



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 Buildingdepartment@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

Gas

Submittal check List and File Name Examples:

- Completed application: [Lancaster.gas-application-4.1.2020.pdf](#)
- Any associated drawings; [Lancaster.gas-drawing-4.1.2020.pdf](#)



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): Gas Stove/Fire Gas Line 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): 1st floor: _____ 2nd 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: \$ _____