



THE CITY OF ASPEN

Aspen Building Permit Application Checklist for Single Family, Duplex, & Townhome (IRC)

JOB ADDRESS _____ PARCEL I.D. NUMBER _____

OWNER _____ DATE _____

The following are potential requirements for various types of residential 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 [IRC 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						
Residential Design Standards 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						
RREMP documents						
Line Grade Verification Form						
Signed Special Inspection and Testing Agreement						
Verification of Structural Integrity						
Soils Report						
Drainage Report						
Smuggler Superfund Soil Removal Permit						
Mechanical Docs						

Submittal Requirements	New Construction	Addition	Alteration/Remodel	Interior only Alteration	Demo (complete)	Repair
Photos						
Unit/Building relationship						
CMP						
Engineering Sufficiency Checklist						
Residential ECU Calculator						
Landscape Efficiency Checklist						
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 Alteration	Demo (complete)	Repair
Cover Sheet						
Survey						
Floor Area Calcs: Existing & Proposed						
Demolition Calcs						
Fire Area Sheet						

Site Plan						
RREMP Plan						
Floor Plans: Existing & Proposed						
Reflected Ceiling Plans						
Lighting Plans w/ spec sheet						
Sections						
Details						
Air Sealing Details						
Fireplace Details						
Schedules						
Excavation/ Earth Retention Plans						
Civil Plans						
Mechanical Plans						
Structural Plans						
Radon Plan						