



# Elbert County

New Residence Application – Modular /Manufacture Home

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## Checklist

- Electronic documents must be in .pdf format (note file size cannot exceed **150mb**.)
- Email digital submission to [buildingdepartment@elbertcounty-co.gov](mailto: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

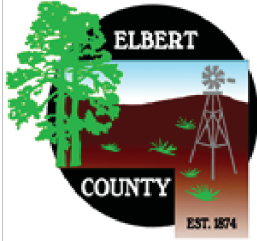
‘Project Type: New res; barn; garage, etc.

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

‘Date’: date of your submittal

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

- |  |  |
|--|--|
| <input type="checkbox"/> Site Plan:                      | <b><u>Smith.Newres-siteplan-4.1.2022.pdf</u></b>     |
| <input type="checkbox"/> Completed Application Packet:   | <b><u>Smith.Newres-application-4.1.2022.pdf</u></b>  |
| <input type="checkbox"/> Health Department Approval:     | <b><u>Smith.Newres-septicpermit-4.1.2022.pdf</u></b> |
| <input type="checkbox"/> Driveway Permit                 | <b><u>Smith.Newres-accesspermit-4.1.2022.pdf</u></b> |
| <input type="checkbox"/> State Stamped Plans and AC Form | <b><u>Smith.Newres-statestplans-4.1.2022.pdf</u></b> |
| <input type="checkbox"/> Soils Test                      | <b><u>Smith.Newres-soils-4.1.2022.pdf</u></b>        |
| <input type="checkbox"/> Engineered Foundation Design    | <b><u>Smith.Newres-foundation-4.1.2022.pdf</u></b>   |
| <input type="checkbox"/> Installation Authorization      | <b><u>Smith.Newres-installauth-4.1.2022.pdf</u></b>  |



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### Fire District Review

As part of your application for a building permit in Elbert County, you are requested to contact your local fire district to obtain their approval of your plans prior to applying for a building permit and pay any applicable impact fees.

Elizabeth: (303)-646-3800

Rattlesnake Fire: (303)-841-8111

Agate: (719)-764-2771

Kiowa: (303)-621-2233

Elbert: (303)-648-3000

Big Sandy: (719)-541-2883

Calhan: (719)-347-3057

North Central: (303)-621-2901

Limon: (719)-775-8155

Fire District \_\_\_\_\_

- Fire District review fees have been paid
- Fire District impact fees have been paid, or if impact fees for this district are collected by the County;
- \$\_\_\_\_\_ will be collected by the County.
- Fire District review of building plans are approved (all commercial structures must submit a full set of building plans to the fire district)
- All infrastructure requiring inspections by this fire district have been performed and approved:
- This applicant has been made aware of any additional inspections related to the structure that will need to be completed by the fire district prior to occupancy of the structure, if any (please list any additional inspections below):

\_\_\_\_\_

Fire District Representative Signature \_\_\_\_\_ Date \_\_\_\_\_



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## School District Review

As part of your application for a building permit in Elbert County, you are requested to contact your local school district to obtain their approval of your plans prior to applying for a building permit and pay any applicable impact fees.

By signing below, you are attesting to Elbert County that you have contacted them for review and approval of your plans and paid any required fees.

Please be advised that Elbert County does not collect school impact fees. You are responsible for the necessary compliance with their regulations applicable to your project. This notice is a public record and will be provided to any school district that request to view or copy it.

Kiowa: (303) 621-2042

Elizabeth: (303) 646-1836

Elbert: (303) 648-3030

Agate: (719) 764-2741

Big Sandy: (719) 541-2291

Calhan: (719) 347-2766

School District \_\_\_\_\_

By signing, I hereby certify that I have read, understand, and will comply with all of the above;

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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



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## Homeowners Association and Covenants Statement

This form must be signed regardless of your knowledge of an existing active or inactive homeowners' association.

As part of your application for a building permit in Elbert County, you are requested to contact the Architectural Control Committee or Homeowners' Association in your neighborhood to obtain their approval of your plans prior to applying for a building permit.

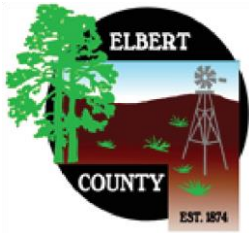
By signing below, you are attesting to Elbert County that to the extent that such entity exists, you have contacted them for review and approval of your plans.

Please be advised that Elbert County does not enforce protective covenant or police violation 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 request to view or copy it.

