



## 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](mailto:jenny.white@elbertcounty-co.gov) and copy [faith.mehrer@elbertcounty-co.gov](mailto: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.

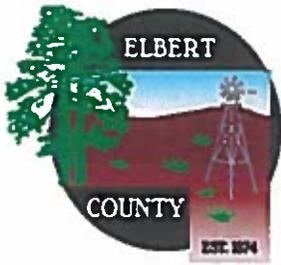
‘Date’: date of your submittal

Integrated ADU in  
existing space

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

- Copy of Deed: Lancaster.ADU-deed-4.1.2020.pdf
- Current Statement of Taxes: Lancaster.ADU-Taxes-4.1.2020.pdf
- Completed application packet: Lancaster.ADU-application-4.1.2020.pdf
- Blue Prints including; Lancaster.ADU-Blueprints-4.1.2020.pdf
  1. Floor plan of all floors, including proposed usage (bedroom, office, etc.); total square footage that is being finished.
  2. Res Check (heat loss calculations)

**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) Verified Y N staff initials: \_\_\_\_\_ Date: \_\_\_\_\_

### **Square Footage;**

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: \_\_\_\_\_

Permit Fee:    \$ \_\_\_\_\_

Plan Review: \$ \_\_\_\_\_

Use Tax:        \$ \_\_\_\_\_

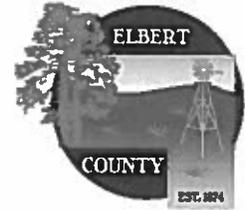
**Total Due:**    \$ \_\_\_\_\_



# 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: \_\_\_\_\_



**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](mailto: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**

# Map Of Radon Zones Fact Sheet

## Purpose

- Sections 301 and 309 of IRAA directed EPA to list and identify areas of U.S. with the potential for elevated indoor radon levels.
- EPA's Map of Radon Zones assigned each of the 3,141 counties in the United States to one of three zones based on radon potential.
  - Zone I counties have a predicted average indoor screening level greater than 4 pCi/L (red)
  - Zone 2 counties have a predicted average screening level between 2 and 4 pCi/L (orange)
  - Zone 3 counties have a predicted average screening level less than 2 pCi/L (yellow)

## Audience

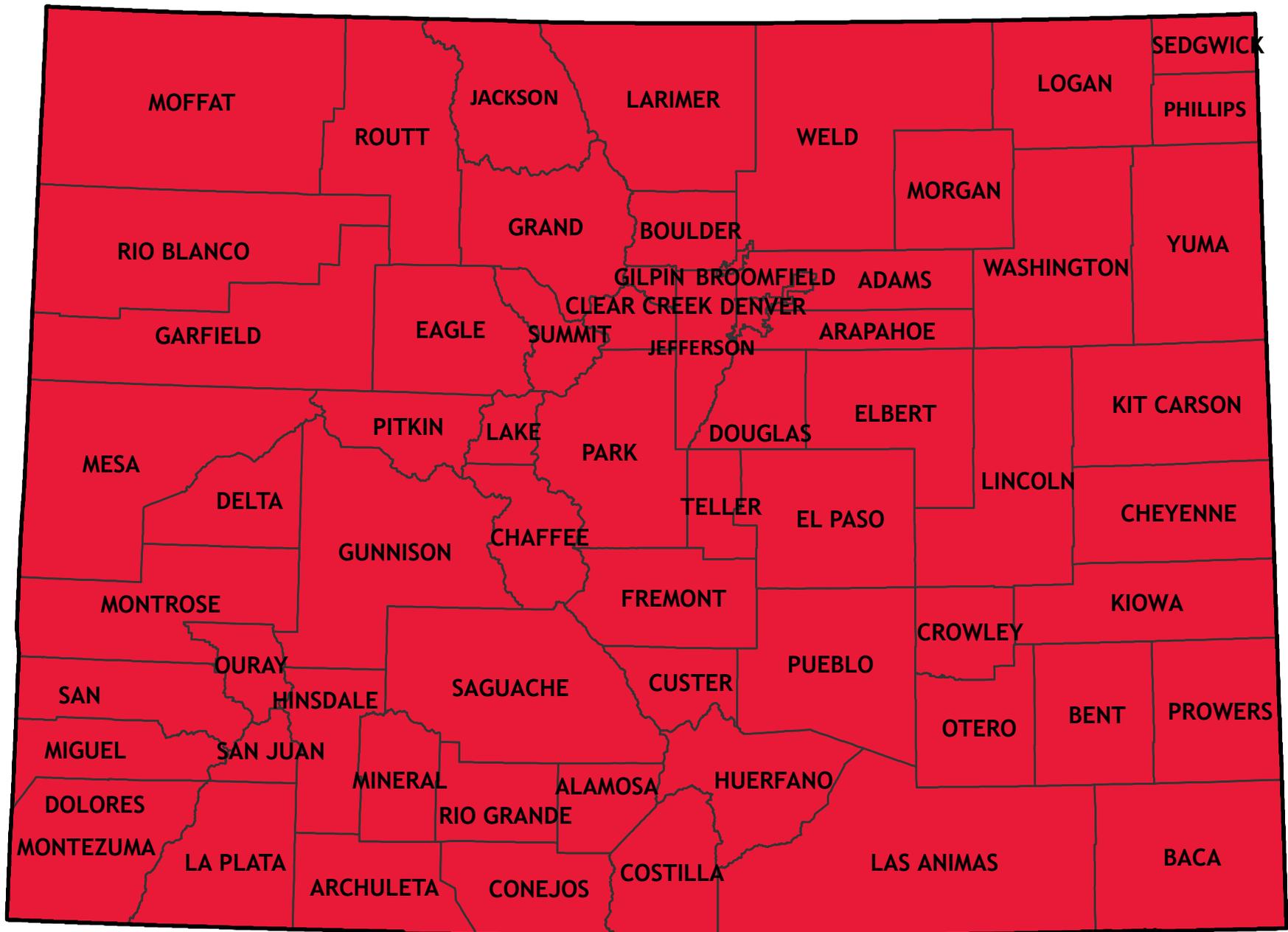
- State and local governments and organizations:
  - to assist in targeting their radon program activities and resources.
- Building code officials:
  - to help determine areas that are the highest priority for adopting radon-resistant building practices.

## Map Development

- Five factors were used to determine radon potential:
  - indoor radon measurements; geology; aerial radiation measurements; soil permeability; and foundation type.

## Important Points

- All homes should test for radon, regardless of geographic location or zone designation.
- There are many thousands of individual homes with elevated radon levels in zones 2 and; 3. Elevated levels *can be found* in zone 2 and zone 3 counties.
- The map is not to be used in lieu of testing during real estate transactions.



Source: Colorado Department of Public Health and Environment Radon Outreach Program and Colorado Environmental Public Health Tracking.

Notes: These radon zones were determined based on indoor radon, geology, soil, construction type and aerial radiation measurements. Approximately 20,000 pre-mitigation radon test results were used in development of this map.

4 pCi/L is the EPA action level for indoor radon.

**ZONE 1** High radon potential (probable indoor radon average >4pCi/L)

