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

Residential Addition

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

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

1. Structural design by engineer or architect (digitally stamped)
2. Floor plan of all floors, including basement; total square footage of all levels
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 foundation or foundation observation if re-build on existing foundation (digitally stamped): **Lancaster.Addition-Foundation-4.1.2020.pdf**
☐ Soils test: **Lancaster.Addition-Foundation-4.1.2020.pdf**

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

NOTICE:

WHEN BUILDING IN WILD POINT

Appendix E – Rules and Regulations of Rangeview Metropolitan District
WILD POINTE SERVICE AREA SYSTEM DEVELOPMENT CHARGES

The Wild Pointe Service Area includes water service only, as customers in this service area receive sewer service from the Town of Elizabeth or use septic for wastewater disposal. The water tap fees for this service area are based on contract agreements between RMD and Elbert & Hwy 86 Commercial Metropolitan District.

ELBERT COUNTY DOES NOT DETERMINE OR COLLECT THESE FEES. YOU MUST CONTACT RANGEVIEW METROPOLITAN DISTRICT;

Clinton Larson Allen, LLP
8390 East Crescent Pkwy, Ste 500
Greenwood Village, CO 80111-2811
303-779-4525

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: $_____
Total Due: **$_____**

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 covenant or police violation 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 sing below regardless of whether or not an HOA or restrictive covenants 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 _____

Thank you!

Elbert County Community & Development Services Department

COUNTY OF ELBERT

COMMUNITY & DEVELOPMENT SERVICES
OFFICE
P.O. BOX 7
215 COMANCHE STREET
KIOWA, COLORADO 80117
303-621-3136 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:_____

COMMUNITY & DEVELOPMENT SERVICES
215 Comanche Street/P.O. Box 7 ~ Kiowa, CO 80117
303.621.3136

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

ELECTRIC PERMITS

When building in Elbert County, any structure with electric work involved, you will be required to pull separate permits for that work 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.