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

Residence
Modular
Manufactured

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

☐ Copy of Deed: **Lancaster.Newres-deed-4.1.2020.pdf**
☐Current Statement of Taxes: **Lancaster.Newres-Taxes-4.1.2020.pdf**
☐ Site Plan: **Lancaster.Newres-siteplan-4.1.2020.pdf**
☐ Completed application packet: **Lancaster.Newres-application-4.1.2020.pdf**
☐ Copy of septic permit: **Lancaster.Newres-septicpermit-4.1.2020.pdf**
☐ One plan set for modular home stamped by the State. Include;

1. Basement square footage and detailed drawings for any finished area in the basement. Furnace size and Res check must be submitted if the basement will be finished at the time of build.

☐Engineered foundation or foundation observation if re-build on existing foundation (digitally stamped): **Lancaster.Newres-Foundation-4.1.2020.pdf**
☐ Soils test: **Lancaster.Newres-Foundation-4.1.2020.pdf**

Permit applications are accepted Monday through Thursday 9:00 AM – 1:00 PM

Project Address / Parcel ID:_____

This applicant must contact their fire district:

5) Fire District _____

- ☐ Fire District review fees have been paid
- ☐ Fire District impact fees have been paid, or if impact fees for this district are collected by the County;
- ☐ $_____ will be collected by the County.
- ☐ Fire District review of building plans are approved (all commercial structures must submit a full set of building plans to the fire district)
- ☐ All infrastructure requiring inspections by this fire district have been performed and approved:
- ☐ This applicant has been made aware of any additional inspections related to the structure that will need to be completed by the fire district prior to occupancy of the structure, if any (please list any additional inspections below):

_____

_____

Fire District Representative Signature: _____Date:_____

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)**

STATE OF COLORADO
MANUFACTURED HOUSING INSTALLATION PROGRAM

INSTALLATION AUTHORIZATION

Pursuant to Colorado law and Administrative Rules, Registered or Certified Installers must be present at the installation site and readily available to properly supervise installation work that is performed by any employee not registered or certified as an installer.

DIVISION OF HOUSING NOTIFICATION DATE: _____

☐ BY FAX: 303/864-7857 ☐ BY MAIL: 1313 SHERMAN STREET, ROOM 320

☐ BY E-MAIL: dawanda.jones@state.co.us DENVER, COLORADO 80203

☐ IN PERSON ☐ BY PHONE: 303-864-7837

INSTALLATION BY:

☐ REGISTERED INSTALLER ☐ CERTIFIED INSTALLER ☐ HOMEOWNER ☐ OTHER

SCHEDULED INSTALLATION DATE: _____

INSTALLATION ADDRESS: _____

CITY: _____ STATE: CO ZIP: _____ COUNTY: _____

DIRECTIONS: _____

HOME TYPE: ☐ MOBILE ☐ HUD ☐ IRC ☐ MF

SERIAL #: _____

SOIL BEARING CAPACITY IF OTHER THAN 1500 PSF: _____

INSTALLATION CONTACT: _____

NAME: _____ PHONE #: _____ EMAIL: _____

☐ INSTALLER ☐ INSPECTOR ☐ OWNER ☐ OTHER

OWNER NAME: _____ OWNER PHONE #: _____

INSTALLER NAME: _____ INSTALLER ID #: _____

INSTALLER PHONE #: _____

INSPECTOR NAME: _____ INSPECTOR ID #: _____

INSPECTOR PHONE #: _____

INSTALLATION INSIGNIA #: _____ DATE ISSUED: _____

Elbert County

Date Received: _____

Permit Number: _____

Building Permit Application (requiring plan review)

2015 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:_____

Square Footage: 1st floor:_____ 2nd floor:_____ Other:_____
Basement Unfinished:_____ Basement Finished:_____
Attached Garage:_____ Patio Cover:_____ Deck:_____
Accessory structure (detached):_____

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: $_____

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

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 _____

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
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

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.

