

DATE: _____ MASTER PERMIT: _____ PERMIT NUMBER: _____

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING PERMIT APPLICATION



PROPERTY INFORMATION

ADDRESS _____ UNIT # _____ PARCEL ID # _____
 LOT _____ BLOCK _____ TRACT OR SUBDIVISION _____
 OWNER NAME _____ CELL _____ EMAIL _____
 BEST CONTACT NAME _____ CELL _____ EMAIL _____

PROJECT DETAILS (READ DEFINITIONS BELOW) THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY

DESCRIPTION OF WORK IN DETAIL _____

<p>PROJECT VALUATION _____</p> <p>SQ FT OF BUILDING WORK AREA _____</p> <p>UNIT SQ FT _____</p> <p>LOT SIZE (SQ FT) _____</p> <p>SQ FT OF SOIL DISTURBANCE _____</p> <p>NEW SQ FT _____</p> <p>BUILDING FOOTPRINT _____</p> <p>HARDSCAPE AREA _____</p> <p>ZONE DISTRICT _____</p>	<p>Use of Building</p> <p><input type="checkbox"/> Commerical</p> <p><input type="checkbox"/> Multi-Family</p> <p><input type="checkbox"/> Single Family</p> <p><input type="checkbox"/> Mixed-Use</p> <p><input type="checkbox"/> _____</p> <p>Will there be any roof/wall penetrations?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Class of Work</p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Alteration</p> <p><input type="checkbox"/> Repair</p> <p><input type="checkbox"/> IFFR</p> <p><input type="checkbox"/> Tenant Finish</p> <p><input type="checkbox"/> Demolition</p> <p><input type="checkbox"/> Change Order</p> <p><input type="checkbox"/> _____</p>	<p>Fixture Counts</p> <p>_____ Toilets, Bidets</p> <p>_____ Bathtub</p> <p>_____ Lavatory (Wash Basin)</p> <p>_____ Shower</p> <p>_____ Kitchen Sink (+Disposal)</p> <p>_____ Dishwasher</p> <p>_____ Laundry Bar, Utility Sink</p> <p>_____ Clothes Washer</p> <p>_____ Floor Sink</p> <p>_____ Floor Drain</p> <p>_____ Water Heater (Pan Req)</p> <p>_____ # Gas Outlets</p> <p>_____ Water Treatment</p> <p>_____ Other _____</p>	<p>Important Review Triggers</p> <p>Major Engineering Review</p> <ul style="list-style-type: none"> • Projects involving less than 50% hardscape area and work affecting 75% or greater of unit sq ft • Projects involving greater than 50% hardscape area and work affecting 50% or greater of unit sq ft • Projects involving 1,000+ sq ft of soil disturbance area <p>Water Efficient Landscaping</p> <ul style="list-style-type: none"> • Projects that trigger a major engineering review • Projects involving interior alterations affecting 50% or more of existing gross square footage
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NOTICE: This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

DEFINITIONS

Project Valuation: Cost of project as defined in Valuation Affidavit.
Sq Ft of Building Work Area: Total square footage of interior area undergoing change or reconfiguration.
Unit Sq Ft: Gross square footage, not FAR, of permitted unit.
Lot Size: Total surveyed square footage of property.
Sq Ft of Soil Disturbance: Exterior area of the lot where the ground is disturbed
New Sq Ft: Total added square footage for additions to net livable or net leasable space.
Building Footprint: Grade floor square footage of the permitted structure.
Hardscape Area: Square footage of impervious lot surface.
Zone District: Underlying zone district of permitted parcel.

APPROVALS

	Reviewing Department	Needs Review	Reviewer Sign-Off	Date Approved
PC				
Zoning				
HPC				
Building				
Fire				
Engineering				
CMP				
Water				
Stormwater				
Sanitation				
Env. Health				
Parks				
Landscape Efficiency				
Approved				
To Issue				
Issuance				

SUBMITTAL FEES		ISSUANCE FEES		ISSUANCE FEES	
Building Review		Building Permit Fee		Parks Impact	
Engineering Review		Zoning Review (50%)		School Lands Dedication	
Zoning Review (50%)		CMP (50%)		TDM Impact	
Energy Code Review		REMP Payment		Pedestrian Amenity	
CMP (50%)		GIS		Housing Cash in Lieu	
Parks Review		City Use Tax		Water Tap	
Utility Review		County Use Tax		Sanitation	

