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

Interior Remodel

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

☐ Copy of Deed: **Lancaster.Remodel-deed-4.1.2020.pdf**
☐Current Statement of Taxes: **Lancaster.Remodel-Taxes-4.1.2020.pdf**
☐ Completed application packet: **Lancaster.Remodel-application-4.1.2020.pdf**
☐ Copy of septic permit (if adding Bedrooms): **Lancaster.Remodel-septicpermit-4.1.2020.pdf**
☐ Blue Prints including; **Lancaster.Remodel-Blueprints-4.1.2020.pdf**

1. Structural design by engineer or architect (digitally stamped)
2. Floor plan of all floors affected; total square footage included in project
3. Room sizes and use, window and door locations and sizes, plumbing, attic access, location of furnace and water heater as applicable.
4. Res Check (heat loss calculations)

☐Engineered design for any windows / doors that will change in size (digitally stamped):

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

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;
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
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

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

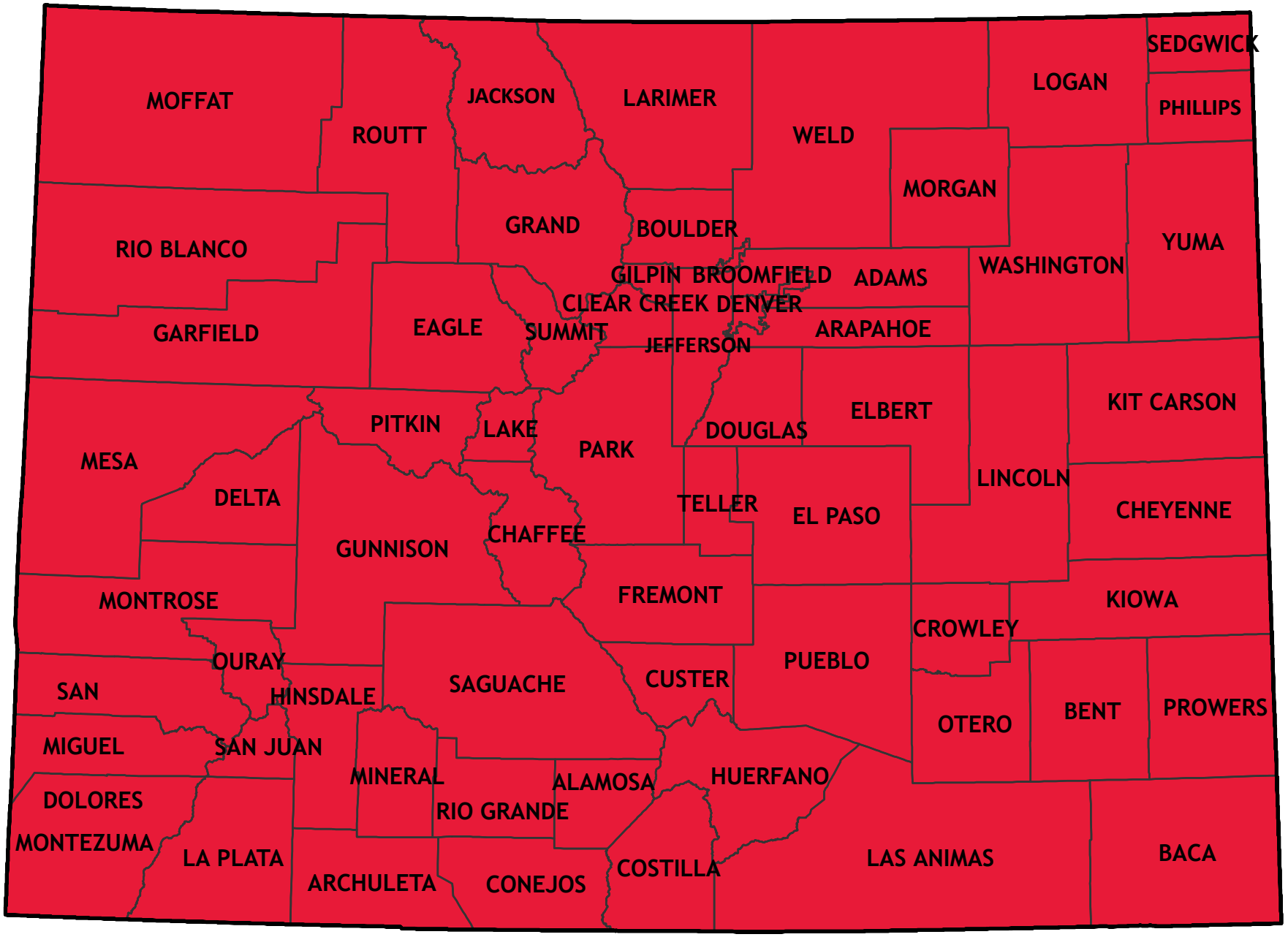
- Five factors were used to determine radon potential:
    - indoor radon measurements; geology; aerial radiation measurements; soil permeability; and foundation type.

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.



Colorado Department of Public Health and Environment

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)