



HOW TO GET APPROVAL TO WORK UNDER COVID-19 PUBLIC HEALTH ORDER WITHIN THE CITY OF ASPEN

In order to start work at any construction site within the City of Aspen limits, the project manager/superintendent must follow the following steps in order to obtain approval from the City of Aspen prior to any work commencing:

1. Read and understand the “Pitkin County Guidance for COVID-19 Site Safety Plans” released by Pitkin County on April 20, 2020.
2. All sites that desire to work within the requirements set forth by Pitkin County in the above-mentioned document must submit a signed COVID-19 Site Safety Plan stating that they will abide by all requirements set forth by City of Aspen & Pitkin County. **Note:** Subcontractors on a project do not need to submit a plan. They will work under the plan submitted by the General Contractor. A sample plan is located on the website at www.cityofaspen.com/covidconstruction. Contractors must use this sample plan, filling out all available fields to include site-specific directives on how all requirements will be met during day-to-day activities within all phases of the project. The document must be named “COVID Site Safety Plan.” You will send us your plan by uploading it on the Salesforce applicant portal. *Please see the specific instructions on the following pages on how to submit the plan.*
3. Once you have uploaded the COVID-19 Site Safety Plan on the Salesforce applicant portal, you will need to request an inspection so our team can add the project’s plan to the review queue. We have created a COVID-19 Plan Review inspection for this purpose. Our system was not designed to send notifications whenever a new document is uploaded on the portal, which means the inspection request is absolutely needed for us to know that there is a Site Safety Plan to review. *Please see specific instructions on the following pages on how to request the inspection.*
4. City staff will be reviewing these requests as they come in. Staff expects to receive a high number of requests quickly and thanks you in advance for your patience with the review process.
5. Once the inspection has been approved by City staff, the site is approved to start construction under the requirements set forth in the COVID-19 Site Safety Plan. The contractor will receive an email with approval and an attached Approval Notice. The notice should be printed in color and must be hung on site and visible to inspectors and law enforcement.

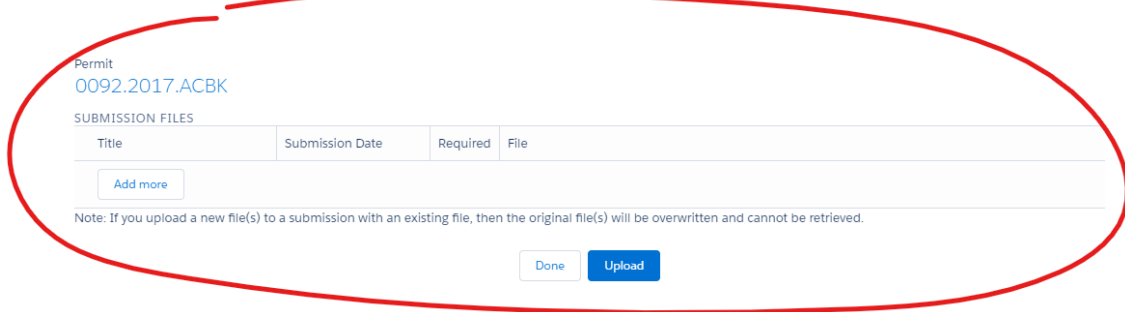
If a site is found to be working without City approval of a COVID-19 Site Safety Plan, the site will be immediately shut down and required to go through the appropriate steps listed above to gain approval from the City of Aspen to continue work.

Please contact Mike Metheny, Chief Building Official, at mike.metheny@cityofaspen.com or Mike Horvath, Project Manager III, at mike.horvath@cityofaspen.com with questions.

How to Upload Required Document

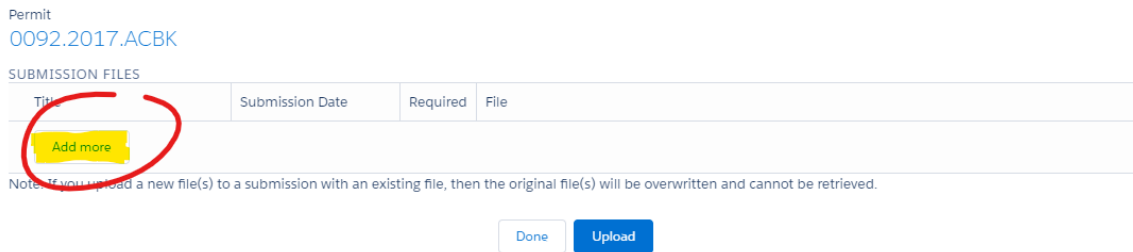
1. Go to your permit in Salesforce.
2. Scroll down to the bottom of the page where you will be able to 'Add more' to the Submission Files.

