



INFORMATION GUIDE FOR:

Mechanical Permit Instructions

- Job address is the location of the job site.
- 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 City license number.
- Use of building; choose between, residential or commercial. The name of the General Contractor and the building permit number.
- Class of work, choose between new, addition, alteration or repair. And is there a restaurant in the building?
- Answer the question “will penetrations be made in the fire resistive construction?” If yes, include a plan review.
- Describe work; give a description of all the work you propose to complete.
- Type of fuel, choose between oil, natural gas, or LPG.
- Choose the number and type of equipment.
- Special Conditions, if they exist.

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 is made in the form of a deposit at the issuance of the Master Building Permit and is paid by the Property Owner and/or General Contractor. Sub-permits such as Plumbing, Electrical and Mechanical are not subject to paying a Use Tax deposit unless the permit is for standalone work not affiliated with a Master Building Permit. If your Mechanical Permit is for standalone work, and is not attached to a Master Building Permit, and is valued at a valuation of more than \$100,000.00, a deposit will be collected at the issuance of your Mechanical Permit and calculated based on 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.