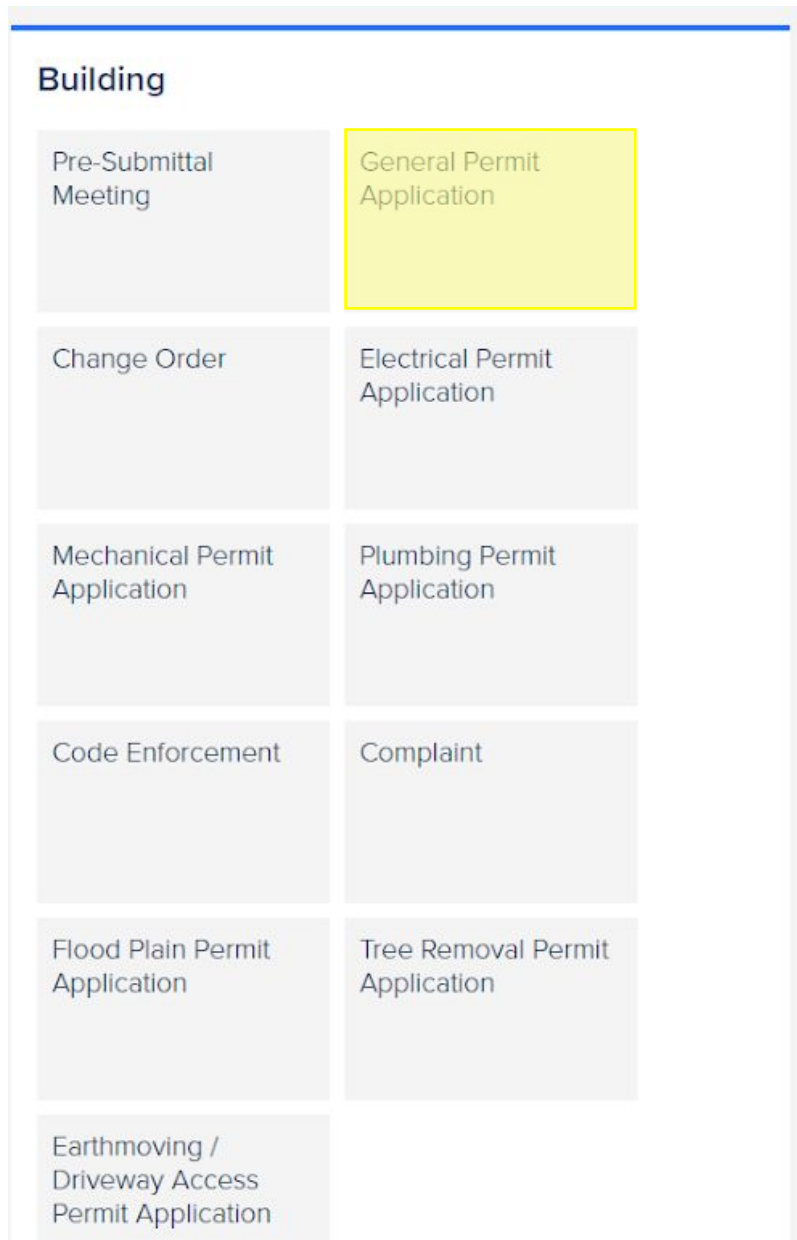


How to Submit a Tent Permit

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



The screenshot shows a web interface with a blue header bar. Below the header, the word "Building" is displayed in a bold, dark blue font. Underneath, there is a grid of ten rectangular buttons, each representing a different permit application type. The "General Permit Application" button is highlighted with a yellow border, while the others have a light gray background. The buttons are arranged in two columns and five rows, with the last row containing only one button on the left side.

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.

SagesGov Home Worklist Dashboard Reports Manage Admin Search Help

General Permit Application

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

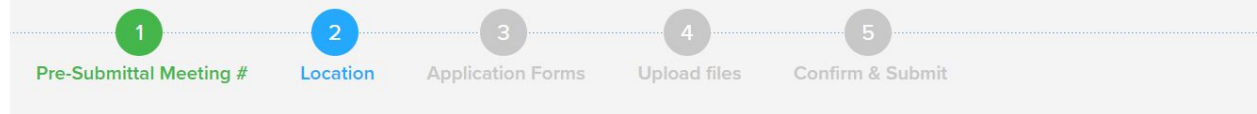
Enter approved Pre-Submittal Meeting Number Yes No

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.

General Permit Application



Location

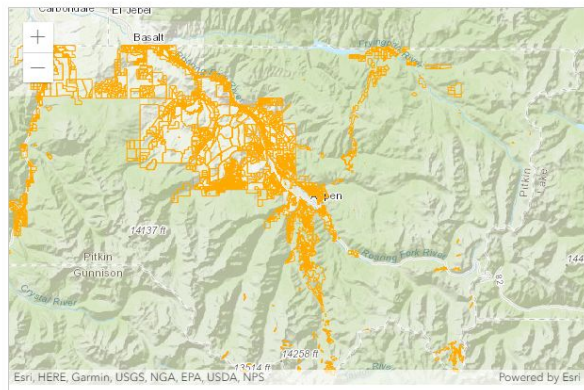
Please provide details about the location.

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 (**Tent 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 Fires Sprinkler Manufactured Housing Roof Sign Tent

Back Cancel Save & Continue

5. The Building Permit Application Form window will appear. Please enter all the information requested.

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 » Tent Permit App Form » Location Information

TENT PERMIT			

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

General Permit Application

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

✓ Application Form » ✓ Tent 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
Brush Creek Metropolitan 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.

The screenshot shows a web interface for a 'General Permit Application'. At the top, a progress bar indicates five steps: 1. Pre-Submittal Meeting #, 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 upload area with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. A note below 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.' Below this note, there is a link for 'Optional files: view'. At the bottom of the interface, there are three buttons: 'Back', 'Cancel', and 'Save & Continue' (highlighted in yellow).

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

General Permit Application

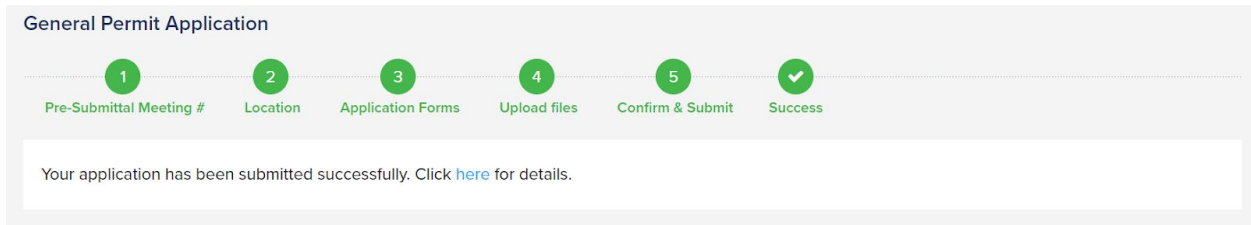
1 Pre-Submittal Meeting # 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

- Location
- Application Form
- Tent Permit App Form
- Location Information
- Electronic Plan Files and Supporting Documents (as required)

Back Cancel Submit

10. 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
- ✓ Success

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