



Elbert County accepts electronic (.pdf) submission of information for all building permit applications

## 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

Pre-  
Manufactured  
Group U

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

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



## Elbert County Community and Development Services

You must submit a site plan with your building permit application if you are erecting a new structure or changing the foot print of an existing structure. Elbert County Community and Development Services 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.

Your detailed site plan must include:

1. Address of property
2. North arrow
3. All streets adjacent to property
4. All easements, no build, flood plain, slopes of greater than 20%
5. All existing structures and proposed structure
6. The distance of the proposed structure from the property boundaries
7. FOR NEW RESIDENCES Driveway slope, width and location



# 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:** 1<sup>st</sup> floor: \_\_\_\_\_ 2<sup>nd</sup> 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: \_\_\_\_\_

Permit Fee:            \$ \_\_\_\_\_

Plan Review:        \$ \_\_\_\_\_ Paid: \_\_\_\_\_ Check# \_\_\_\_\_

Adj Plan Review:    \$ \_\_\_\_\_

Use Tax:              \$ \_\_\_\_\_

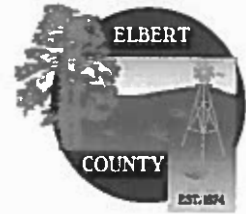
**Total Due:**         \$ \_\_\_\_\_



# 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):

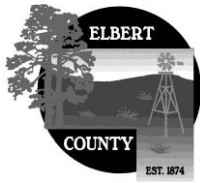
Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name (s) and complete address of property owner (s):

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_



## POLICY FOR "U" OCCUPANCY BUILDINGS

1. Group "U" Occupancy strictly applies to the following structures;
  - Agricultural buildings
  - Aircraft Hangars, accessory to a one-or-two family residence
  - Barns
  - Carports
  - Fences more than 6' high
  - Grain Silos, accessory to a residential occupancy
  - Greenhouses
  - Livestock shelters
  - Private garages
  - Retaining Walls
  - Sheds
  - Stables
  - Tanks
  - Towers
  
2. The 2015 Colorado Chapter ICC approved Pole Barn Construction Guidelines (see attached) may be used without the need for additional engineering, where all of the following conditions comply:
  - a. The structure is no larger than 40' x 32' x 12' high side walls.
  - b. Rectangular shaped barns must maintain a minimum 5:30 ratio
  - c. Post spacing is limited to 8' on center spacing
  - d. 2" x 6" diagonal bracing is required at every corner and a maximum spacing of every 25' along sidewalls, secured to posts and at each brace to girt location
  - e. Minimum post hole (footing) diameter of 24" x 48" deep with hold down straps of either treated wood cleats or (2) #4 rebar through bottom of post.
  
3. In conjunction with the completed 2015 Colorado Chapter ICC approved Pole Barn Construction Guide, a complete set of construction drawings may be requested.
4. Monolithic foundations greater than 750 sf must be designed by a licensed Colorado Engineer.
5. In all cases, the final grade shall be sloping well away from the structure on all sides. A minimum slope of 6 inches in the first 10 feet is required. Down spouts must discharge into the extensions to direct water away from the building.
6. I hereby acknowledge that I have read and understand the policy. By signing below, I attest that this is a Group U structure, and will be used and occupied accordingly. Furthermore, I specifically understand that Group U Occupancy is not a dwelling, and has no dwelling within.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_



## RED IRON CONSTRUCTION INFORMATION

### THIS PERTAINS TO ALL STEEL BUILDINGS

#### **Barns – Out Buildings – Arenas – Detached Garages and other Structural Steel Buildings.**

Any buildings of red iron construction, must have an engineered letter and a cover sheet with Elbert County's wind load, snow load and exposure. The letter must also contain welding certifications or structural assembly with bolts.

Minimum caisson requirements for red iron buildings are as follows: (A foundation plan indicating the following must be submitted).

1. 48" minimum hole depth.
2. Hole must be at least 3" bigger in diameter than beam base.
3. 3 # 4 rebar placed vertically tied at the top, middle and bottom.

#### **In addition, ALL Red Iron Buildings must have the following:**

1. Engineered Foundation Design: designed and stamped by a Colorado Licensed Engineer with the original stamp and signature on the plans.
2. Engineered plans that are site specific.
3. A third party bolt inspection, by a certified structural welding and bolting inspector, is required prior to the Elbert County final building inspection. This inspection is the responsibility of the property owner. A letter of inspection must be provided upon final inspection by Elbert County.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

## 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 \_\_\_\_\_



# 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.





**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**