

**Building Permit Submittal Checklist**  
*(All Items are supplied by the Applicant at Pre-Submittal unless otherwise stated.)*

**Property Owner:** \_\_\_\_\_ **Review Staff:** \_\_\_\_\_

**Parcel ID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Job Address:** \_\_\_\_\_

1. **Permit Application Form**

\_\_\_\_\_

2. **Contact Form**

\_\_\_\_\_

3. **Affidavit of Owner Acknowledgement and Affidavit of Cost of Construction Form**

Comments \_\_\_\_\_

4. **Schedule of Values:**

- 16 Division format
- Estimate of total job cost including contractor fee and liability (see policy for further clarification)

\_\_\_\_\_

5. **City of Aspen Development Review Receipt:**

- If subject property is within the City of Aspen Water Service Area, a receipt as well as the approved plan set, is required at Pre-Submittal. Contact the City Engineering Department to obtain required fee information.

\_\_\_\_\_

6. **Land Use Approval(s):**

Check all that are applicable and submit copies of the documents. Review all Conditions of Approval in the documents and confirm the proposed development is in compliance by providing a written response to each Condition listed in the Approval(s).

Letter of Exemption \_\_\_\_\_

BOCC Resolution \_\_\_\_\_

Hearing Officer Determination \_\_\_\_\_

Administrative Decision \_\_\_\_\_

Planning and Zoning Resolution \_\_\_\_\_

Board of Adjustment Variance \_\_\_\_\_

Other (ie: Development Agreements, Settlement Agreements, Subdivision Improvement Agreements, Protective Covenants, etc.)

\_\_\_\_\_

7. **Receipt of TDR:** (when applicable)

- TDR's are often necessary if proposed development exceeds a total Gross Floor Area of 5,750 sq ft. If your project requires a TDR, please submit the TDR certificate number for verification during the Pre-submittal.
- **Note: The original TDR certificate (not a scanned copy) is required at the time of payment for building review. At that time you will be issued a receipt and TDR certificate will be extinguished.**

\_\_\_\_\_

8. **Covenant Agreement:**

A copy of the executed Covenant Agreement between the property owner and County is required during Pre-Application review for the following types of development:

Accessory Structure with Bathing Facility (LUC Section 4-30-50(a))

\_\_\_\_\_

New Agricultural Structures exempted from Growth Management

---

Local residents paying the Affordable Housing Impact Fee for Local Occupancy.

- **Required by Local Occupants for partial fee deferral**
- 

Commercial Agriculture Prohibition

---

No Further Development

---

Historic Designation

---

Other

---

9. **Deed Restriction:**

- This document is only required for AH Category Units and Caretaker Dwelling Units. You will be notified during the Pre-submittal if a deed restriction is required for your project.
  - A copy of the executed Deed Restriction is required during Pre-Application review.
- 

10. Duplex and Multi-Family projects that fall under **CCIOA (Colorado Common Interest Ownership Act):**  
Provide a supporting statement. CRS 38-33.3

11. **Address Application:**

An approved address and street or road name (when applicable) must be completed during Pre-Application review. **Permit will not be issued without an approved address.**

For projects in Pitkin County without an existing address, provide proof of address application at Pre-submittal.

For properties that will exceed 3 structures on a single access provide proof of application for street name at Pre-Submittal.

---

12. **Proof of adequate and legal water supply:**

Copy of Well Permit

---

Letter of Intent to Serve

---

13. **Aspen Water Tap Fee and Fixture Count Review by the City Water Department (not Development Review Fee). Contact the City of Aspen Water Department for applicable fees.**

Receipt #

Other

---

14. **Environmental Health Checklist Form:**

**Septic Waiver forms or Service Agreements will not be accepted, a permit must be applied for and processed during the Pre-Application review.**

Food Service License (if applicable)

---

Liquor License (if applicable)

---

Child Care compliance documents (if applicable)

---

Cannabis Grow documentation (if applicable)

---

Other

---

**If on septic, provide the applicable documents from the choices below:**

Existing Permit

OWTS Use Permit Application, Inspection Form, \$100 Fee

OWTS Construction Permit Application, OWTS Design, Soil Report, Fee (\$523 or \$1023)

No Permit Required Waiver obtained from Pitkin County EH (for systems exempt from Use Permit)

Comments

---

**15. Aspen Sanitation:**

If sanitation service is provided by Aspen Consolidated Sanitation District, Proof of payment for applicable fees due at Pre-Submittal meeting.

Receipt #

Other

---

**16. Other Sanitation District:**

If other Sanitation District is being used, provide a "Letter of Intent to Serve" from the District at Pre-Submittal.

---

**17. ResCheck, Continuous Insulation, HERS, Other**

---

**18. Deconstruction Plan**

---

**19. REMP Calculation Form** (if applicable)

---

**20. Snowmelt Plan** (if applicable): Can be included in site plan.

---

**21. Mechanical equipment locations:** Plans required if equipment is located outside of a dedicated mechanical room and is installed in a crawlspace or attic.

---

**22. Manual J or other Equipment Sizing Program**

---

**23. Will you be installing an Elevator or Dumbwaiters?**

If yes, requires a separate permit, fees, and inspections from NWCCOG. See the elevator checklist.

