

How to Submit an Electrical Permit

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

The image shows a screenshot of a web application interface. At the top, the word "Building" is displayed in a bold, dark blue font. Below this, there is a grid of ten rectangular buttons, each representing a different permit application type. The buttons are arranged in two columns and five rows. The button for "Electrical Permit Application" is highlighted with a yellow background, while all other buttons have a light gray background. The text on the buttons is as follows:

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 “Electrical 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.

The screenshot displays the 'Electrical Permit Application' interface. At the top, a progress bar consists of five numbered steps: 1. Building Project Number (highlighted in blue), 2. Location, 3. Application Forms, 4. Upload files, and 5. Confirm & Submit. Below the progress bar, a question is posed: 'Is this Electrical Permit associated with a Building Project?'. To the right of the question, there are two radio button options: 'Yes' (which is selected and highlighted in yellow) and 'No'. At the bottom left of the form, there are two buttons: 'Cancel' and 'Save & Continue' (which is highlighted in yellow).

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.

Electrical Permit Application

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

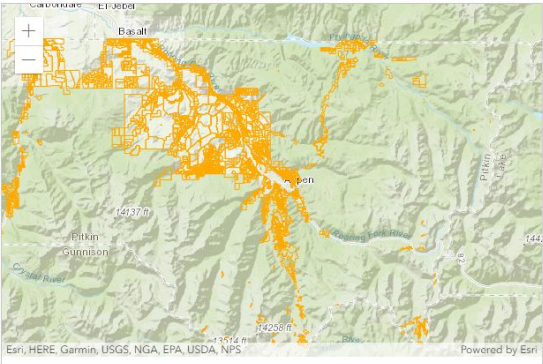
Location

Please provide details about the location.

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:
Ex. Corner of 5th and Main



Back Cancel Save & Continue

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

Electrical Permit Application

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

[Application Form](#) » [Electrical Permit App Form](#) » [Location Information](#)

ELECTRICAL PERMIT APPLICATION

PITKIN COUNTY COMMUNITY DEVELOPMENT
530 E Main St, Suite 205 Aspen, CO 81611
INSPECTION: 970-920-5532 OFFICE:970-920-552

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"/>

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

5. The Electrical Permit Application Form page will open up. Please enter all the information requested.

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

Electrical Permit Application

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

✓ Application Form » Electrical Permit App Form » Location Information

SOLAR PERMIT:	<input type="radio"/> Yes <input type="radio"/> No
SOLAR PERMIT TYPE:	-- Select --
CLASS OF WORK:	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> REMODEL <input type="checkbox"/> CONSTRUCTION SERVICE <input type="checkbox"/> SERVICE ONLY <input type="checkbox"/> GENERATOR <input type="checkbox"/> SOLAR COMBO AC/DC <input type="checkbox"/> SOLAR AC Only <input type="checkbox"/> SOLAR DC Only <input type="checkbox"/> LOW VOLTAGE AV/COMMUNICATIONS <input type="checkbox"/> LOW VOLTAGE FIRE ALARM <input type="checkbox"/> OTHER
ELECTRICAL VALUATION:	<input type="text"/>
SQUARE FOOTAGE:	<input type="text"/>

Back Cancel Save & Continue

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

Electrical Permit Application

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

✓ Application Form » ✓ Electrical Permit App Form » Location Information

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

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.

Electrical Permit Application

1 Building Project Number 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"/>	STATEMENT OF AUTHORITY 8.26.19.pdf	217.2 KB	Statement of Authority		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.

Optional files: [view](#)

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

Electrical Permit Application

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

- Location
- Application Form
- Electrical 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.

Electrical 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.