



COMMUNITY DEVELOPMENT

FINAL BUILDING INSPECTION REQUIREMENTS CHECKLIST

Final Building Inspections will not be performed until the following items have been completed:

- All sub-permits have received and passed Final Inspections:
 - Submit your [inspection request](#) online or by phone at (970) 920-5532. Inspections must be requested under the sub-permit number (NOT the main Building Permit number).

- All of the referral departments (i.e. Zoning, Engineering, Fire District, Environmental Health, Water, Sanitation and Historic Preservation) involved in the permit review process and issuance have inspected and approved specific permit conditions. Please see the [Referral Department Checklist](#) for contact information.
 - Submit Zoning and Planning/Engineering [inspection requests](#) online or by phone at (970) 920-5523. Once received, our staff will contact you directly to schedule your inspection on an agreed upon date and time.
 - If applicable, Environmental Health must receive “as-built” drawings for septic systems.
 - If applicable, Aspen Water Dept. and Aspen Sanitation fees must be paid.

- A final [Schedule of Values](#) has been submitted to Brian Pawl and valuation/deficiency fees have been paid if applicable.

Brian Pawl, Chief Building Official (970) 920-5443 brian.pawl@pitkincounty.com

If you need further assistance, please contact Pitkin Community Development at (970) 920-5526.

REFERAL DEPARTMENT CHECKLIST

ATTENTION CONTRACTOR: Please contract the Departments indicated below.

We must receive approval from these departments before your Certificate of Occupancy can be issued.

You can check the approval status on your SagesGov work-list.

ENVIRONMENTAL HEALTH

Main Line (970) 920-5070
530 East Main St
Aspen, CO 8611
bryan.daughtery@pitkincounty.com

ZONING

Main Line (970) 920-5532
530 East Main St
Aspen, CO 8611
joanna.schaffner@pitkincounty.com

PLANNING ENGINEER

Main Line (970) 920-5532
530 East Main St
Aspen, CO 8611
planneroftheday@pitkincounty.com

HISTORIC PRESERVATION

Suzannah Reid (970) 920-9225
suzannah.reid@pitkincounty.com

ASPEN SANITATION

Chip Strait (970) 429-5410
565 Mill St
Aspen, CO 8611
chip.aspensan@outlook.com

ASPEN WATER DEPT

Steve Wilson (970) 429-1974
130 S Galena St.
Aspen, CO 8611
steve.wilson@cityofaspen.com

ASPEN FIRE DISTRICT

Jan Legersky (970) 920-5532
420 E. Hopkins Ave
Aspen, CO 8611
Jan.Legersky@aspensfire.com

ROARING FORK FIRE DISTRICT

Frank Rudecoff (970) 923-2212
1089 JW Drive,
Carbondale, CO 81623
FRudecoff@roaringforkfire.org

CARBONDALE FIRE DISTRICT

Bill Gavette (970) 963-2491
300 Meadowood Dr.
Carbondale, CO 81623
gavette@carbondalearfire.org