



# ASPEN BUILDING PERMIT APPLICATION CHECKLIST

For Building and Permit Information, please refer to our website at:

<http://www.aspenpitkin.com>

THE CITY OF ASPEN

NOTE: This is a general list of **required information**. More information may be required as each project is individually evaluated. If the proposed structure requires City Land Use Review, **all final approvals must be obtained PRIOR** to the submission of a building permit application. Contact a City Planner at (970) 920-5090 to determine if a Land Use Review is needed.

JOB ADDRESS \_\_\_\_\_ PARCEL I.D. NUMBER \_\_\_\_\_

OWNER \_\_\_\_\_ DATE \_\_\_\_\_

- One (1) copy of all City approvals** pertaining to the parcel, including but not limited to: Deed Restrictions; Resolutions; Development Orders; Final Plats; Administrative Approvals; Residential Design Standards Approval; HPC Approvals, P&Z and or BOA. Verification that all conditions of approval are being met should be called out in the development plans. It is requested that reduced copies of all approvals be placed on the cover sheet of the submitted drawing plans.
- Permit Application** form completely filled out and accompanying **Contact Sheet**
- Letter of Approval** for work from the Home Owner's Association, or owner of the property.
- Two (2) copies of an Improvement Survey** per minimum American Land Title Association (ALTA) standards, ***dated less than 1 year prior***, with the original wet stamp and original signature of the surveyor. The surveyor must include:
  - Topography at 1' contour intervals
  - All easements and rights-of-way
  - All existing structures and improvements within 5 feet outside of property line. Survey must include pavement and utilities.
  - Surveyed tree locations with accurate species, trunk diameters and drip line dimensions - Drip line is defined as "having a radius equal to the length of the longest branch" measured from the center of the trunk. Call the City Forester with questions (970) 429-2026.
  - **Elevation Bench Mark** - tied to a Gov't Maintained Monument
  - Site vicinity map
- One (1) Signed and Approved Engineering Sufficiency Checklist, and all related documentation** for any exterior work greater than 200 sq ft. or interior work greater than 400 sq ft. Call to schedule an appointment 920-5080
- One (1) Zoning Checklist completed.** Refer to <http://www.aspenpitkin.com> or call Aspen Planning & Zoning at (970) 429-2747
- Two (2) Site Plans**, showing all existing and proposed structures, improvements, and property lines and set-backs
- Two (2) Sets of architectural drawings, stamped by Architect**, on standard industry-size sheets, 24"x36" only, with dimensional scale of 1/4"=1" preferred, but not less than 3/16". Alternate scales ***must*** have pre-approval by Building Dept.
  - **Coversheet**, including all pertinent approvals pertaining to requested work
  - **Existing** floor plans and room uses
  - **Proposed** floor plans and room uses; identify any changes in use
  - **Window and door schedule**, including required egress and total square feet of glazing
  - **Exterior building elevations** which clearly indicate natural existing and finished grades which correspond to the topographical survey.  
**Note:** Addition/removal of existing windows/doors will require exterior elevations
  - **Radon mitigation plan** for SFR, duplex and town homes
  - **If IBC building**, all mechanical, electrical and plumbing plans
- Two (2) Structural drawings**, stamped by the Engineer: typical sections showing materials and framing and wall sections (preferred scale 1/4"=1"; alternate scales must have pre-approval from the Building Dept.)
- One (1) set of plans reduced to 11"x17"**. Include **ONLY** any of the following submitted: coversheet, survey, site plan, FAR calculations, floor plans, elevations, civils (and if commercial building, copies of mechanical, electrical and plumbing drawings)
- Two (2) Energy Compliance documents** - COMCheck document or RESCheck document as required
- One (1) Asbestos Checklist**, if needed for any planned demolition or renovation needing material removal. No Building Permit will be issued prior to Abatement/Mitigation of any found asbestos.
- Two (2) Construction Management Plans**. Needed if 400 square feet of demo, renovation or improvement, and/or 1,000 square feet of soil disturbance

**For multiple occupancy buildings:**

- 1) Provide an elevation or section showing the relationship of the unit being remodeled to the remainder of the building
- 2) If walls are being added / deleted, provide structural verification in the form of existing structural plans or two copies of a letter from the architect / engineer with original stamp and signature as required by Colorado Revised Statute 12-4-112.

**REFERRALS:** The following checklist may not pertain to all projects as all projects are unique in their size, scope and process. However, if the conditions detailed below apply to your project, the proper information shall be provided to the City of Aspen's Building Department in accordance with the submittal of your project.

