



BUILDING PERMIT APPLICATION CHECKLIST

IRC: Single Family, Duplex & Townhome

THE CITY OF ASPEN

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

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 Single Family & Duplex 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 ½" 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"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>
Permit Application Form & Contact Sheet	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>
Valuation Adjustment Affidavit & Construction Bid	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>		
HOA Certification	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>
IRC Building Description Form	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	
Asbestos Questionnaire		√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>
Asbestos test and clearance reports		√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>
State Asbestos Demolition Approval Notice					√ <input type="checkbox"/>	
Fireplace Registration Form & 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
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"/>	
Signed Special Inspection and Testing Agreement	√ <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 Alteration	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"/>
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"/>		
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"/>		
Mechanical Plans	√ <input type="checkbox"/>					
Structural Plans	√ <input type="checkbox"/>					
Radon Plan	√ <input type="checkbox"/>	√ <input type="checkbox"/>				