



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 Alayna.carroll@elbertcounty-co.gov and copy Jenny.white@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

Solid Fuel

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

- Completed application: **Lancaster.Fuel-Application-4.1.2020.pdf**
- Any associated drawings: **Lancaster.Fuel-drawing-4.1.2020.pdf**
- Manufacturer's specifications: **Lancaster.Fuel-specs-4.1.2020.pdf**

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

2018 IBC Section M1414

Fireplace stoves shall be listed labeled and installed in accordance with the terms of the listing . Fireplace stoves shall be tested in accordance with UL 737.

Used solid fuel stoves not bearing a label must be inspected by an Elbert County Building Inspector prior to permit issuance.

This inspection can be scheduled upon receipt of a solid fuel permit application and carries a fee of \$47.00 that must be paid prior to your inspection. Inspection fees are non-refundable. Dependant upon the inspector's findings, the subsequent issuance of a permit for the unit inspected is not guaranteed.



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: Solid Fuel

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PLEASE PRINT CLEARLY

Project Address: _____ City: _____ Zip: _____

Is the unit being installed a previously used unit? _____

Property owner name: _____ Address: _____

Phone: _____ Email: _____

Contractor name: _____ Address: _____

Phone: _____ Email: _____

Location of unit: 1st floor: _____ 2nd floor: _____

Additional Information:

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

Applicant Signature: _____ Date: _____

Permit Fee: \$ _____

Total Due: \$ _____