



# BUILDING PERMIT APPLICATION CHECKLIST

## IBC: Commerical and Multifamily

THE CITY OF ASPEN

For Building and Permit Information, please refer to our website at:  
[www.aspenpitkin.com](http://www.aspenpitkin.com)

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

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

The following are requirements for various types of projects. **Permits must include ALL of the items on this checklist or they will not be accepted. Incomplete permits will be turned away.** Refer to the IBC Building Submittal Guide and guides from other referral departments for clarifications and descriptions on each item.

- Be prepared to pay submittal fees at permit submittal. Contact a permit coordinator for a fee estimate.
- Submit a **flash drive or disc** with a copy of all documents and drawings in pdf format.

### 8 1/2" x 11" Documents (see submittal guide for number of copies)

| Submittal Requirements   | New Construction           | Addition                   | Alteration/Remodel         | Interior only Alteration   | Demo partial or complete   | Repair                     |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Planning Approvals   | √ <input type="checkbox"/> |
| <a href="#">Permit Application Form</a> & <a href="#">Contact Sheet</a>                | √ <input type="checkbox"/> |
| <a href="#">Valuation Adjustment Affidavit</a> & Construction Bid                      | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| <a href="#">HOA Certification</a>  | √ <input type="checkbox"/> |
| <a href="#">IBC Building Description Form</a>  | √ <input type="checkbox"/> |                            |
| <a href="#">Asbestos Questionnaire</a>   |                            | √ <input type="checkbox"/> |
| Asbestos test and clearance reports  |                            | √ <input type="checkbox"/> |
| State Asbestos Demolition Approval Notice  |                            |                            |                            |                            | √ <input type="checkbox"/> |                            |
| <a href="#">Fireplace Registration Form</a> & Manufacturer's installation instructions | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Energy Code Compliance   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Non-Vented Roof Assembly Calcs   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| U-Factor Fenestration Docs   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |                            |

| Submittal Requirements  | New Construction           | Addition                   | Alteration/Remodel         | Interior only Alteration   | Demo partial or complete   | Repair                     |
|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| CREMP/RREMP documents   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |                            |
| Line Grade Verification Form                                    | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |                            |                            |
| Verification of Structural Integrity                            |                            |                            | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |
| Soils Report  | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |                            |                            |
| Smuggler Superfund Soil Removal Permit                          | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            | √ <input type="checkbox"/> |                            |
| <a href="#">Signed Special Inspection and Testing Agreement</a> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            | √ <input type="checkbox"/> |
| Mechanical Docs   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Photos  |                            |                            | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |
| Unit/Building relationship                                      |                            | √ <input type="checkbox"/> |

**24"x36" (2 COPIES) & 11"x17" (1 COPY) Plans**

| Sheets must be in the following order. Existing plans required for all additions & alterations |                            |                            |                            |                            |                            |                            |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Submittal Requirements   | New Construction           | Addition                   | Alteration/Remodel         | Interior only Remodel      | Demo partial or complete   | Repair                     |
| Cover Sheet  | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Survey   | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            | √ <input type="checkbox"/> |                            |
| Excavation/ Earth Retention Plans  | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |                            |                            |
| Site Plan  | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            | √ <input type="checkbox"/> | √ <input type="checkbox"/> |
| CREMP/RREMP Plan   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            | √ <input type="checkbox"/> |
| Area Sheet   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Occupancy/Mean of Egress Plans   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Separation/Fire Resistance Plans   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            | √ <input type="checkbox"/> |
| Fire Resistant Assembly Listed Installation Details  | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            | √ <input type="checkbox"/> |
| Accessibility Plans & Details  | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Floor Plans  | √ <input type="checkbox"/> |
| Roof Plan  | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |                            |
| Elevations   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            | √ <input type="checkbox"/> |
| Sections   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Details  | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            | √ <input type="checkbox"/> |
| Fireplace Details  | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Schedules  | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Reflected Ceiling Plans  | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Lighting Plans   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Electrical Plans   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Kitchen Plans  | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Mechanical Plans   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Plumbing Plans   | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> | √ <input type="checkbox"/> |                            |                            |
| Structural Plans   | √ <input type="checkbox"/> |                            |