



THE CITY OF ASPEN

MEMORANDUM OF POLICY

Community Development

FROM: Mike Metheny, Field Inspection Manager

DATE: October 22, 2010

APPROVED: Stephen Kanipe, Chief Building Official

DATE: October 22, 2010

SUBJECT: Complete Permit Document Submittal

It is the policy of this department that, with regard to the submission of construction documents and project related materials for use by the referral agencies, only complete submissions will be accepted. A complete submission is defined as one that is comprised of all of the items appropriate for application to the project.

The Chief Building Official shall be authorized issue emergency repair permits at his or her discretion in accordance with the provisions of the adopted edition of the International Building Code section 105.2.1 and the adopted version of the International Residential Code section R105.2.1 without a complete submission.