RESIDENTIAL

PERMIT APPLICATION
ACCESS/DRIVEWAY

Elbert County Public Works Department
P.O. Box 116, 215 Cheyenne St., Kiowa, CO 80117
Ph: 303-621-3157, Fax: 303-621-3159

Completed applications may be emailed to kyrei.zion@elbertcounty-co.gov

Permit #_____
Date Issued:_____
Expiration Date:_____

REVISION DATE: 12/19/18

Date:	Contractor Name:
Property Owner:	Contractor Address:
Address:	City/State/Zip
Phone:	Contractor Phone #:
Email:	
ADDRESS OF PROPERTY:	

RESIDENTIAL ACCESS PERMIT FEE: $150.00

REQUIRED ITEMS FOR SUBMITTAL:

1. Permit Application

3. Site plan outlining the location of the driveway.

IMPORTANT INFORMATION FOR THE APPLICANT

- Address must be clearly marked and staked within 24 hours of application.
- This is an application for a permit. Payment of fee does not constitute approval.
- Standard specifications are provided as an example – other requirements may apply.
- All failed inspections will be assessed a prepaid $47.00 re-inspection fee.
- Applicant understands that driveway must be maintained to County specifications at all times.
- Any future repairs shall be at applicant/owner expense and will requier a new permit application.
- Applicant shall be responsible for verifying his or her legal right for driveway construction and access.
- Issuance of permit by County does not grant legal access.

I certify that I have read and understand all of the above provisions of this permit.

_____ _____ _____
Owner's Signature Contractor Signature

_____ _____
Date Date

Inspector Section

Initial Inspection **Approved/Date** _____ **Disapproved/Date** _____
Comments_____
_____

Inspected By:_____

Final Inspection **Approved/Date** _____ **Disapproved/Date** _____

Comments_____
_____

Inspected By:_____

Address Marker Made: Yes_____No_____ Address Marker Posted: Yes_____No_____

RESIDENTIAL DRIVEWAY REQUIREMENTS
ALL ITEMS CHECKED BY INSPECTOR MUST BE FOLLOWED

PROPERTY ADDRESS:_____

_____ 25’ turning radius at County road/private road
_____ Width (20' minimum) from property line to edge of county road/private road
_____ 14' wide from property line to the residence with two 1' shoulders (total 16') with 80’ (turnaround or hammerhead) at the end of the drive with asphalt or gravel from property line
_____ Gravel depth (6”)
_____ Class VI gravel minimum
_____ Gravel from property line to shoulder of county road/private road
_____ Culvert diameter _____
_____ Culvert length (24’) + flared ends

_____ All driveways that meet or join paved roads must be paved with asphalt and tacked at the seam
_____ Depth or thickness of pavement (4” min)

_____ Drive must be paved from the property line to the edge of the paved portion of the county/private road
_____ Concrete pan 9’x20’ overall dimensions
_____ Wire mesh or rebar
_____ Footers required 2’x 3’x 6”
_____ Adequate sight distance per County code

_____ Drive must have a 8" fall back measured from the shoulder of the County road to the property line

_____ The maximum slope of residential driveways shall not exceed 10% once on the private property

ELBERT COUNTY RECOMMENDS THAT A 20' MINIMUM WIDTH BE MAINTAINED FOR THE ENTIRE LENGTH OF THE DRIVEWAY FOR HEALTH, SAFETY AND WELFARE REASONS.

PAVING EXISTING DRIVE:

_____ Minimum 4" thickness asphalt or concrete over 6" thick class 6 aggregate base material.
_____ DRIVES THAT MEET DIRT OR GRAVEL ROADS: Pave only to the property line. Do not pave in the County ROW. Snow removal and road maintenance can damage concrete or asphalt that is in the ROW. It can also damage County equipment. If this is ignored and damage of any sort occurs, it is the full responsibility of the property owner to proved payment for repair.

INSPECTORS NOTES/COMMENTS:

ELBERT COUNTY PUBLIC WORKS

RESIDENTIAL DRIVEWAY STANDARDS

760.00 PRIVATE DRIVEWAY DESIGN SPECIFICATIONS

761.00 Width:

Driveways shall provide for a minimum 14 foot all-weather driving surface (not including shoulders). A 16 foot surface is encouraged to facilitate larger fire apparatus.

