



# County of Elbert, Colorado

## Policies and Procedures

### 18-05. Permit Application Submittals:

Permit applications will be received during regular Elbert County business days (Monday through Thursday) from 9:00 AM to 1:00 PM.

Permits that do not require plan review may be submitted online at any time, but only between the hours stated above if they are submitted in the office. Applications received online by 1:00 PM will be processed by the next business day.

#### Permits that are acceptable to submit online:

- Re-roof
- Furnace/water heater replacement
- Gas line / conversion
- Solid fuel and gas fireplaces
- Private Solar units
- Co-locate permits

If you have a proposed project that is not on this list, but you believe will not require plan review, please contact the Building Department before submitting your permit online.

### 18-06. Permit Issuance:

Permits will be issued during regular Elbert County business days (Monday through Thursday) from 9:00 AM to 1:00 PM.

Subsequently, only online payments that are received by 1:00 PM on regular Elbert County business days will be issued the same day payment is received.

Building Official: Shirley S. Kelley Date: Oct 31, 2018 Effective Date: Jan 1, 2019

18-05 Permit Application Submittals

Director:  Date: 11/18/18

Office Administrator:  Date: 11-19-18