

FAQ's

What is required for a building permit application?

Different projects require different information. In general, two (2) sets of detailed plans and referral department information are needed. If Land Use approvals are necessary, proof of that approval will be required in every case before a building permit will be accepted. Submittal requirement checklists are available at aspenspitkin.com or at the Community Development Department public counter or refer to our [Permit Application Manual](#).

When are Building, Plumbing, Mechanical, or Electrical Permits required?

There are very few areas of new construction or repair that do not require permits. Each of the International Codes specifies that all work requires permits and then lists exceptions to that rule. The safest course of action is to call the Building Division to determine if work that you propose to do requires a permit. A Permit Technician can be reached at (970) 920-5526 or FAX a sketch and description to a permit tech (970) 920-5439.

What work is exempt from building permits?

Examples are "painting, wall papering, carpet, tile, repairing leaky plumbing faucets, maintenance of mechanical equipment". Please see "When are Building, Plumbing, Mechanical, or Electrical Permits required?" above.

Which building codes are currently being enforced by Pitkin County?

At this time, Aspen/Pitkin County has adopted, with local amendments, the 2009 International Residential Building, Mechanical, Plumbing Codes, Fuel and Gas, Existing Building, 2008 National Electrical Code, and the 2009 International Conservation Energy Code.

What are the permit fees associated with a project?

Building Valuation Data, Building Permit Fee Calculation Tables, and Plumbing, Mechanical, and Electrical Fee Tables are available at aspenspitkin.com or the Community Development counter.

How long does it take to complete the plan check process?

Processing of applications for new residential or commercial work in Pitkin County is expected to take 4-6 weeks. These time frames assume complete application information and no unforeseen problems with referral department approvals.

What is the value of the structure based on to determine the cost of the permits?

The County has adopted a policy for minimum valuation depending on the type of construction. These guidelines can be found at aspenspitkin.com.

When do I call for an inspection?

(970) 920-5532 inspection line

Inspections must be made while the work is accessible and visible. Requests made before 7 AM will be performed on the same day. A handout for "When to Call for Inspections" is available at aspenspitkin.com or the public counter.

Do businesses relocating to Pitkin County need a new Certificate of Occupancy?

New buildings, or alterations to existing buildings require a Certificate of Occupancy. Also, significant changes in use of an existing building require a review culminating with a new Certificate of Occupancy. If, however, you propose to occupy a building or suite that was previously occupied by a similar use, a new Certificate of Occupancy is not required.

How many layers of roofing material are allowed on a structure?

For asphalt composition roofing material, the IBC and IRC allows the application of one additional layer of roofing material for a total of two. Refer to IRC section R907.

At what point does a building permit expire?

A building permit application expires if not issued within one year from the application date. A building permit expires 180 days after work has been suspended or abandoned or if construction of the building has not commenced within one year of permit issuance.

Can I get an extension on a permit that will expire soon?

No further extensions will be granted beyond the time periods stated above.

What are the Business License Fees in the City of Aspen?

Please contact the City of Aspen Finance Department at (970) 920-5040. Pitkin County does not require a business license.