Driveways will be a minimum 14 feet wide with two 1' shoulders from the property line to the residence or turnaround, whichever applies

The minimum width of the driveway within road right-of-way shall start at 24' tapering to 16' (14' driveway plus two 1' shoulders) at property line.

762.00 Vertical Clearance:

Driveways shall have an unobstructed vertical height of 13 feet 6 inches. Driveways shall have an unobstructed vertical height of 13 feet 6 inches.

763.00 Surface – Sub-Base:

All roadbase material shall be a minimum 6 inches thick and shall provide an all-weather driving surface capable of handling the imposed loads of fire apparatus (up to 67,000 pounds depending on the jurisdiction).

763.01 Aggregate surface – sub-base.

All roadbase material shall be a minimum 6" (compacted) and shall provide an all-weather driving surface – sub-base capable of handling the imposed loads of fire apparatus (up to 67,000 pounds depending on the jurisdiction).

The acceptable materials for an all-weather driving surface – sub-base are

Class 5-6 aggregate
Class 5-6 recycled concrete
Class 5-6 recycled asphalt

Asphalt and concrete paved surfaces accompanied by a geotech report will also be considered an all weather surface.

Owner/contractor shall provide Elbert County with test results of the materials used.

763.02 Driveways accessing paved Elbert County/private roads.

All driveways that meet or join paved roads must be paved with asphalt and tacked at the seam.

Depth or thickness of pavement will be 4" minimum compacted.

Drive must be paved from the property line to the edge of the paved portion of the Elbert County/private road. Sub-base under pavement must be 6" (compacted) of the following :

Class 4-7 aggregate
Class 4-7 recycled concrete
Class 4-7 recycled asphalt

Asphalt and concrete paved surfaces accompanied by a geotech report will also be considered an all weather surface.

Paved driveway access from shoulder of road to property line will be part of the final driveway inspection.

Any surface (asphalt, concrete, chip seal, etc.) applied over approved sub-base from property line to house will not be approved or inspected by Elbert County.

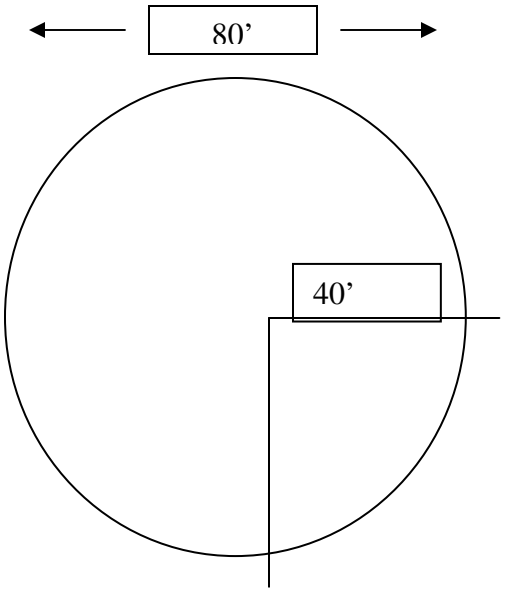
764.00 Approach:

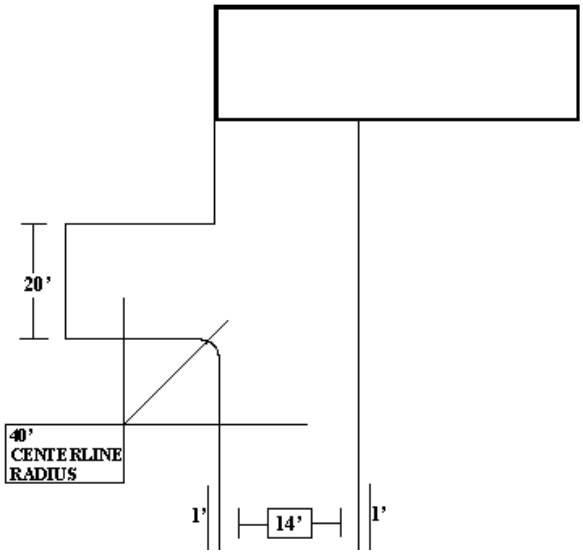
All driveways must approach the roadway at a 70 -90 degree angle perpendicular to the intersecting roadway.

