

## How to Apply for a Change Order on Sages

1. Under **Building** click on “**Change Order**”

<b>Building</b>	
Pre-Submittal Meeting	General Permit Application
<b>Change Order</b>	Electrical Permit Application
Mechanical Permit Application	Plumbing Permit Application
Code Enforcement	Complaint
Performance Bond Application	Flood Plain Permit Application
Tree Removal Permit Application	Earthmoving / Access Permit Application

2. The “Change Order Permit” will open allowing you to connect this project.  
Type in the General Permit Number, Address, or the Parcel Number for this change order.
3. Press **search** and select the permit from the list you wish to change.

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SagesGov Home Worklist Dashboard Reports Manage Admin Search Help

### Change Order

1 General Permit # 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

General Permit #  or *(An exact match search occurs on this field)*

Address    or

Parcel

4. Check the Radio Button next to the Permit you wish to change and click **Save and Continue** at the bottom to proceed to the next page.
  - a. Please note that the building permit must be issued before pulling a change order permit.

Change Order

1 **General Permit #**    2 Location    3 Application Forms    4 Upload files    5 Confirm & Submit

General Permit #  or (An exact match search occurs on this field)

Address    or

Parcel

#	Project/Case Name	Status	Address	Parcel #	Submitted By	Submitted On	
<input checked="" type="radio"/>	BLDG.025167.2020 - General Permit Application	BB 726-828-680	Permit Issued	642 REDSTONE BLVD, REDSTONE CO 81623	2729-17-4-01-001	Pitkin Administrator	May 01, 2020

5. 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.

Change Order

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Address: [Advanced Search](#)  
642 REDSTONE BLVD ✓

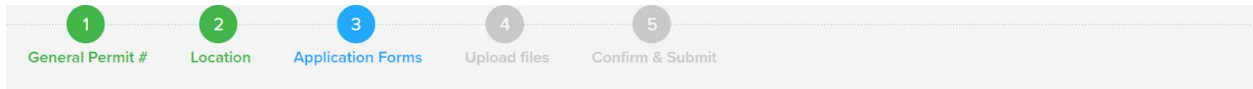
Parcel Number(s):  
272917401001 ✓

Location Details:  
Ex. Corner of 5th and Main

County of Pitkin & City of Aspen, 2023. © 2023 Esri, HERE, Garmin, INCRE... Powered by Esri

Back Cancel Save & Continue

6. The “Change Order Permit Application” screen will open. Please fill out all the information requested on every line.



[Application Form](#) > Location Information

PITKIN COUNTY CHANGE ORDER PERMIT APPLICATION			
OFFICE PHONE 970-920-5526 INSPECTION LINE 970-920-5532		530 E Main St, Suite 205 Aspen, CO 81611 <a href="http://www.pitkincounty.com">http://www.pitkincounty.com</a>	
PROJECT NAME: BB 726-828-680			
OWNER INFORMATION		Is Owner Entity? (LLC, Trust, etc...) <input type="radio"/> No <input type="radio"/> Yes	
Owner First Name	<input type="text"/>	Owner Last Name	<input type="text" value="SANDER CARINA"/>
Owner Email Address	<input type="text"/>	Owner Address	<input type="text" value="142 PEACHBLOW"/>
Owner Phone Number	<input type="text"/>	Owner City	<input type="text" value="BASALT"/>
		Owner State	<input type="text" value="-- Select --"/>
		Owner Zip	<input type="text" value="81621"/>
CONTRACTOR			

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

- The Change Order Permit Application Form window will appear. Please enter all the information requested.

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

1 General Permit #    2 Location    3 Application Forms    4 Upload files    5 Confirm & Submit

✓ Application Form » Building Permit App Form » Location Information

**BUILDING PERMIT**

**USE OF BUILDING**

Use of Building  
 Residential  Agricultural  Commercial  Other

**CLASS OF WORK**  
 Addition  Remodel  New  Repair

IS PROPANE USED ?  Yes  No

<b>CUSTOMER'S VALUATION</b> 100000	<b>NEW SQUARE FOOTAGE</b>	<b>EXISTING SQUARE FOOTAGE</b>	<b>ADDITIONAL SQUARE FOOTAGE</b>
<b>GARAGE SQUARE FOOTAGE</b>	<b>HOUSE SQUARE FOOTAGE</b>	<b>TOTAL SQUARE FOOTAGE</b>	<b>REMODELED SQUARE FOOTAGE</b>
<b>NUMBER OF STORIES</b>	<b>CENSUS CODE</b>		
<b>TYPE OF CONSTRUCTION</b>	<b>NUMBER OF EXISTING BEDROOMS</b>	<b>NUMBER OF ADDED BEDROOMS</b>	<b>NUMBER OF DWELLING UNITS</b>

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

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

Change Order

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✔ Application Form » ✔ Building Permit App Form » Location Information

Location Information

**Legal Description**  
Subdivision: REDSTONE Lot: 76 & 78A AMENDED

**Fire District Name**  
Carbondale & Rural Fire Protection District

**Sewer Service District**  
Redstone Water & Sanitation District

**Water Service District**  
Redstone Water & Sanitation District

**Caucus Name**  
Crystal River

**Master Plan Area**  
Redstone, Crystal River Valley

9. 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.

Change Order

1 2 3 4 5  
General Permit # Location Application Forms Upload files 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

[Choose File](#) No file chosen [Upload](#)

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](#)

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



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

Change Order

1 2 3 4 5  
General Permit # Location Application Forms Upload files Confirm & Submit

▸ Location

▸ Application Form

▸ Building Permit App Form

▸ Location Information

▸ Electronic Plan Files and Supporting Documents (as required)

Back Cancel Submit

11. 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.

Change Order

1 General Permit # 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit 6 Success

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