ADDRESS: _____

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COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING PERMIT CONTACT SHEET



FOR PLAN REVIEW QUESTIONS

Name _____ Phone _____ E-mail _____

FOR INSPECTION QUESTIONS

Name _____ Phone _____ E-mail _____

OWNER

Name _____ Phone _____ Cell Phone _____

Mailing Address _____ City _____ State _____ ZIP _____

E-mail Address _____

OWNER'S AUTHORIZED AGENT

Name _____ Phone _____ Cell Phone _____

Mailing Address _____ City _____ State _____ ZIP _____

E-mail Address _____

APPLICATION BEST CONTACT

Name _____ Phone _____ Cell Phone _____

Mailing Address _____ City _____ State _____ ZIP _____

E-mail Address _____

ARCHITECT OR DESIGNER OF RECORD

Name _____ Phone _____ Cell Phone _____

Mailing Address _____ City _____ State _____ ZIP _____

E-mail Address _____

CIVIL ENGINEER OF RECORD

Name _____ Phone _____ Cell Phone _____

Mailing Address _____ City _____ State _____ ZIP _____

E-mail Address _____

STRUCTURAL ENGINEER OF RECORD

Name _____ Phone _____ Cell Phone _____

Mailing Address _____ City _____ State _____ ZIP _____

E-mail Address _____

GENERAL CONTRACTOR

Name _____ Phone _____ Cell Phone _____

Mailing Address _____ City _____ State _____ ZIP _____

E-mail Address _____

INSPECTIONS: The General Contractor must schedule inspections online.

Please visit www.aspenpitkin.com/Departments/Community-Development-Forms/ to do so.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes.

Contractor Signature _____ Date _____

Check if you are a tested owner builder (single-family homes only). You must take a test and complete the owner/building affidavit. (CITY USE ONLY) Owner builder approved by: _____ Date: _____ Affidavit on file

ADDRESS: _____

PERMIT NUMBER: _____

COMMUNITY DEVELOPMENT DEPARTMENT

HOMEOWNER ASSOCIATION COMPLIANCE FORM



All applications for a building permit within the City of Aspen are required to include a certification of compliance with applicable covenants and homeowner association policies. The certification must be signed by the property owner or attorney representing the property owner. The following certification shall accompany the application for a permit.

ADDRESS _____ UNIT # _____ PARCEL ID # _____

I, the property owner, certify as follows: (pick one)

- This property is not subject to a homeowners association or other form of private covenant.
- This property is subject to a homeowners association or private covenant and the improvements proposed in this building permit do not require approval by the homeowners association or covenant beneficiary.
- This property is subject to a homeowners association or private covenant and the improvements proposed in this building permit have been approved by the homeowners association or covenant beneficiary.

I understand the City of Aspen does not interpret, enforce, or manage the applicability, meaning, or effect of private covenants or homeowner association rules or bylaws. I understand that this document is a public document.

Owner Signature _____

Date _____

Owner Printed Name _____

OR

Owner's Attorney Signature _____

Date _____

Owner's Attorney Printed Name _____

ADDRESS: _____

PERMIT NUMBER: _____

COMMUNITY DEVELOPMENT DEPARTMENT

SCOPE OF WORK CHECKLIST



LAND USE QUESTIONS

If you check any of the boxes below, please consult with the Planner of the Day (planneroftheday@gmail.com) before submitting your permit application.

Does your permit involve any of the following?

- | | |
|--|--|
| <input type="checkbox"/> Part of an approved COA Land Use Review | <input type="checkbox"/> Work involves Landmark Parcel or Historic District |
| <input type="checkbox"/> Work affects net leasable, net livable, or non-unit space | <input type="checkbox"/> Located in 100-year flood plain or within 100' of high water mark |
| <input type="checkbox"/> Work involves lot splitting or combining a lot | <input type="checkbox"/> Work involves changes in occupancy to structure |
| <input type="checkbox"/> Work involves exterior of structure | <input type="checkbox"/> Changes to elevator or stair configuration |
| <input type="checkbox"/> Changing the number of residential units | <input type="checkbox"/> Changes to the use of existing structure or space |
| <input type="checkbox"/> Changes to number or location of onsite parking | |

ADDITIONAL SCOPE OF WORK QUESTIONS

Does your permit involve any of the following?

