



Aspen Building Permit Application Checklist for Commercial and Multifamily Projects (IBC)

JOB ADDRESS _____ PARCEL I.D. NUMBER _____

OWNER _____ DATE _____

The following are potential requirements for various types of commercial/multifamily projects. **Permits must include ALL of the applicable items on this checklist or they will not be accepted. Incomplete permits will be turned away.** Refer to the [IBC Building Submittal Guide](#), [Zoning Checklist](#), [Engineering Sufficiency Checklist](#), [Engineering Design Standards](#), [CMP Manual](#), and guides from other referral departments for clarifications and descriptions on each item. **Digital copies of all documents and plans are required for all submittals.**

8 1/2" x 11" Documents

Submittal Requirements	New Construction	Addition	Alteration/Remodel	Interior only Alteration	Demo (complete)	Repair
Planning Approvals						
RDS/CDS Approval						
Permit Application Packet *						
Asbestos test and clearance reports						
State Asbestos Demolition Approval Notice						
Fireplace Registration Form & Manufacturer's installation instructions						

Energy Code Compliance						
U-Factor Fenestration Docs						
CREMP/RRE MP documents						
Line Grade Verification Form						
Signed Special Inspection and Testing Agreement						
Verification of Structural Integrity						
Soils Report						
Smuggler Superfund Soil Removal Permit						
Mechanical Docs						
Photos						

Unit/Building relationship						
CMP						

Submittal Requirements	New Construction	Addition	Alteration/Remodel	Interior only Alteration	Demo (complete)	Repair
Engineering Sufficiency Checklist						
Residential ECU Calculator						
Fire Suppression Calculations						
Water/sewer service disconnect applications						

*Permit Application Packet must be filled out in its entirety including contact sheet, land use/scope of work questions, building description form, HOA compliance form, asbestos checklist, valuation affidavit, and zoning compliance verification policy or your submittal will not be accepted.

24"x36" & 11"x17" Plans

Sheets must be in the following order. Existing plans required for all additions & alterations						
Submittal Requirements	New Construction	Addition	Alteration/Remodel	Interior only Remodel	Demo (complete)	Repair
Cover Sheet						
Survey						
Floor Area Calcs: Existing & Proposed						

Net Leasable/Livable Drawings: Existing & Proposed						
Demolition Calcs						
Fire Area Sheet						
Site Plan						
CREMP/RREMP Plan						
Floor Plans: Existing & Proposed						
Reflected Ceiling Plans						
Lighting Plan w/ spec sheet						
Occupancy/M eans of Egress Plans						
Separation/Fi re Resistance Plans						
Fire Resistant Assembly Listed Installation Details						
Accessibility Plans & Details						

Roof Plan						
Elevations/ Height						
Sections						
Details						
Fireplace Details						
Schedules						
Excavation/ Earth Retention Plans						
Civil Plans						
Electrical Plans						
Kitchen Plans						
Mechanical Plans						
Plumbing Isometrics/ Flatometric						
Structural Plans						