

How to Submit a Fire Sprinkler Permit

1. Under **Building**, select “**General Permit**”

Building	
Pre-Submittal Meeting	General Permit Application
Change Order	Electrical Permit Application
Mechanical Permit Application	Plumbing Permit Application
Code Enforcement	Complaint
Flood Plain Permit Application	Tree Removal Permit Application
Earthmoving / Driveway Access Permit Application	

2. The “Pre-Submittal” meeting will open allowing you to connect this project. Check either the “yes” or “no” bubble.

Click **Save and Continue** at the bottom to proceed to the next page.

The screenshot shows the SageGov website interface for a General Permit Application. At the top, the SageGov logo is on the left, and a navigation menu includes Home, Worklist, Dashboard, Reports, Manage, Admin, Search, and Help. Below the navigation is a progress bar with five steps: 1. Pre-Submittal Meeting #, 2. Location, 3. Application Forms, 4. Upload files, and 5. Confirm & Submit. Step 1 is highlighted in blue. Below the progress bar is a form field labeled "Enter approved Pre-Submittal Meeting Number" with a red asterisk. To the right of the text are two radio buttons: "Yes" and "No". The "Yes" radio button is selected and highlighted with a yellow border. At the bottom of the form are two buttons: "Cancel" and "Save & Continue". The "Save & Continue" button is highlighted with a yellow border.

3. Enter the address, parcel number, or location details of the property. The parcel number may be obtained by going to the Pitkin County Assessor website.

Press **Save and Continue** to proceed to the next page.

General Permit Application



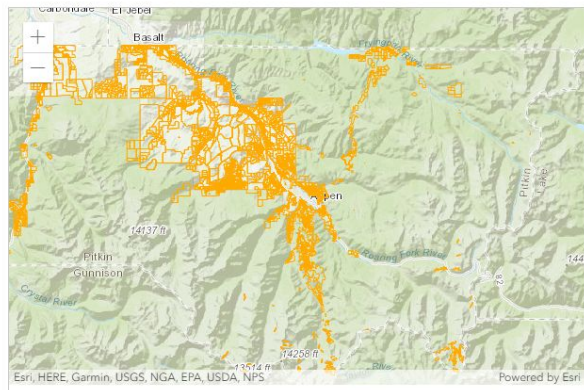
Location

Please provide details about the location.

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:
Ex. Corner of 5th and Main



4. The “General Permit Application” screen will open. Please fill out all the information requested on every line.

General Permit Application

1 Pre-Submittal Meeting # 2 Location **3 Application Forms** 4 Upload files 5 Confirm & Submit

Application Form > Location Information

**PITKIN COUNTY
GENERAL PERMIT APPLICATION**
530 E Main St, Suite 205 Aspen, CO 81611

OFFICE PHONE 970-920-5526 INSPECTION LINE 970-920-5532 <http://www.pitkincounty.com>

PROJECT NAME:

OWNER INFORMATION Is Owner Entity? (LLC, Trust, etc...) No Yes

Owner First Name: Owner Last Name:

Owner Email Address: Owner Address:

Owner Phone Number: Owner City: Owner State: Owner Zip:

NOTE: Be sure to click on the type of permit being requested at the bottom of this page (**Fire Sprinkler Permit Radio Button**)

Press **Save and Continue** to proceed to the next page.

Description of Work (include Main Bldg Permit # if it is a change order):*

TEST

Building Permit Demo Fence Fire Sprinkler Manufactured Housing Roof Sign Tent

Back Cancel Save & Continue

5. The Fire Sprinkler Permit Application Form window will appear. Please enter all information requested.

Press **Save and Continue** to proceed to the next page.

The screenshot displays a web application window titled "Application Form » Fire Sprinkler Permit App Form » Location Information". The main content area is a form titled "FIRE SPRINKLER PERMIT". It contains three sections: "CLASS OF WORK" with radio buttons for Addition, Remodel, New, and Repair; "USE OF BUILDING" with radio buttons for Agricultural, Commercial, Residential, and Other; and two input fields labeled "CUSTOMER'S VALUATION" and "CENSUS CODE". At the bottom of the form are three buttons: "Back", "Cancel", and "Save & Continue".

✓ Application Form » Fire Sprinkler Permit App Form » Location Information

FIRE SPRINKLER PERMIT

CLASS OF WORK

Addition Remodel New Repair

USE OF BUILDING

Agricultural Commercial Residential Other

CUSTOMER'S VALUATION

CENSUS CODE

6. The Location Information window will automatically populate based on the property information entered earlier.

Press **Save and Continue** to proceed to the next page

General Permit Application

1 Pre-Submittal Meeting # 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

✓ Application Form » ✓ Fire Sprinkler Permit App Form » Location Information

Location Information

Legal Description
Subdivision: BRUSH CREEK VILLAGE Block: 4 Lot: 4 FILING 1

Fire District Name
Aspen Fire Protection District

Sewer Service District

Water Service District

7. The upload files stage will allow you to upload files to your project.

Here you must press:

- Choose File
- Upload
- Name the file after uploading (using the Dropdown)

Once all the files have been uploaded, press **Save and Continue** to proceed to the next page.

1 Pre-Submittal Meeting # 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

Upload Electronic Plan Files and Supporting Documents (as required)

File Name	Size	File Type	Comment	
<input checked="" type="checkbox"/> 04_SDV (1).pdf	183.0 KB	Sprinkler Plans		DELETE

No file chosen

Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.

Mandatory files required for this submission:

- Sprinkler Plans

Optional files: [view](#)

8. The next window allows you to review your application and make any changes. Once reviewed, press **submit** at the bottom.

General Permit Application

1 Pre-Submittal Meeting # 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

▸ Location

▸ Application Form

▸ Fire Sprinkler Permit App Form

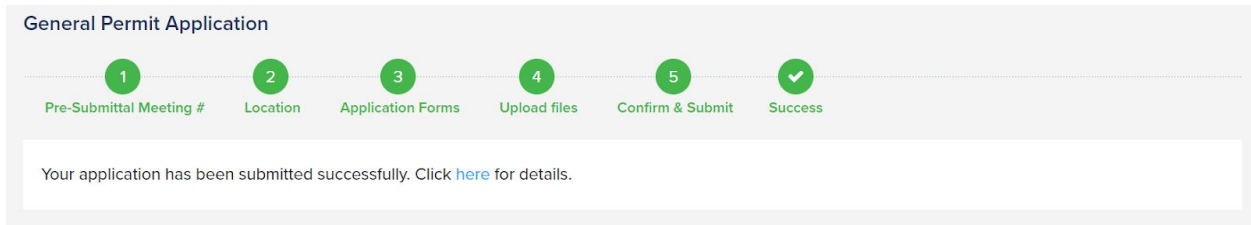
▸ Location Information

▸ Electronic Plan Files and Supporting Documents (as required)

Back Cancel **Submit**

9. Once your application is submitted, you will see the final window stating it was submitted successfully.

Someone from the Building Department will be in touch with you after submittal.



General Permit Application

- 1 Pre-Submittal Meeting #
- 2 Location
- 3 Application Forms
- 4 Upload files
- 5 Confirm & Submit
- 6 Success

Your application has been submitted successfully. Click [here](#) for details.