

City of Aspen

Electronic File Preparation Standards

September 2018

Table of Contents

- INTRODUCTION 2
- GENERAL REQUIREMENTS FOR SUBMITTING DOCUMENTS 2
- PLAN SET STANDARDS 2
 - INDIVIDUAL SHEETS 2
 - TITLE BLOCK AREA 3
 - Title Block Area Example:..... 4
 - Revisions Block..... 4
 - Reserved Stamp Block..... 4
 - Sheet Title Block..... 4
 - Sheet Identification Block..... 5
- INDEX SHEET 5
- PLAN SET FILES 5
- DOCUMENT STANDARDS—OTHER THAN PLAN SETS 5
 - Naming Standards..... 5

INTRODUCTION

This document includes City of Aspen file preparation standards for electronic drawings and documents submitted as part of a building permit application. These file preparation standards are designed to ensure not only consistency at the application stage, but consistency in the City's long-term document retention system. If your documents do not follow these preparation standards, your application may be rejected and the review delayed.

GENERAL REQUIREMENTS FOR SUBMITTING DOCUMENTS

To submit your building permit application for review, please note the following general requirements:

1. Log onto the City's electronic permit submittal homepage to upload your application.
2. **ALL** documents should be submitted in PDF format. No other formats are accepted.
3. Scanned Plan Set sheets are not accepted unless prior permission is obtained.
4. Plan Set sheets should be scaled to 24" x 36".
5. In order to optimize Bluebeam's functionality, TrueType fonts are required for plan sets/drawings. Bluebeam cannot always recognize pixilated fonts, which may cause process errors. Recommended fonts include Ariel, Times New Roman, Courier, and Helvetica.
6. Each Plan Set sheet type should be submitted as a separate file. The file name should clearly identify the sheet type and include the address and date, e.g., "Civil Sheets.address.yyyy.mm."
7. You must include an Index Sheet of the Plan Set with your permit application. See page 5.
8. Documents other than plans, such as the permit application, agreements, reports, etc., must be submitted as separate documents using the files names found in the Document Naming Standards section starting on page 5. These documents may be scanned.
9. If documents require signatures, you may use a digital or electronic signature.
10. Do not use red as an ink color in drawings or documents.
11. Applicants submitting electronically may not be required to attend a submittal meeting, depending on the application.

PLAN SET STANDARDS

INDIVIDUAL SHEETS

Applicants may label individual Plan Set sheets using any standard naming convention. The only requirement is that the sheet label includes a discipline designator and that the sheets within each discipline are numbered sequentially. Examples of commonly used sheet discipline designators are provided in Table 1 below, along with several City-specific designations, which are shown in red with an asterisk (*). ***Please Note: It is most important that you are consistent in how you label your Plan Set sheets, i.e., you must use the same label for a resubmitted sheet.***

Table 1. Commonly Used Level 1 Discipline Designators	
Discipline	Designator
Title Cover Sheet Summary	1-COVER*
Index Sheet <i>(See below for information about the Index Sheet format.)</i>	2-COVER*
Architectural	A
Geotechnical	B
Civil	C
Process	D
Electrical	E
Fire Protection	F
General	G
Grade/Excavate	GRADE*
Hazardous Materials	H
Interiors	I
Landscape/Irrigation	L
Lighting	LIGHT*
Mechanical	M
Operations	O
Plumbing	P
Equipment	Q
Resource	R
Structural	S
Contractor Shop Drawings	SHOP*
Telecommunications	T
Survey Mapping	V
Distributed Energy	W
Other	X
Zoning	Z*

TITLE BLOCK AREA

The Title Block area is that portion of the sheet containing project, client, designer, sheet identification, and sheet management information needed by the user of the sheet. Data blocks should include the following:

- Designer Identification Block
- Project Identification Block
- Issue Block
- Management Block
- Revisions Block

- Reserved Stamp Block
- Sheet Title Block
- Sheet Identification Block

The content and formatting of several of these data blocks are critical for permit submission when you submit electronically. It is essential that you are consistent in the approach used to identify sheets. Applications that do not follow these format requirements may be rejected.

[Title Block Area Example:](#)

Your Logo Here	
DATE	REVISION
1"X 2" BLANK SPACE for ASPEN STAMPS	
Sheet Title	
First Floor Plan	
Sheet ID	
A.01	
SHEET 1 OF MANY	

[Revisions Block](#)

Revised sheets should be referenced in the Revisions Block, which is located below your logo and project management information in the Title Block. When submitting your revisions, you must resubmit the full Plan Set sheet file for all sheet types with revisions.

[Reserved Stamp Block](#)

Below the Revisions block on each sheet, an area 1" by 2" must be left blank for City purposes only. Most commonly, this space will be used for City stamps.

[Sheet Title Block](#)

The Sheet Title block is the portion of the title block area that indicates the type of information presented on the sheet.

Sheet Identification Block

The Sheet Identification block is the portion of the title block area that contains the label for each Plan Set sheet. You may include in this block a sheet count and the total number of sheets within the set.

INDEX SHEET

The Index Sheet is a list of all sheets in the Plan Set. The format should include the Sheet Identification information followed by the Sheet Title Block information.

It is essential that you use the same designations in the Index Sheet as the individual plan sheets.

PLAN SET FILES

Refer to the IRC Building Permit Application Checklist or IBC Building Permit Application Checklist for Plan Set requirements.

DOCUMENT STANDARDS—OTHER THAN PLAN SETS

Naming Standards

Use the following file names for your documents, followed by a period, the property address and a period, and the date (yyyy.mm), e.g., Planning Approvals.property address.2017.01.

Documents From Building, Engineering, and Zoning Checklists

Planning Approvals
Permit Application Form & Contact Sheet
Valuation Adjustment affidavit & Construction Bid
HOA Certification
IBC or IRC Building Description Form
Asbestos Questionnaire
Asbestos Test & Clearance Report
State Asbestos Demolition Approval Notice
Fireplace Registration Form
Fireplace Manufacturer's Installation Instructions
Energy Code Compliance:
 Rescheck
 Comcheck)
Non-Vented Roof Assembly Calcs
U-Factor Fenestration Docs
CREMP or REMP Docs
Line Grade Verification Form
Verification of Structural Integrity
Soils Report
Smuggler Superfund Soil Removal Permit
Special Inspection & Testing Agreement
Mechanical Docs
Photos
Unit/Building Relationship
Zoning Compliance Form

Zoning Summary Sheet
RDS Checklist/Sign Off
Engineering Sufficiency Checklist
Drainage Report
Excavation Stabilization Plan
Construction Management Plan
Public Improvement Requirements
Floodplain Development Requirements
Mudflow Analysis

Other Frequently Submitted Documents

Acknowledgement Waiver
Maintenance Bond
Performance Bond
Stormwater Agreement
Utility Connection
Lot Split Approval
HPC Approval (include resolution number)
P&Z Approval (include resolution number)
City Council Approval (include resolution number/ordinance number)
Compliance Certificate
Insurance Certificate
IECC Compliance Report
Checklist (include subject)
Development Order
Specification (include subject)
Manual J Calcs
Deconstruction Plan
Transportation Plan
Fire Flow Calculations
ECU Calculator Sheet