



THE CITY OF ASPEN

Request for Temporary Certificate of Occupancy

Property Address:	
Permit Number:	
Requested By:	
Phone:	Email:

Initial:

- Project has been built to approved plans.
- If required; Utility as-builts or financial security has been submitted and approved.
- Required Engineering documents have been submitted and approved.
- Grading is complete.
- Site has been stabilized.
- Fire suppression/alarm system is completed, inspected and approved.
- Project is in compliance with the City of Aspen carbon monoxide ordinance.
- The areas of occupancy and all ingress/egress components comply with the applicable codes and will be free of construction debris, materials, equipment and construction personnel for the duration of the temporary occupancy.
- Minimum facilities are substantially complete including a functioning kitchen, restroom and sleeping area.
- Mechanical, electrical, and plumbing systems have been completed, inspected and approved for the area of occupancy.
- If required; a date has been provided and approved when the landscaping will be fully installed and irrigated.
- If required; a date has been provided and approved of when the tree mitigation will be completed.
- Performance/cash bonds have been submitted.
- All citations have been paid or are scheduled in Court.
- All outstanding fees have been paid in full.
- Signed temporary certificate of occupancy agreement attached.

I understand if any items above are deemed incomplete, this request will be rejected and a new request must be submitted when the outstanding item has been completed.

Signature

Date