By signing, I hereby certify that I have read, understand, and will comply with all of the above;

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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



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**\*ELBERT COUNTY IS NOT IN THE MHIP PROGRAM PLEASE SEE THE MHIP PROGRAM INFORMATION & CHECKLIST PAGE\***

**PLEASE PRINT CLEARLY**

Project Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Description: \_\_\_\_\_

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

Basement Unfinished: \_\_\_\_\_ Basement Finished: \_\_\_\_\_

# Bedrooms: \_\_\_\_\_ # Baths \_\_\_\_\_

**ALL DECKS, GARAGES OR OTHER ADD-ONS MUST BE SUBMITTED SEPERATELY**

**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: \_\_\_\_\_

**Colorado Registered Radon Installer** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

License pre-fix and number: \_\_\_\_\_ - \_\_\_\_\_

**\*Effective August 1<sup>st</sup> 2022 all radon must be performed by a State Certified Installer\***

**Colorado State licensed plumber:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

License pre-fix and number: \_\_\_\_\_ - \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## MHIP PROGRAM INFORMATION & CHECKLIST

Elbert County Building Department is no longer participating in the MHIP program for modular and manufactured homes. Below is a guide on how to navigate the process of permitting and setting a modular or manufactured home. Please contact the State of Colorado Manufactured Home Installation Program's office at 303-864-7837 for information on inspection requirements of the home.

- 1) Obtain the "Manufactured Home Installers Authorization Form", from a MHIP certified installer.
- 2) Submit the Modular/Manufactured building permit application to Elbert County with all required documentation. Permits may take up to 4 weeks to be issued.
- 3) All additions onto the unit must be permitted separately (including but not limited to decks, garages, finished basements)
- 4) After your permit has been issued, you will need to submit an engineer's observation of the foundation being done, and then request an onsite inspection from Elbert County for the underground plumbing and radon mitigation, prior to the building being set.
- 5) Installation of the unit must be performed by the person identified on the Installers' Authorization form.
- 6) After installation, you may request an inspection by the certified MHIP inspector you have selected. The Installation Authorization Form and instructions must be on site for all inspections.
- 7) Once the MHIP Inspector approves the installation, the inspector will provide the State of Colorado with his/her inspection results, and the State will provide the owner/contractor with a Certification Insignia which should be affixed to the unit after approval.
- 8) Request any remaining inspection from Elbert County (including but not limited to decks, garages, finished basements) All inspections and documentation must be completed prior to issuance of a Certificate of Occupancy.
- 9) Submit all remaining documents for CO including.
  - Final Electrical Inspection
  - Final Septic Inspection
  - Grade Certificate
  - ILC (only on parcels smaller than 35 acres)
  - Picture of the State sign insignia
  - Final Driveway Inspection
- 10) A Certificate of Occupancy will be issued within two business days of receipt of all required documents.



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## Required Elbert County Inspections for Modular/Manufactured Homes

While the State MHIP Program approves the installation of a prefabricated structure, some items may need to be inspected by Elbert County. The following item is a general list of items we inspect. For more information on your project please reach out to the Elbert County Building Department at [Buildingdepartment@elbertcounty-co.gov](mailto:Buildingdepartment@elbertcounty-co.gov) .

Underground Plumbing

Radon Mitigation

Gas lines

Heat and Vent (if furnace, water heater, or boiler is installed in another location than set by the factory)



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





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## 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: \_\_\_\_\_

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## Regarding Engineered Foundations

Elbert County requires that the following items be inspected by a State of Colorado Licensed Engineer;

- Open hole
- Pier caisson placement
- Footing size and steel placement
- Foundation wall
- Concrete encased electrode
- Beam placement
- Perimeter drains
- Water proofing
- Any addition inspections as requested by the Building Official

Stamped Engineers observation letters must be submitted to [buildingdepartment@elbertcounty-co.gov](mailto:buildingdepartment@elbertcounty-co.gov)



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## Additional Permits Required

### Septic and Septic Use Permits

Elbert County Public Health and Environment

75 Ute Avenue

Kiowa, CO 80117

303.621.3144

### Electric Permits

You must pull a separate electrical permit through DORA for all electric work being performed.

DORA Colorado State Electrical Permitting

1560 Broadway, Suite 350

Denver, CO 80202

303-894-2300

<https://dpo.colorado.gov/EandP/Permits>

**It shall be the sole responsibility of the property owner and/or permit holder to verify all utilities and easements including water, sewer, well, septic, electric, phone, cable, fiber optic, and gas prior to excavation or construction of any structure and pull all necessary permits.**