



Burlingame Lot Checklist

City of Aspen Building Permit Checklist

Note: This is a general list of **required information**, more information may be required as each project is individually evaluated

- **ALL** Plans must have an approval letter from the Burlingame Ranch Master HOA, DRC, as part of the submittal package to the Building Department.

Modular or Factory Built Home

- Aspen Bldg Permit Application (complete upper half of permit form) – see Building Checklist
- Two (2) sets of architectural drawings, 24"x36" only, at 1/4" scale including:
 - Copy of Carter Burgess final plat, sheet pertaining to individual lot
 - Site Plan, showing proposed structure, other improvements, exterior lighting and setbacks
 - Basement level (if modular)
 - Radon Mitigation Plan
 - Elevations, clearly indicate natural existing and finished grades that correspond to the topographical survey
 - FAR Calculations
 - Window and Door Schedule
 - Landscape plans, indicate types of trees to be planted
- Two (2) sets of stamped structural drawings, 24"x36", including:
 - Foundation Plan, including window wells
 - Structural Details
- State Approved drawings, original stamp, indicating type of building as either IRC or HUD
- Excavation Stabilization Plan, prepared by a Professional Engineer
- One (1) set of plans reduced to 11"x17"

Stick Built Home

- Aspen Bldg Permit Application (complete upper half of permit form) – see Building Checklist
- Two (2) sets of architectural drawings, 24"x36" only, at 1/4" scale including:
 - Copy of Carter Burgess final plat, sheet pertaining to individual lot
 - Site Plan, showing proposed structure, other improvements, exterior lighting and setbacks
 - Floor plans for all levels, including roof plan
 - Radon Mitigation Plan
 - Elevations, clearly indicate natural existing and finished grades that correspond to the topographical survey
 - FAR Calculations
 - Window and Door Schedule
 - Roof Assemblies
 - Landscape plans, indicate types of trees to be planted
- Two (2) sets of stamped structural drawings, 24"x36", including:
 - Foundation Plan, including window wells
 - Structural Details
- Excavation Stabilization Plan, prepared by a Professional Engineer
- One (1) set of plans reduced to 11"x17"

- Building: Contact Dan Brabec, 429-2748
- Energy Conservation Compliance Documents, 2 copies
 - Efficient Building Program Checklists (PFHA pts), 2 copies
 - Fireplace Registration For

- Aspen Fire Protection: Contact Ed VanWalraven, 925-5532
- Fire Sprinklers are required, plan to be submitted by Sprinkler Contractor

- Engineering: Contact City Engineering, 920-5080
- Line Grade Verification Form
 - Construction Management Plan, 2 copies

Address: _____

Owner's Name: _____ Parcel ID # _____