

Printed Name _____

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 _____

VERY IMPORTANT

Regarding Engineered Foundations:

Elbert County Requires that the following items be inspected by the engineer of record on your project;

1. Open hole (if required by engineer)
2. Pier/caisson placement
3. Footing size and steel placement
4. Foundation wall
5. Concrete encased electrode (as required July 1 by 2005 N.E.C.)
6. Beam placement
7. Perimeter drain
8. Water proofing
9. Any additional inspection requested by the Building Official

Inspection letters with original wet stamp must be submitted prior to issuance of Certificate of Occupancy.

If you have any questions regarding this notice please contact the Elbert County Building Department at 303-621-3135.

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