To upload additional files, click **Add More**. From the file selection window, hold down ctrl + click (windows) or command + click (mac) to select multiple files. Click **Open** to select the files, then click the **Upload** button. It may take a moment for your upload to complete. Please do not upload a .zip file. Instead, select each file separately in the window.

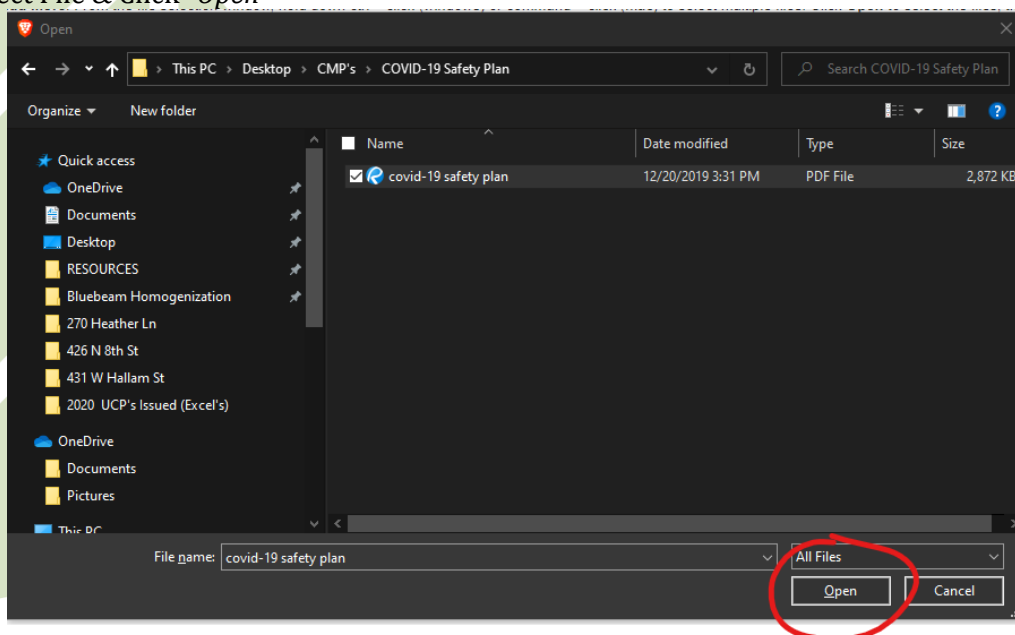


3. Click "Add More"

To upload additional files, click **Add More**. From the file selection window, hold down ctrl + click (windows) or command + click (mac) to select multiple files. Click **Open** to select the files, then click the **Upload** button. It may take a moment for your upload to complete. Please do not upload a .zip file. Instead, select each file separately in the window.



4. Select File & Click "Open"





5. Click "Upload" – The page will take a few seconds to process this upload. The "File" name will turn to a blue hyperlink and a submission date will populate when it is successfully uploaded.

**Be sure to name the document "COVID Site Safety Plan"

Permit
0092.2017.ACBK

SUBMISSION FILES

Title	Submission Date	Required	File
covid-19 safety plan.pdf	N/A	<input type="checkbox"/>	covid-19 safety plan.pdf

[Add more](#)

Note: If you upload a new file(s) to a submission with an existing file, then the original file(s) will be overwritten and cannot be retrieved.

[Done](#) [Upload](#)

How to Request an Inspection

1. Go to your permit in Salesforce
2. Click on the "Related" tab

DETAILS

RELATED

Contacts (2) [New](#)

3. Scroll down to the "Inspections" section and click "View All."

Inspections (6+)

Number	Status	Type	Subtype
INS-0000967-19	Pending	HPC	
INS-0000968-19	Requested	Building	130 - Drywall
INS-0000969-19	Pending	APECC	528 - In-Floor Heat
INS-0000970-19	Pending	APECC	520 - Foundation Ins...
INS-0000971-19	Pending	Concrete	125 - Bond Beam
INS-0000972-19	Pending	Concrete	127 - Structural Slabs

[View All](#)