---

**24. Fireplace Registration Form** (if applicable)

---

**25. Asbestos Report** (if demolition, remodel, or repair)

---

**26. Snowload Engineering Calculation**

---

**27. Signed Special Inspection Form** (if applicable)

---

**28. Soils Report** (If required by your engineer or land use approval)

---

29. **Engineering requirements**

Construction Management Agreement (to be signed at issuance)

Drainage Report

State Stormwater Permit (If required)

Special Conditions per the Land Use Approval

---

Revegetation Report

30. **Access Permit Application Form:** Provide stamped and signed civil drawings showing plan and profile. See [Access Handout](#) for submittal requirements.

---

You must also have proof of Fire District approval.

---

31. **Earthmoving Permit Application Form (when applicable):**

***Ponds:***

Provided Office of State Engineer “Notice of intent to Construct a Non-Jurisdictional Water Impoundment Structure.

Sent an email to Bill Blakeslee ( [bill.blakeslee@state.co.us](mailto:bill.blakeslee@state.co.us) ) notifying of intent to build ponds(s)

Comments \_\_\_\_\_

32. **Public Right of Way Permit:**

---

If work is in the public right of way provide a copy of your Development in the ROW Permit issued by the Pitkin County Road and Bridge Department.

33. **Floor Area Summary** with calculations:

---

Floor Area information should be presented two ways:

Graphically, showing all floor plans, decks, and overhangs, both existing and proposed, and

In summary form, indicating the calculation for Allowed Floor Area, all proposed floor area per floor, deck calculations, and overhangs and horizontal projections greater than 8'. Specify below grade and garage areas that are intended to be exempt from floor area calculations.

Indicate if a TDR(s) is being used. \_\_\_\_\_

34. **Survey:** (24” x 36” maximum size; preferred scale is 1” = 20’)

---

By a Colorado certified surveyor, with original stamp and signature.

Survey must be no more than one year old, include topography at two foot contours, and show all existing improvements, all easements, rights-of-way, and any waterways.

35. **Height analysis:**

---

Indicate the topographic elevation of the proposed floor level (this elevation must relate to an elevation on your site survey). Submit a roof plan of the proposed structure over existing and proposed topography, and indicate roof elevations at corners of eaves, midpoints, and ridgelines.

Elevations of building with existing and proposed finished grade. Gradelines should be offset to indicate the maximum building height.

36. **Recorded Site Plan & Activity Envelope per the land use approval:**

Available from Pitkin County Clerk & Recorder

---

37. **Architectural Site Plan:** (24" x 36" maximum size; preferred scale is 1" = 20')

This site plan will show site conditions indicated on the survey, proposed development including structures, driveway, re-grading, and retaining walls.

The Building and Activity Envelopes and all relevant setbacks should be clearly shown.

---

38. **Building Plans (per currently adopted codes, policies and standards):** (24" x 36" maximum size; preferred scale is 1/4" = 1'; minimum accepted scale is 3/16" = 1' ; Submission must be a Vector (Native) PDF )

Plans should be of sufficient detail to allow review and construction without any further information. Include the following:

**Survey/Site Plan:**

---

**Cover:**

---

**Architectural Drawings:**

- Existing and proposed floor plans with all room uses identified (specify any changes in use), Exterior building elevations, Decks, Building sections, Material specifications, Design load assumptions, Wall sections, Window and door schedules, Roof plan, and Roof ventilation plan
- Building Floor Area, Gross calculations per the IBC definition (Separate FAR calculation still required)

**Exterior Building Elevations:**

- 
- Including interior remodels if adding or removing existing windows and/or doors.

**Structural Drawings:**

- 
- Foundation plan, framing layout, structural details – stamped and signed by professional engineer.

**Civil Drawings:**

---

Including:

- Drainage and Erosion Control Plan
- Stormwater Management Plan
- Grading Plan
- Utility Plan
- Hazard Mitigation Plan (when applicable)

***For multiple occupancy buildings:***

- Provide an elevation or section showing the relationship of the unit being remodeled to the remainder of the building.

- 
- If walls are being added or deleted, provide structural plans or a copy of a letter from the architect or engineer with original stamp and signature as required by Colorado Revised Statutes 12-4-112.

- 
- Letter of permission from the HOA when working on common elements or in common areas.
- 

**39. Exterior Lighting Plan:** (24"x36" maximum size; preferred scale is 1/4"= 1'; minimum accepted scale is 3/16" = 1')

---

This plan will clearly show location of all existing and proposed outdoor lighting fixtures and shall include all the corresponding fixture specification sheets.

Plans will be reviewed for compliance with relevant Land Use approvals and Section 7-20-140 of the Pitkin County Land Use Code.

Include all language and conditions pertaining to exterior lighting specified in relevant land use approvals.

**40. Landscaping Plan:** (if required in Land Use Approval Conditions) (24"x36" maximum size; preferred scale is 1/4"= 1'; minimum accepted scale is 3/16" = 1')

This plan will show any re-grading or contouring of the site.

Natural vegetation should be preserved to the maximum extent practicable and any installed landscaping shall use the species that would naturally occur on the site.

Specify the location, size, and species of all proposed plantings.

Clearly label location and D.B.H. of each tree proposed for removal. Identify trees that are required as mitigation, as well as any other vegetation being required by the land use approval (for example, for screening purposes).

Indicate where/how existing vegetation will be modified to comply with required wildfire mitigation in the land use approvals. Include all language pertaining to landscaping specified in relevant land use approvals.

Comments \_\_\_\_\_

**41. Exterior Building Material and Color Representation**

All proposed exterior building materials and finished colors, including the roof. (When applicable - Photos are preferred)

Comments \_\_\_\_\_

**42. Historical Preservation Review**

Provide photos of building if built before 1960

Comments \_\_\_\_\_