



## 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

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

- Site Plan: Lancaster.Pool-4.1.2020.pdf
- Completed application: Lancaster.Pool-application-4.1.2020.pdf
- Specifications for unit being installed; Lancaster.Pool-Specs-4.1.2020.pdf

Pool  
In ground  
Above ground  
over 300 gallons

**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: \_\_\_\_\_

**Square Footage:** 1<sup>st</sup> floor: \_\_\_\_\_ 2<sup>nd</sup> 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:** \$ \_\_\_\_\_



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

## 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**