**Note: "Yes" to any of the following questions may require additional information**

**Historical Preservation: Contact Amy Guthrie - (970) 429-2758 or Sara Adams - (970) 429-2778**

- Is the site listed on the Inventory of Historical Sites and Structures? **Yes / No**
  - Is the site located within the Main Street or Commercial Core Historic Zoning District? **Yes / No**
- NOT SURE** - Contact Amy Guthrie, Historic Preservation Officer, (970) 429-2758

**Zoning: Contact Planning & Zoning - (970) 429-2747**

- Have you reviewed and complied with the Aspen Design Review Standards? **Yes / No**
- Are you adding exterior or landscape lighting? **Yes / No**
- Are you changing uses of occupancy on the property? **Yes / No**
- Are you adding onto your unit or building? **Yes / No**

**City Engineering: Contact Front Desk - (970) 920-5080**

- Have you reviewed the Engineering Checklist for required documentation? **Yes / No**
- Have you reviewed the Construction Management Plan (CMP) requirements? **Yes / No**
- Is the project larger than 200 square feet of additional floor or impervious areas? **Yes / No**
- Will you be using any loud construction machinery, such as jackhammers? **Yes / No**

**Building Department Requirements: Contact Front Desk - (970) 920-5090**

- Is an elevator or dumbwaiter being installed? **Yes / No**
- Are any fireplaces being replaced or installed? **Yes / No**
- Aspen Conservation Code compliance documents--2 copies (REMP Option)
- Are there any un-vented roof assemblies? **Yes / No**
- Verified STC (Sound Transmission Class not less than 50) and IIC (Impact Insulation Class rating of not less than 50) documents? **Yes / No**
- Is there structural welding, high strength bolting, or spraying of fire insulation? **Yes / No**

**Residential Only:**

- Is there a Radon gas mitigation system? **Yes / No**
- Is the building 5,000 square feet or more, with an exterior spa, pool, and/or snowmelt? **Yes / No**

**Environmental Health: Contact CJ Oliver - (970) 920-5008 or Jannette Whitcomb - (970) 920-5069**

- Are you remodeling more than (residential) 32 square feet of material or (commercial) 160 square feet of material other than concrete, wood, brick or steel? **Yes / No**
- Are you planning to have some type of fireplace addition or fixture replacement? **Yes / No**
- Are you planning on installing a commercial kitchen or commercial kitchen appliance? **Yes / No**

**Aspen Fire Protection District: Contact Ed Van Walraven - (970) 925-5532**

- Does the building currently have a fire protection system? **Yes / No**
- Is the building a residence greater or equal to 5,000 square feet of floor area? **Yes / No**
- Is the building a commercial use? **Yes / No**
- If for commercial use, is the structure 2 or more stories or contain 4 or more units? **Yes / No**
- Will you be working through the winter months? **Yes / No**

**Parks: Contact Brian Flynn - (970) 429-2035**

- Will you be removing any trees with a trunk diameter greater than 4 inches? **Yes / No**
- Is your building new construction or involve the building envelope? **Yes / No**

**Water: Contact Sam Irmen - (970) 429-1974**

- Are you removing the water meter or remote-sender? **Yes / No**
- Are you replacing any fixtures? **Yes / No**
- Are you adding or removing any fixtures? **Yes / No**

**Aspen Consolidated Sanitation District (ACSD): Contact Peg Mohr - (970) 925-3601**

- Are you replacing any fixtures? **Yes / No**
- Are you adding or removing any fixtures? **Yes / No**
- Are you disconnecting from the sewer for demolition? **Yes / No**

**OFFICE USE ONLY**

**Referral - H.P.C.**

- Approval determination
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**Referral - Zoning**

- Zoning Checklist - Page
- DRS Checklist - Page
- FAR Review
- Lighting Plan
- Occupancy Rating

**Referral - Engineering**

- Engineering Sufficiency Review
- CMP (2)
- Right of Way (ROW) Permit
- Line Grade Verification (2)

**Referral - Building**

- COMCheck/RESCheck figures
- Special Inspection Agreement
- Elevator checklist/permit
- Fireplace checklist/permit

- Radon Mitigation Plan
- REM Payment Option

**Referral - Envir. Health**

- Asbestos Checklist & Test
- Fireplace / Woodstove / Gas Log Registration
- Kitchen Plan (commercial only)

**Referral - Fire District**

- Sprinkler Plan
- Fire Dept. Inspection
- Temporary Heat Plan

**Referral - Parks**

- Tree Removal Permit
- Landscape Plan

**Referral - Water**

- Discuss metered billing options with Utilities Dept.
- Fixture Specification Plan

**Referral - Sanitation**

- Sanitation District Inspection