All driveways must approach the roadway at a 70 -90 degree angle perpendicular to the intersecting roadway.

765.00 Turning Radii:

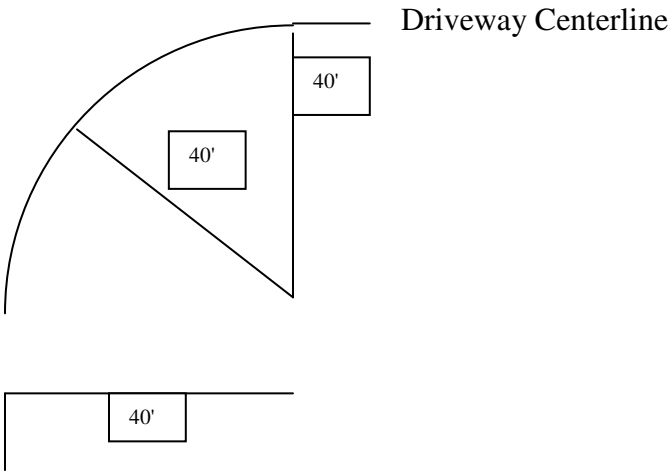
All residential driveways 150 feet or longer in developed length shall provide a complete turnaround constructed with a minimum 40 foot center line radius as shown below





Driveway Centerline

All turns associated with the driveway system shall provide a minimum 40 foot center line radius as shown below:



Exceptions:

A: Driveways greater than 20 *feet in width.*

B: Houses equipped with an approved automatic sprinkler system installed and maintained in accordance with NFPA 13D, Standard for the Installation of Sprinkler Systems in Single-family Dwellings.

C: Turning radius may be modified when approved by the authority having . jurisdiction.

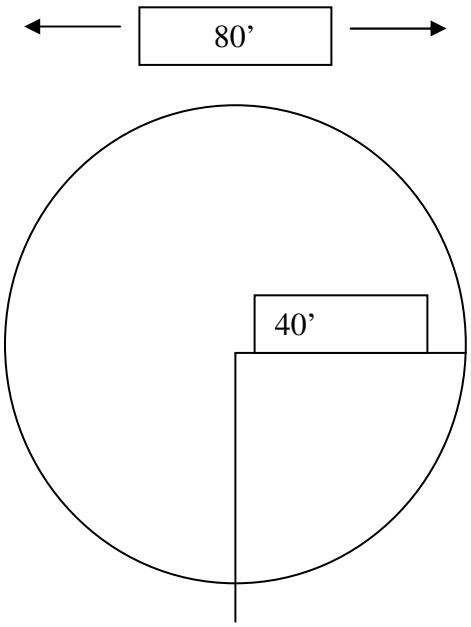
All residential driveways 150 feet or longer in developed length shall provide a complete turnaround constructed with a minimum 40 foot center line radius as shown below.

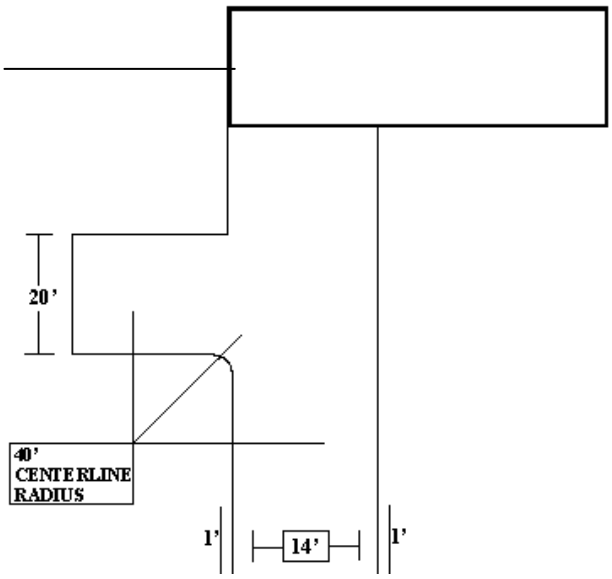
All turns associated with the driveway system shall provide a minimum 40 foot center line radius as shown below:

Regulations on turn outs and turning radiuses may be superseded by local Fire District regulations, which may include the following.