- | | |
|---|--|
| <input type="checkbox"/> Exterior lighting added or changed | <input type="checkbox"/> Work involves exterior wall penetrations |
| <input type="checkbox"/> Work involves roof penetrations | <input type="checkbox"/> Work involves digging or excavation |
| <input type="checkbox"/> Work adds, removes, or changes plumbing fixtures | <input type="checkbox"/> Work involves restaurant or food service |
| <input type="checkbox"/> Disturbs 1,000 sq ft or more of soil within 12 months | <input type="checkbox"/> Affects parking spaces/meters, loading zones, or alleys |
| <input type="checkbox"/> Work occurs in public right of way | <input type="checkbox"/> Adding structures or systems over utility lines |
| <input type="checkbox"/> Work affects trees or occurs within the dripline of a tree | <input type="checkbox"/> Work within City Mall boundaries |

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COMMUNITY DEVELOPMENT DEPARTMENT

ASBESTOS VERIFICATION AND CHECKLIST



ASBESTOS INFORMATION

Asbestos is a known human carcinogen and is an airborne hazard. Once airborne, asbestos fibers can stay suspended in the air for days, weeks, or even months before settling out of the air. The fibers can easily become airborne again from a minor disturbance like turning on an air conditioner. Uncontrolled asbestos abatement projects or renovation projects that disturb asbestos may cause latent asbestos hazards that could expose people to asbestos in the future, long after the renovation activity occurred. The airborne asbestos fiber concentrations resulting from disturbances may result in a significant exposure to the current and future occupants of the home.

The 1989 "ban" on asbestos-containing materials is commonly misunderstood. In fact, in 1991 the U.S. Fifth Circuit Court of appeals vacated much of the so-called "Asbestos Ban and Phaseout Rule" and remanded it to the EPA. Thus, much of the original 1989 EPA ban on the U.S. manufacturing, importation, processing, or distribution in commerce of many asbestos-containing product categories was set aside and DID NOT TAKE EFFECT. Therefore, ALL demolition, remodel or renovation projects must determine if disturbed material above the trigger levels contains asbestos.

ASBESTOS CHECKLIST

Yes No

Residential: Will you be removing more than 32 sq ft, 50 linear feet (e.g., pipe insulation), or the volume equivalent of a 55-gallon drum of any material besides concrete, wood, bricks, or steel – examples are drywall, linoleum, ceiling tiles, roofing materials, etc.?

Yes No

Commercial: Will you be removing more than 160 sq ft, 260 linear feet (e.g., pipe insulation), or the volume equivalent of a 55-gallon drum of any material besides concrete, wood, bricks, or steel – examples are drywall, linoleum, carpet, carpet adhesives, ceiling tiles, roofing materials, etc.?

If the answer is YES to any of the above, you will need an asbestos test before you can receive a building and/or demolition permit. You will also need to provide plans indicating areas to be demolished and determine if a CO state demolition license is required. A state certified asbestos inspector must do this test and the test report must be submitted with the building permit application. If the building has asbestos, a state certified asbestos abatement firm must remove it. After removal, the abatement firm must provide a letter to the Building Department stating that all the asbestos has been removed and that the air is clean. This letter must be received BEFORE a permit will be issued. (See the local or statewide Yellow Pages, DexOnLine, or <http://www.cdphe.state.co.us/ap/asbestos/index.html> for certified asbestos inspectors and abatement companies. ALWAYS ask for proof of current state certification.)

If you are demolishing the building, you must submit a demolition permit app with the CDPHE in addition to the Aspen permit app. This form may be found at <https://www.colorado.gov/pacific/cdphe/asbestos-forms> NOTE: A copy of this demolition permit app must be submitted with the initial building permit application. When the CDPHE approves the app, their issued permit must be given to the Aspen Building Dept before we issue our permit.

I hereby certify that the above information is true and complete.

Owner _____ Phone # _____

Applicant (print name) _____ Phone # _____

Applicant Signature _____ Date _____

Please call the City of Aspen Environmental Health Department at 920-5039 at any time if you have questions about asbestos, interpreting your test results, or other matters.

