



**Pitkin County Environmental Health Department
Onsite Wastewater Treatment System (OWTS)
USE PERMIT CHECKLIST**

Permit for Continued Use of an Existing OWTS

76 Service Center Rd · Aspen, CO · 81611
Phone: 970.920.5070 Fax: 970.920.5374
Website: www.aspenpitkin.com/ehnr

Some items listed on this checklist may already exist in the Department files. Please contact this department to collect any necessary documentation, using the parcel ID# to identify the property, *prior* to scheduling an OWTS Use Permit inspection and/or submitting the OWTS Use Permit application packet.

A complete application package must be presented at the time of your pre-application conference for acceptance. To schedule a pre-application conference, please call (970) 920-5070.

PLEASE INITIAL EACH ITEM TO INDICATE COMPLETION

Only one copy of each item is necessary. Electronic versions of any or all of the documents identified below may be emailed to ehnr@co.pitkin.co.us before the date of the pre-application conference.

_____ **OWTS Use Permit Application (completed)**

_____ **Site Plan**

- Should include general location of each OWTS, buildings, water courses, domestic water source(s), and other pertinent information.

_____ **Building Floor Plans**

- Current floor plans for a property transaction; or
- Proposed floor plans for an addition/remodel that does not increase potential bedroom count or water usage of the structure served by the existing OWTS.

_____ **Inspection report by a Licensed Systems Inspector**

- A list of Licensed Systems Inspectors can be found at

An inspection report is good for one year.

_____ **Applicable Fee**

- OWTS Use Permit: \$100
Please make checks payable to Pitkin County Environmental Health Department.