Driveways greater than 20 feet in width.

Houses equipped with an approved automatic sprinkler system installed and maintained in accordance with NFPA 13D, Standard for the Installation of Sprinkler Systems in Single-family Dwellings.





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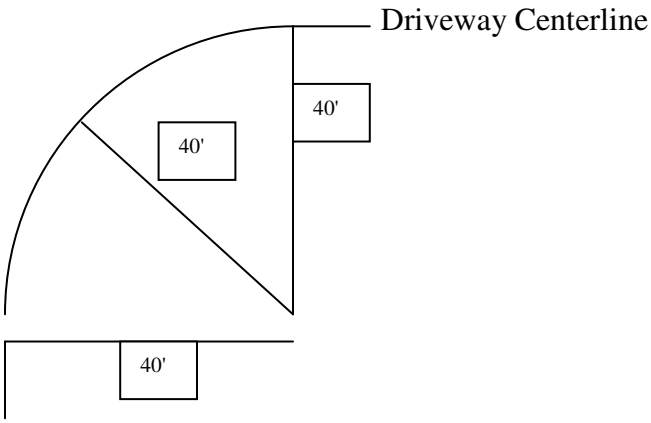

766.00 Slope:

The maximum slope of residential driveways shall not exceed 10% once on the private property .

Exceptions:

A: Houses equipped with an approved automatic sprinkler system installed and maintained in accordance with NFPA 13D, Standard for the Installation of Sprinkler Systems in Single-family dwellings.

B: When approved by the authority having jurisdiction.

Maximum slope of a driveway will be determined by the Fire District under whose jurisdiction the residence falls under.

767.00 Bridges And Water Crossings:

Bridges and other water crossing appliances shall be designed and constructed to handle the imposed loads of fire apparatus in all weather situations. In many cases, bridges and crossings may require the approval stamp of a professional engineer.

Bridges and other water crossing structures will be designed and constructed to handle the imposed loads of fire apparatus in all weather situations. In many cases, bridges and crossings will require the approval stamp of a professional engineer.

768.00 Livestock Crossings:

Livestock crossings and grates shall be designed and constructed to withstand the imposed loads of fire apparatus (up to 67,000 pounds depending on the jurisdiction)

Exceptions.

A: When approved alternate means of access are provided around the grate, the provisions of 2-8 may be modified.

Livestock crossings and grates will be designed and constructed to withstand the imposed loads of fire apparatus (up to 67,000 pounds depending on the jurisdiction) In many cases, livestock crossings will require the approval stamp of a professional engineer.

When approved by the Elbert County Road and Bridge Department and the Fire District, an alternate means of access around the grate can be used. (See Section 12.3.6.3.1.2 of the Elbert County Roadway Design Construction Manual.)

769.00 Gates and Limited Access Appliances:

(See Section 12.3.6.9 of the Elbert County Roadway Design Construction Manual.) Private dwelling gates shall provide a minimum 14 foot unobstructed width and shall be operable without special knowledge or force.

Exception:

A. Gates that utilize an approved access control device to ensure immediate access to the dwelling. Device information can be obtained by contacting the appropriate fire protection agency.

Gates shall be located a minimum of 30 feet off the roadway to ensure a safe and unobstructed traffic flow during emergency response.

Private dwelling gates will provide a minimum 16 foot unobstructed width and will be operable without special knowledge or force.

Gates that utilize a control device must be approved by the Fire District.

All gates shall open inward, outward opening gates are prohibited.

Gates will be located a minimum 30' off the roadway shoulder to ensure a safe and unobstructed traffic flow during emergency response.