PERMIT NUMBER: _____

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DESCRIPTION FORM - IRC & IBC



BUILDING CODE INFORMATION

Code Editions	<input type="checkbox"/> 2015 IRC (As Adopted and Amended)	<input type="checkbox"/> 2015 IBC (As Adopted and Amended)	<input type="checkbox"/> 2015 IEBC (As Adopted and Amended)	<input type="checkbox"/> Other (Please Explain) _____
Fire Sprinkler System	Existing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type	<input type="checkbox"/> NFPA 13 <input type="checkbox"/> NFPA 13 R <input type="checkbox"/> NFPA 13 D
Type Of Construction	<input type="checkbox"/> VA <input type="checkbox"/> VB <input type="checkbox"/> IV <input type="checkbox"/> IIIA <input type="checkbox"/> IIIB <input type="checkbox"/> IIA <input type="checkbox"/> IIB <input type="checkbox"/> IA <input type="checkbox"/> IB	Fire Alarms Installed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Required Special Inspections	<input type="checkbox"/> High-Strength Bolting <input type="checkbox"/> Epoxy Anchors		<input type="checkbox"/> Structural Steel Welding	
	<input type="checkbox"/> Permanent Micropiles <input type="checkbox"/> Sprayed Fire-Resistants		<input type="checkbox"/> Other _____	
Energy Code Compliance	<input type="checkbox"/> Prescriptive Table <input type="checkbox"/> Other _____		<input type="checkbox"/> RESCheck UA Alternative <input type="checkbox"/> COMCheck UA Alternative	
Exterior Energy Use	Total Approved On-Site (Existing + New)	Snowmelt _____	Spa _____	Pool _____
Building Type/ Occupancy Group	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> B (A <50)	<input type="checkbox"/> F <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> U	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> U	<input type="checkbox"/> R <input type="checkbox"/> S
				<input type="checkbox"/> One Family <input type="checkbox"/> Two Family <input type="checkbox"/> Townhouse

UNIT DESCRIPTION AS PROPOSED

Gross Area of Building: _____	Gross Area of Unit: _____	ADU BUILDING DESCRIPTION Is there an ADU? <input type="checkbox"/> Yes <input type="checkbox"/> No # Living Rooms _____ # Kitchens _____ # Full Baths _____ # 3/4 Baths _____ # 1/2 Baths _____ # Bedrooms _____ # Other Rooms (List) _____
Occupant Load: _____		
# Stories Above Grade _____	# Stories Below Grade _____	
Attached Garage Parking Spaces _____	Detached Garage Parking Spaces _____	Carport Parking Spaces _____
# Bedrooms _____	# Full Baths _____	Deck Area _____
# 3/4 Baths _____	# 1/2 Baths _____	
# Kitchens _____	# Wood Fireplaces _____	
# Gas Appliances _____	# Gas Logs _____	

BUILDING ROOMS AND USES BY LEVEL AS PROPOSED (Include Mechanical & Storage)

Basement _____

Main Level _____

2nd Floor _____

3rd Floor _____

Additional _____

Reviewed By: _____ Date: _____

ADDRESS: _____

PERMIT NUMBER: _____

COMMUNITY DEVELOPMENT DEPARTMENT

VALUATION AFFIDAVIT



AFFIDAVIT POLICY

All applications for a building permit within the City of Aspen are required to include a certification of compliance with building permit valuation requirements. The certification must be signed by the property owner or authorized representative. The following certification shall accompany the application for a permit.

I, the property owner or authorized agent, understand and certify as follows:

City of Aspen Ordinance No. 40, Series of 2016 adopts the 2015 International Residential Code (IRC) and International Building Code (IBC) with certain amendments. These codes define building valuation as follows:

R108.3 Building permit valuations. Building permit valuation shall include total value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and other permanent systems, including materials and labor.

109.3 Building permit valuations. The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. **If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied,** unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.

City policy indicates that permit valuation includes materials and labor for the structure and mechanical, electrical, plumbing and gas, fire sprinkler and elevator systems and equipment. Permanent systems such as audio visual, lighting and HVAC controls are included in the total as are expenses directly related to construction such as equipment rental and contractor fees. Finish materials such as paint, floor coverings, tile, cabinets and counter tops are included in the permit valuation total.

Costs such as architectural and engineering design fees, landscaping and planting, tap fees, development mitigation fees, trash removal, and cleaning are not included.

I certify that the permit valuation entered on the permit application for this property complies with the above valuation requirements. I understand that this document is a public document.

