

Elbert County

Over the Counter Permit- HVAC/Furnace/AC

Electronic documents must be in .pdf format (note file size cannot exceed **150mb.**)

Email digital submission to buildingdepartment@elbertcounty-co.gov

File Names: files shall be named using the following convention:

[Project Name] . [Project Type-Documents Title] – [Date].pdf

‘Project Name’: Last name of applicant/owner

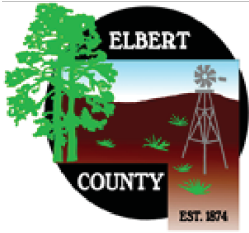
‘Project Type: New res; barn; garage, etc.

‘Document Title’: Architectural; foundation; trusses, etc.

‘Date’: date of your submittal .

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

Completed application packet: **Smith.HVAC.Application-4.1.2022.pdf**



Elbert County

Over the Counter Permit- HVAC/Furnace/AC

Circle: Furnace Replacement AC Replacement New AC New Furnace

EACH UNIT MUST BE PERMITTED SEPERATLY

PLEASE PRINT CLEARLY

Project Address: _____ City: _____ Zip: _____

Contractor is applicant: Y N Property owner is applicant: Y N

Property owner name: _____

Address: _____

Phone: _____

Email: _____

Contractor name: _____

Contractor License Number: _____

Address: _____

Phone: _____

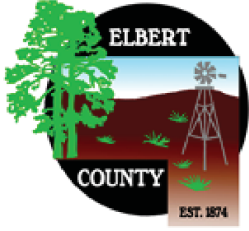
Email: _____

Equipment/Model:

*** Elbert County does not inspect the electrical portion of any unit, you will need to pull a separate electrical permit through DORA.***

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

Applicant Signature: _____ Date: _____



Elbert County

Over the Counter Permit- HVAC/Furnace/AC

Contractor Disclosure Letter

If you are having a contractor pull the permit and perform the work on your behalf, please fill out and sign below;

I, _____ do hereby acknowledge my full awareness of the application being presented to Elbert County by _____, for the parcel of land indicated and for noted on the application. I hereby acknowledge the person or company noted herein is my authorized representative in this matter.

Printed Name(s) of property owner(s):

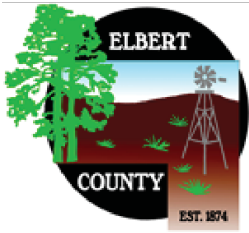
Printed Name _____ Date _____

Printed Name _____ Date _____

Signature(s) of property owner(s)

Signature _____ Date _____

Signature _____ Date _____



Elbert County

Over the Counter Permit- HVAC/Furnace/AC

Homeowner Agreement Form

If you as the homeowner are pulling the permit in your name, please initial the statements below that are applicable for your permit regarding General Contractor and sub-contractors for Electrical, Plumbing & Mechanical.

Owner's Name: _____

Job Address: _____

Phone #: _____

Email: _____

- ____ 1. I affirm that, as the homeowner, I will be acting as my own General Contractor. I understand how to manage the project and when to request inspections.
- ____ 2. I affirm that, as the homeowner, I will do all of my own electrical work. I understand the correct way to do electrical work and when to request inspections.
- ____ 3. I affirm that, as the homeowner, I will do all of my own plumbing work. I understand the correct way to do plumbing work and when to request inspections.
- ____ 4. I affirm that, as the homeowner, I will do all of my own mechanical work. I understand the correct way to do mechanical work and when to request inspections.

Homeowners Signature: _____ Date: _____