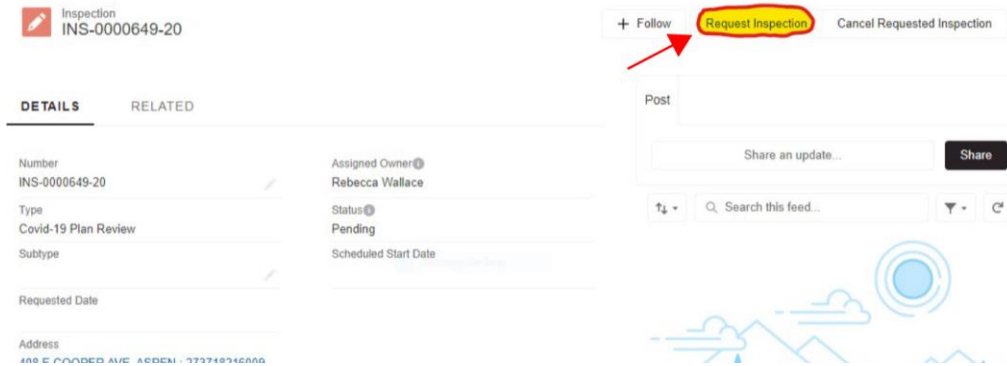
4. Scroll down your list of inspections until you see "Covid-19 Plan Review" and click on the Inspection Number to open the inspection details (this number will be a blue hyperlink and start with 'INS-000...')

Permits > 0500-2018-BCOM
Inspections

30 items - Updated a minute ago

Number	Status	Type	Subtype	Requested Date	Complete
INS-0000988-19	Pending	Concrete	121 - Caissons		
INS-0000989-19	Pending	Building	133 - Final Building		
INS-0000990-19	Pending	APECC	600 - Permit Extension		
INS-0000991-19	Pending	Building	128 - Rough Framing		
INS-0000992-19	Pending	Concrete	122 - Pads		
INS-0000993-19	Pending	Concrete	123 - Piers		
INS-0000994-19	Pending	Concrete	120 - Footings		
INS-0001561-19	Requested	Engineering CMP		12/18/2019 8:12 AM	
INS-0000649-20	Pending	Covid-19 Plan Review			

5. From the Inspection Details page, click the "Request Inspection" button located on the right side of the screen.



Inspection
INS-0000649-20

+ Follow **Request Inspection** Cancel Requested Inspection

Post

Share an update... **Share**

Search this feed...

Number
INS-0000649-20

Assigned Owner
Rebecca Wallace

Type
Covid-19 Plan Review

Status
Pending

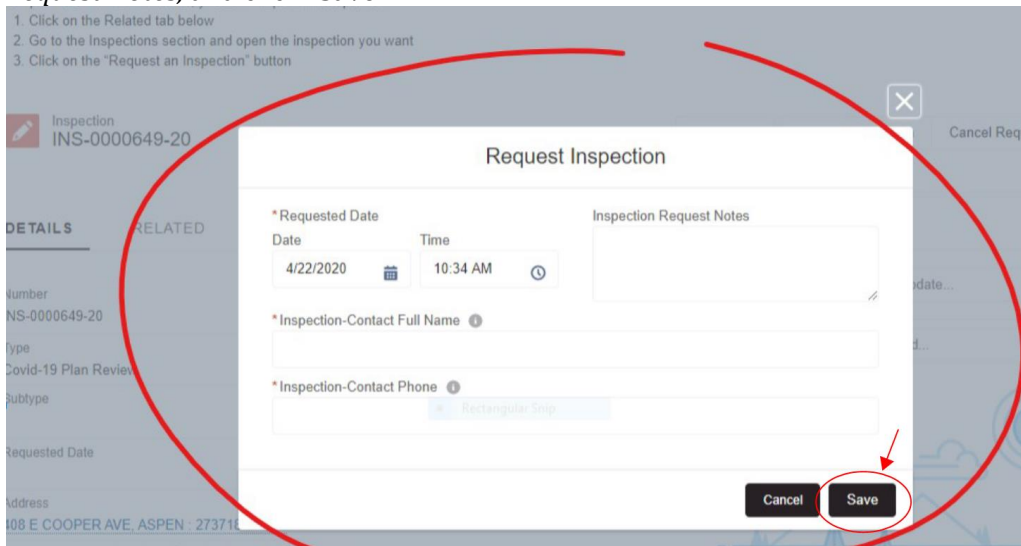
Subtype

Scheduled Start Date

Requested Date

Address
408 E COOPER AVE, ASPEN, 81611

6. Complete the “Request Inspection” form, including any necessary information in the *Inspection Request Notes*, and click “Save.”



1. Click on the Related tab below
2. Go to the Inspections section and open the inspection you want
3. Click on the “Request an Inspection” button

Inspection
INS-0000649-20

Request Inspection

* Requested Date

Date: 4/22/2020 Time: 10:34 AM

Inspection Request Notes

* Inspection-Contact Full Name

* Inspection-Contact Phone

Cancel **Save**