

How to Submit an Earthmoving Permit.

1. Under **Building**, select “**Earthmoving 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 “Earthmoving/Access Permit Application” will open allowing you to connect this project to a building permit. Check either the “yes” or “no” bubble.

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

Earthmoving / Driveway Access Permit Application

1 Building Project Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

Is this EarthMoving / Drive Way Permit associated with a Building Permit? Yes No

Cancel Save & Continue

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.

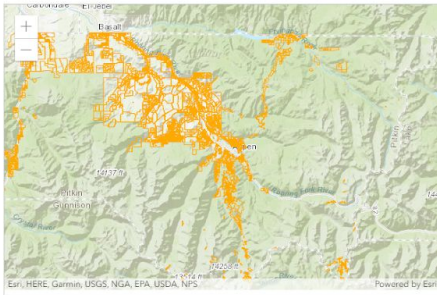
Earthmoving / Driveway Access Permit Application

1 Building Project Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:
EX: Corner of 30th and Main



Back Cancel Save & Continue

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

Earthmoving / Driveway Access Permit Application

1 Building Project Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

Application Form » Location Information

**PITKIN COUNTY
EARTHMOVING 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? <input type="radio"/> No <input type="radio"/> Yes		
Owner First Name	<input type="text"/>	Owner Last Name	<input type="text"/>	
Owner Email Address	<input type="text"/>	Owner Address	<input type="text"/>	
Owner Phone Number	<input type="text"/>	Owner City	<input type="text"/>	
		Owner State	<input type="text" value="-- Select --"/>	
			Owner Zip	<input type="text"/>

Street :	<input type="text"/>	City :	<input type="text"/>	State :	<input type="text" value="-- Select --"/>	Zip :	<input type="text"/>
PRIMARY PERMIT CONTACT <i>(This will be the designated point of contact throughout the permit review process.)</i>							
First Name :	<input type="text" value="test"/>	Last Name :	<input type="text" value="tester"/>	Phone :	<input type="text" value="9709231220"/>	Email :	<input type="text" value="test@gmail.com"/>
Street :	<input type="text" value="PO Box 6234"/>	City :	<input type="text" value="Snowmass Village"/>	State :	<input type="text" value="Colorado"/>	Zip :	<input type="text" value="81615"/>

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

Type: Driveway Access Earth Moving

Back Cancel Save & Continue

Select the **Earthmoving radio button** at the bottom of the page

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

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

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

Location Information

Legal Description

Subdivision: MOUNTAIN VALLEY Block: 1 Lot: 34

Historic District

Fire District Name

Aspen Fire Protection District

Zone Overlay

Sewer Service District

Aspen Consolidated Sanitation District

Wildfire Classification

A

Wildfire Hazard Desc

Low Hazard

Water Service District

City of Aspen Water Service Area

Zone District Code

R-15A

Caucus Name

6. 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.

The screenshot shows a web interface for an 'Earthmoving / Driveway Access Permit Application'. At the top, a progress bar indicates five steps: 1. Building Project Number, 2. Location, 3. Application Forms, 4. Upload files (highlighted in blue), and 5. Confirm & Submit. Below the progress bar, the main content area is titled 'Upload Electronic Plan Files and Supporting Documents (as required)'. It features a file selection interface with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. A note below the interface states: 'Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.' At the bottom of the interface, there are three buttons: 'Back', 'Cancel', and 'Save & Continue'.

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

Earthmoving / Driveway Access Permit Application

1 Building Project Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

• Location

• Application Form

• Location Information

• Electronic Plan Files and Supporting Documents (as required)

Back Cancel Submit

8. 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.

Earthmoving / Driveway Access Permit Application

1 Building Project Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit 6 Success

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