



## 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

#### Siding

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

- Completed application                      **Lancaster.Siding-application-4.1.2020.pdf**

**After receipt, your application will be processed. When ready for issuance, you will be notified that the permit is ready for payment. After payment is received your permit will be emailed to you.**

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



# Elbert County

## Building Permit Application

Date Received: \_\_\_\_\_

Permit Number: \_\_\_\_\_

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

**Project Type (Circle One):**    Solid Fuel   Gas   A/C   Furnace/Water heater  
    Foundation Repair   Drywall            Simple plumbing    Re roof  
    Construction Trailer   Temp. Residence    Building Permit Extension  
    Personal Solar   (not for commercial applications)   Personal Tower  
    Pre-manufactured Accessory Structure 300 sf or under

Other: \_\_\_\_\_

### PLEASE PRINT CLEARLY

Project Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of work: \_\_\_\_\_

\_\_\_\_\_

Property owner name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Square Footage (as applicable):** 1<sup>st</sup> floor: \_\_\_\_\_ 2<sup>nd</sup> floor: \_\_\_\_\_

Deck (covered / uncovered) : \_\_\_\_\_

**Roofing Material** (for re-roof permits):

\_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Fee:    \$ \_\_\_\_\_

**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 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 \_\_\_\_\_



## **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**