



MANUFACTURED AND FACTORY BUILT HOUSING ASPEN BUILDING PERMIT APPLICATION CHECKLIST

THE CITY OF ASPEN

NOTE: This is a general list of required information. More information may be required as each project is individually evaluated. When such a request is made, the application can progress only after the necessary information is received.

→ If the proposed structure requires City Land Use Review, all final approvals must be obtained PRIOR to submission of a building permit application. Contact a planner at 920-5090 to determine if a Land Use Review is needed.

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- The applicant shall provide one (1) copy of approvals pertaining to the parcel, including but not limited to: Deed Restrictions; Resolutions; Development Orders; Final Plats; Administrative Approvals; Residential Design Standards Approval; HPC Approval. Verification that all conditions of approval are being met should be called out in the development plans.
 - Permit Application form (including legal description and Parcel Id)
 - Water Department checklist (service area)
 - Environmental Health Department checklist
 - Tree Removal Permit
 - Aspen Consolidated Sanitation district (service area-applicant to contact A.C.S.D. at 925-3601)
 - Energy Conservation Code compliance documents – 2 copies
 - A Right-of-Way permit is required for work in the public ROW; an Encroachment License is required for occupancy of a public ROW; see the “Construction Activities in the Public Right-of-Way” chart. (City only)
 - Type of home: HUD _____; IRC _____. (See the requirement on the back of this sheet, specific to the type of home.)

 - Two (2) original, recent (no more than one year old) “Improvement Surveys” with the original wet stamp and original signature of the surveyor. The Surveyor must include:
 - Topography at 2’ contour intervals
 - Site vicinity map
 - All easements and rights-of-way
 - All existing structures and improvements
 - Location of all trees, trunk diameter (measured four and one-half feet [4 ½] above grade), and species. NOTE: If trees will be moved, Parks Department approval and permit are required.

 - Two (2) site plans, showing all proposed structures and improvements

 - OR, of the site is in a mobile home park, instead of the survey provide:**
 - Two (2) copies of a site plan showing:
 - Lot number of the site
 - All existing structures and improvements
 - All proposed structures and improvements
 - Locations, specific distances, and dimensions of structures on adjacent lots

 - Two (2) copies of the manufacturer’s installation and setup manual
 - Specific foundation/support details for the particular proposed unit
 - Exterior building elevations which clearly indicate natural existing and finished grades, and which correspond to the topographical survey
 - Parking plan (turn in to the parking department)
 - One (1) set of plans reduced to 11” x 17’. Include **ONLY** the survey, site plan, floor plans, elevations, and FAR calculations.
 - Floor Area Ratio (FAR) calculations must be included and explained to expedite the review
 - Is the site listed on the “Inventory of Historic Sites and Structures”? _____
(Check with the historic preservation officer at 429-2758)
 - Site altitude _____ (within 100 feet)

OWNER _____

JOB ADDRESS _____

**MANUFACTURED AND FACTORY BUILT HOUSING REQUIREMENTS
BASED ON THE STANDARD USED
OVER**

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TO DESIGN AND BUILD TE SPECIFIC UNIT

	HUD	IRC
Frost Protection	Manufacturer's Specifications (and/or 2003 IRC)	2003 IRC
Foundation	Manufacturer's Specifications (and/or 2003 IRC)	Manufacturer's Specifications (and/or 2003 IRC)
Snow-load	30 p.s.f. (Note that this does not meet local requirements. If the unit is not built to local requirements, a signed mitigation statement is required)	2003 IRC
Energy Code	Zone 3	Aspen/Pitkin Energy Conservation Code
DOH Label	Required	Required
Electrical Permit	Required for hookup which is site built or outside the manufactured unit	Required for hookup and any work outside the manufactured unit
Mechanical Permit	Require for work which is site built or outside the manufactured unit	Required for work which is site built or outside the manufactured unit
Plumbing Permit	Required for hookup which is site built or outside the manufactured unit	Required for hookup and any work outside the manufactured unit
Installation Requirement	State-certified factory installer or state-certified inspector for the placing and stitching of the unit	State-certified factory installer or state-certified inspector for the placing and stitching of the unit
Inspections	Hookups for gas, water, and electricity; foundation and any other requirements	Hookups for gas, water, and electricity; foundation and any other requirements
Certificate of Occupancy	Will not be issued as unit does not meet IRC	Will be issued as unit does meet the requirement of the IRC

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