

## **How to Submit a Building Permit**

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

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### 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

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**

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

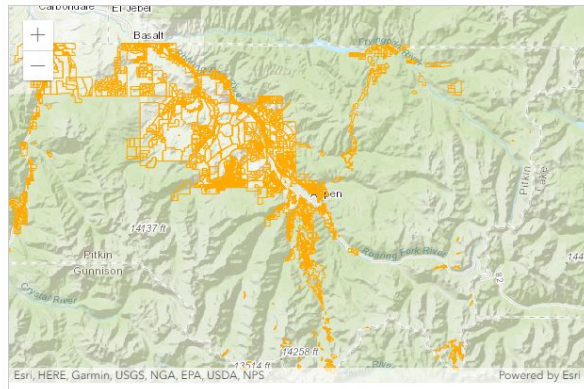
**Location**

*Please provide details about the location.*

**Address:**  [Advanced Search](#)

**Parcel Number(s):**

**Location Details:**  *Ex. Corner of 5th and Main*



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 (**Building 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).\*

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.

✓ Application Form » Building Permit App Form » Location Information » Building Permit Submittal Checklist

BUILDING PERMIT			
<b>USE OF BUILDING</b> Use of Building <input type="checkbox"/> Residential <input type="checkbox"/> Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Other			
<b>CLASS OF WORK</b> <input checked="" type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> New <input type="checkbox"/> Repair			
IS PROPANE USED ? <input type="radio"/> Yes <input checked="" type="radio"/> No			
CUSTOMER'S VALUATION	NEW SQUARE FOOTAGE	EXISTING SQUARE FOOTAGE	ADDITIONAL SQUARE FOOTAGE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
GARAGE SQUARE FOOTAGE	HOUSE SQUARE FOOTAGE	TOTAL SQUARE FOOTAGE	REMODELED SQUARE FOOTAGE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NUMBER OF STORIES	CENSUS CODE		
<input type="text"/>	<input type="text"/>		
TYPE OF CONSTRUCTION	NUMBER OF EXISTING BEDROOMS	NUMBER OF ADDED BEDROOMS	NUMBER OF DWELLING UNITS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FIRE SPRINKLER REQUIRED	ALARM REQUIRED		
<input type="checkbox"/>	<input type="checkbox"/>		

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 » ✓ Building Permit App Form » **Location Information** » Building Permit Submittal Checklist

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

7. The “General Permit Submittal Checklist” window will open. Under the column at the left titled external user, select any items (by using dropdown) which will be uploaded to your application.

- For a Building Permit Application, there are 3 options provided in the external user column: “yes,” “no,” “n/a”
  - \* A “yes” response means: Yes I have this document and I will upload it.
  - \* A “no” response means: I don’t have it but it’s a required upload
  - \* An “n/a” response means: I don’t have it and it is not required.

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 » ✓ Building Permit App Form » ✓ Location Information » Building Permit Submittal Checklist

General Permit Submittal Checklist		
External User	Description	Office Use Only
-- Select --	Affidavit of Owner Acknowledgement and Cost of Construction <input type="text"/>	-- Select --
-- Select --	Schedule of Values: <ul style="list-style-type: none"> <li>• 16 Division format</li> <li>• Estimate of total job cost including contractor fee and liability (see policy for further clarification)</li> </ul> <input type="text"/>	-- Select --
-- Select --	City of Aspen Development Review Receipt: <ul style="list-style-type: none"> <li>• If subject property is within the City of Aspen Water Service Area, a receipt as well as the approved plan set, is required at Pre-Submittal. Contact the City Engineering Department to obtain required fee information.</li> </ul> <input type="text"/>	-- Select --

8. 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, and 5. Confirm & Submit. Step 4 is currently active. Below the progress bar, the main content area is titled 'Upload Electronic Plan Files and Supporting Documents (as required)'. It features a file selection area with a 'Choose File' button and the text 'No file chosen', followed by 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.' At the bottom of the interface, there are three buttons: 'Back', 'Cancel', and 'Save & Continue'.



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

General Permit Application

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

- Location
- Application Form
- Building Permit App Form
- Location Information
- Building Permit Submittal Checklist
- 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.