Owner Signature: _____ Date: _____

Owner Printed Name: _____

or,

Authorized Agent Signature: _____ Date: _____

Authorized Agent Printed Name: _____

ADDRESS: _____

PERMIT NUMBER: _____

COMMUNITY DEVELOPMENT DEPARTMENT

ZONING COMPLIANCE VERIFICATION POLICY



Applicability: All development projects must comply with the City's zoning regulations, including height and location, and are subject to periodic inspection during construction and a final inspection prior to project completion. When required by the City's Zoning Officer, certain development projects within the City of Aspen shall verify height and/or location compliance through submission of a survey report.

Unless otherwise exempted, all commercial, multi-family, lodging, and mixed-use projects proposed within one foot of the maximum permissible height or within one foot of allowable setbacks shall verify zoning compliance through this method.

In addition, the Zoning Officer may require this method be used to verify zoning compliance for single-family/duplex development or other projects where compliance may be in question. Independent of this policy, all projects must comply with all applicable zoning limitations.

The Zoning Officer will inform the applicant during building permit review if verification will be required. However, circumstances may require zoning compliance verification of a project which is already underway.

Timing: Height verification should be accomplished at a point of construction when enough roof structure is in place to accurately measure the structure yet early enough in the process to still make changes if the structure is too tall. Location verification should be accomplished at a point of construction when the final exterior of the structure can be accurately measured in relation to setback requirements. Applicants are encouraged to confer with the Zoning Officer regarding the timing of zoning compliance verification. Applicants are encouraged to perform their own verification during construction to ensure the building is progressing to plan, including the height and location of foundation forms prior to concrete pours.

Survey Report: A Colorado Professional Land Surveyor shall describe and depict the height and location of a structure compared to the dimensions shown on the zoning sheets of the approved building permit plan set. The City's Zoning Officer can assist in determining which elements of the structure should be measured and if natural or finished grade should be used.

The report shall include the following information:

1-A brief cover letter with the building permit number, name of the project, name of the owner and general contractor, with a written description of the measurement methods including date(s) of measurement.

2-For location verification: A plan drawing showing property boundaries, permitted setbacks, building envelope (if applicable), location of foundation walls, location of the outermost exterior of each structure (inclusive of all exterior veneer or other exterior treatments), and the location and dimension of each observed measurement.

3-For height verification: Elevation drawing(s) showing the natural or finished grade of the property, maximum permitted height, building elevations including the nominal roof form (inclusive of the first layer of exterior sheathing or weatherproofing membrane but excluding all exterior surface treatments such as shakes, shingles, or other veneer treatments or ornamentation), and the location and dimension of each observed measurement. Additional roof plans showing location of measurements may be necessary.

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COMMUNITY DEVELOPMENT DEPARTMENT

ZONING COMPLIANCE VERIFICATION POLICY



4-Plans and elevations must include height or setback exemption items unique to the building, such as stair/elevator overruns, utility/mechanical apparatus, hot tubs and spas, and other height or setback exemption items unique to the project.

5-The report shall include a written description or drawing notes of the benchmarks or control points used to establish property boundaries, setbacks, building location, building height, and grades for each measurement.

6-All drawings must correlate with the building locations, elevations, and grading/drainage representations in the approved building permit set.

7-The report must include the signature, date, and stamp of Colorado Professional Land Surveyor who conducted the field measurements certifying that the field measurements are accurately represented.

Review and Acceptance of Report: The Zoning Officer shall review the report(s) and either confirm the project conforms to the dimensions shown on the zoning sheets of the approved building permit plan set and meets the zoning limitations for the property or shall determine which elements of the project are not in compliance. The Zoning Officer may request additional information to verify zoning compliance, which may include but is not limited to additional survey work or a site visit.

All drawings of the survey report must correlate with representations in the approved building permit set for acceptance. Modifications to field conditions or amendments to the building permit may be required.

A determination of non-compliance shall result in the issuance of a correction notice and possible work stoppage. Applicants are encouraged to verify zoning compliance as early as reasonably practical in the construction process to minimize disruption to the construction schedule.

Acknowledgment:

I (contractor name) _____ understand this policy. I agree that this project will comply with the zoning limitations affecting this parcel and the representations made on the zoning sheets of the approved building permit plans. I understand that a Certificate of Occupancy will not be issued until this project complies with all applicable zoning limitations.

Contractor Signature: _____

Date: _____