City of Aspen

130 South Galena Street, Aspen
Aspen, CO 81611
Phone (970) 920-5090 Fax (970) 920-5440

THE CITY OF ASPEN

General/Building Permit Application

Permit No.: _____

Master Permit No.: _____

PROJECT LOCATION

Job Address:				Unit #:
Legal Description	Lot:	Block:	Tract or Subdivision:	Parcel ID (call 920-5160)

PROJECT INFORMATION

Description of Work:

Use of Building: ☐ Single Family ☐ Multi-Family ☐ Commercial/Residential ☐ Commercial ☐ Other

Class of Work: ☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Move ☐ Tenant Finish ☐ Demo ☐ Other ☐ Change Order

Valuation of Work: $	**Const. Mit. Sq. Ft.:**	**Disturbed Area:**		**Utility Affected Area:**
Existing Gross Area of Unit (not FAR):		**Gross Area This Permit (not FAR):**		**Parks Affected Area:**

MECHANICAL

NO.	TYPE OF EQUIPMENT
	Repair, Alteration, or Addition
	Gas Log
	Gas Appliance
	Ventilation Fans
	Appliance Vents
	Range Hood
	Boilers, (includes vent) BTU_____ AFUE____
	Gas Systems: # of Outlets
	Forced Air/Gravity Sys. BTU____ AFUE_____
	Air Handling Unit - CFM
	Wall, Suspended, or Unit Heaters
	Evaporative Coolers
	Snowmelt System Sq. Ft.
	Other

PLUMBING

NO.	TYPE OF FIXTURE/ITEM
	Repair, Alteration, or Addition
	Water Closet (toilet), Bidet
	Bathtub
	Lavatory (wash basin)
	Shower
	Kitchen Sink & Disposal
	Dishwasher
	Laundry Bar, Utility Sinks
	Clothes Washer
	Floor Sink
	Floor Drain
	Hose Bib
0	**Total Fixture Count**

PLUMBING continued

	Water Heater M/BTU ea.
	Gas Systems: # of Outlets
	Water Piping & Treating Equipment
	Other

ELECTRICAL

	Square Footage
	Valuation

FOR CITY USE ONLY

PERMIT TYPE: Choose option from dropdown

PLANS LOCATION:

Census Code	Occupancy Load	Occupancy Group	Lot Area	Zone District	Deed Restricted	# of Stories	# of Dwellings	Type of Construction:

Alarm System Req. ☐ yes ☐ no	Fire Sprinkler Req. ☐ yes ☐ no	Building Gross Sq. Footage	Unit Sq. Footage	

APPROVALS	✓	Name	Date
Accepted by:			
Zoning			
HPC			
Building			
Fire District			
Engineering			
CMP			
Utilities			
Water			
Sanitation			
Env. Health			
Parks			
Approved to issue by:			
Issued by:			

FEES

Fees due at Submittal:		Fees due at Issuance:			
Plan Check		Permit Fee		Parks Impact	
Energy Code		REMP		School Ded.	
Zoning 50%		Hourly Plan Check		TDM Impact	
Eng. Review		Zoning Hourly Review		Ped. Amenity	
Cons. Mit. 50%		Engineering Hourly		Housing Cash-in-lieu	
Parks Review		Zoning 50%		Stormwater fee in lieu	
Other		Cons. Mit. 50%		City Use Tax	
		Electrical		County Use Tax	
		Plumbing		GIS	
		Mechanical		Aspen San. Dist.	
		Utility		Other	

RECEIPTS:

Permit No.:

Master Permit No.:

CONTACT INFORMATION

For Plan Review Questions	Contact Name:	Phone No.
For Inspection Questions	Contact Name:	Phone No.

PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT MAY HELP US CONTACT YOU FOR ANY QUESTIONS REGARDING YOUR BUILDING PERMIT APPLICATION

OWNER

Name:	Phone No.	Alternate Phone No.
Mailing address:	City:	Zip:
E-mail Address:		

OWNER'S AUTHORIZED AGENT

Name:	Phone No.	Alternate Phone No.
Mailing address:	City:	Zip:
E-mail Address:		

GENERAL CONTRACTOR

Name:	Phone No.	Alternate Phone No.
Mailing address:	City:	Zip:
E-mail Address:		

ARCHITECT OR DESIGNER OF RECORD

Name	Phone No.	Alternate Phone No.
Mailing address	City	Zip
E-mail Address		

LANDSCAPE ARCHITECT OF RECORD

Name	Phone No.	Alternate Phone No.
Mailing address	City	Zip
E-mail Address		

STRUCTURAL ENGINEER OF RECORD

Name	Phone No.	Alternate Phone No.
Mailing address	City	Zip
E-mail Address		

ELECTRICAL CONTRACTOR

Name	Phone No.	Alternate Phone No.
Email	City License No.	

MECHANICAL CONTRACTOR

Name	Phone No.	Alternate Phone No.
Email	City License No.	

PLUMBING CONTRACTOR

Name	Phone No.	Alternate Phone No.
Email	City License No.	

NOTICE: This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced unless approval is received from the Chief Building Official.

USE TAX: The General Contractor or Owner Builder is required to pay a Use Tax Deposit to both the City of Aspen (2.1%, first $100,000 is exempt) and Pitkin County (0.5%, no exemption) on the building permit at the time of issuance.

INSPECTIONS: The General Contractor must schedule inspections online at www.aspenpitkin.com/Departments/Community-Development-Forms/

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. **It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes.**

Contractor Signature:	**Print Name**	**Date**

☐ **Check if you are a tested owner builder (single family only). You must take a test and complete the owner/building affidavit**

(CITY USE ONLY) Owner builder approved by:_____Date:_____ Affidavit on file

General/Building Permit Application Checklist **Permit No.:** _____

Master Permit No.:

GLOBAL CHECKLIST

Please place a checkmark beside each item that applies to your project scope

Part of an approved COA Land Use Review	☐	Within Landmark Parcel or Historic District	☐
Work affects net leasable or net livable space	☐	Work involves Roof Penetrations	☐
Exterior Lighting added	☐	Work involves exterior wall penetrations	☐

Work adds/removes/changes plumbing fixtures	☐	Involves Restaurant/Food Service	☐

Located in a 100-year flood plane or within 100' of high water mark	☐	Disturbs soil equal to or exceeding 1,000 Sq Ft within 12 months	☐
Work involves digging or excavation	☐	Affects Parking Spaces, Parking Meters, Loading Zones, or Alleys	☐
Work occurs in public right of way	☐	Adding Structures or Systems over Utility Lines	☐
Work affects Trees or occurs within the Dripline of a Tree	☐	Work within City Mall Boundaries	☐
		None of the Above	☐