



INFORMATION GUIDE FOR:

Building Permit Instructions

The Building Permit Form is used for several types of permits: Building, Demolition, Change Orders, Foundation/Excavation, Access & Infrastructure, Fence, Manufactured Housing, Miscellaneous, Roof and Sign

- Job address is the location of the job site.
- Legal description and Parcel ID; call the Pitkin County Assessor 920-5160.
- Building or property owners name, permanent address, city, state, zip code and telephone number.
- Owners authorized agent if applicable. (Can be tenant, lessee, property manager, etc.)
- Contractor, address, city, state, zip code, telephone number and license number.
- Architect, engineer of record or designer if applicable.
- Class of work; choose between, new, addition, alteration, repair or fill in the blank for work other than described.
- Use of building; choose between, single family, multi-family, commercial/residential, commercial or other.
- Valuation of work. This is the total value of your building project including labor, materials and electrical, mechanical, plumbing equipment and permanent systems such as elevators, fire suppression/alarm and security.
- Existing square footage means the square footage of the existing structure. And in the next space, square footage of the proposed additional square footage of your project.
- Food service in the building; is there a commercial kitchen in the building?
- LPG; is there liquid petroleum gas used on site?
- Description of work; include a description of the work you intend to complete such as “new construction” or remodel kitchen and baths” or “replace windows and exterior doors” or “remove walls at study and enlarge master closet” or “650 square foot addition to existing house”

If you are the contractor for the permit, read the Notice section, sign, print and date.

Payment of City of Aspen and Pitkin County Use Tax will be collected in the form of a deposit at the issuance of your building permit if your project’s valuation is greater than \$100,000.00. The deposit amount will be calculated using the following formula:

$$[(\text{Project Valuation} - \$100,000.00) \times 50\%] \times 2.1\%$$

If you have any questions please call Amy Smith, Construction Use Tax Administrator, in the Community Development Department at (970) 429-2752, or Kathy Yang, Tax Auditor, in the Finance Department at (970) 920-5006.