

How to Submit a Mechanical Permit

1. Press “MECHANICAL PERMIT APPLICATION” in the “Building” section.

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 “Mechanical 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.

Mechanical Permit Application

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

Is this Mechanical Permit associated with a Building Project? 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.

Mechanical 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

The screenshot shows a web application interface for a Mechanical Permit Application. At the top, there is a progress bar with five steps: 1. Building Project Number (highlighted in green), 2. Location (highlighted in blue), 3. Application Forms, 4. Upload files, and 5. Confirm & Submit. Below the progress bar, the 'Location' section is active. It contains three input fields: 'Address:' with an 'Advanced Search' link, 'Parcel Number(s):', and 'Location Details:' with an example 'Ex. Corner of 5th and Main'. To the right of these fields is a map showing a residential area with various parcel numbers labeled. At the bottom of the form, there are three buttons: 'Back' (blue), 'Cancel' (white), and 'Save & Continue' (yellow with black text).

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

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

MECHANICAL PERMIT APPLICATION

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

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"/>

MECHANICAL CONTRACTOR			
Company	<input type="text" value="Select an option"/>		
First Name: <input type="text"/>	Last Name: <input type="text"/>	Phone: <input type="text"/>	Email: <input type="text"/>
Street: <input type="text"/>	City: <input type="text"/>	State: <input type="text" value="-- Select --"/>	Zip: <input type="text"/>

IS THERE A RESTAURANT IN THIS BUILDING? YES NO

IS THERE EXTERIOR WORK? NO YES

WILL PENETRATIONS BE MADE IN FIRE RESISTIVE CONSTRUCTION? YES, WILL REQUIRE A PLAN REVIEW NO

TYPE OF FUEL: Natural Gas Propane

ARE YOU ADDING A FIREPLACE? NO YES

DESCRIBE WORK:

test

ADDITIONAL MECHANICAL PERMIT MAY BE REQUIRED
SPECIAL CONDITIONS/HAZARDS:

[Back](#) [Cancel](#) [Save & Continue](#)

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

5. The Mechanical Permit Application Form page will open up. Please enter all the information requested. This is merely a fee estimate to be used for information purposes and actual fees amounts may vary.

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

✓ Application Form » Mechanical Permit App Form » Location Information

Type of Equipment	Quantity	System Size, Square Footage, or Additional Information	Fee
Whole House Mechanical Ventilation - Exhaust, Supply Ventilation, or Balanced Ventilation	1		25.00
Forced Air Systems			
Ductless Mini Splits			
Humidifiers			
Energy Recovery Ventilator/Heat Recovery Ventilator			
Unit Heaters			
Dryer Vent			
Laundry Make Up Air			
Appliance Vent			
Evaporative Coolers			
Range Hood			
Kitchen Make Up Air			
Fan Coils (Cubic Ft per minute)			

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

Mechanical Permit Application

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

✓ Application Form » ✓ Mechanical 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.

Mechanical Permit Application

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Upload Electronic Plan Files and Supporting Documents (as required)

	File Name	Size	File Type	Comment	
<input checked="" type="checkbox"/>	Stmnt of Authority.pdf	383.3 KB	Mechanical Plans		DELETE
<input checked="" type="checkbox"/>	Deconstruction-Plan.pdf	146.7 KB	Manual J or Equipment Sizing Program		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:

- Manual J or Equipment Sizing Program
- Mechanical 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.

Mechanical Permit Application

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

▸ Location

▸ Application Form

▸ Mechanical 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.

Mechanical 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.