



COVID-19 CONSTRUCTION RELATED INFORMATION

If you have a permit in for review, or if you plan to apply for a permit, you will need a COVID-19 Site Safety Plan approved by the City of Aspen before any work can begin. Every project 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. Non-Issued Permits:
 - a. For new applications or permits currently in for permit review, you contractor must fill out and submit their COVID-19 Site Safety Plan, which must be approved before we can issue your permit. The standardized COVID-19 Site Safety Plan template can be found by [Clicking Here](#). Applicants must use this template, filling out all available fields and uploading to the respective permit on the Salesforce applicant portal. *Please see the specific instructions on the following pages on how to submit the plan on the portal.*
3. Unpermitted Work:
 - a. If your project does not need a permit, you do not need to submit a COVID-19 Site Safety Plan. However, you are still required to follow the Pitkin County Public Health COVID-19 regulations, which can be found at the following link –
 - i. www.pitkincounty.com/1297/COVID-19
4. Once the Safety Plan has been approved, an Approval Notice will be issued along with other permit documents. The notice should be printed in color and must be hung on site and visible to inspectors and law enforcement.

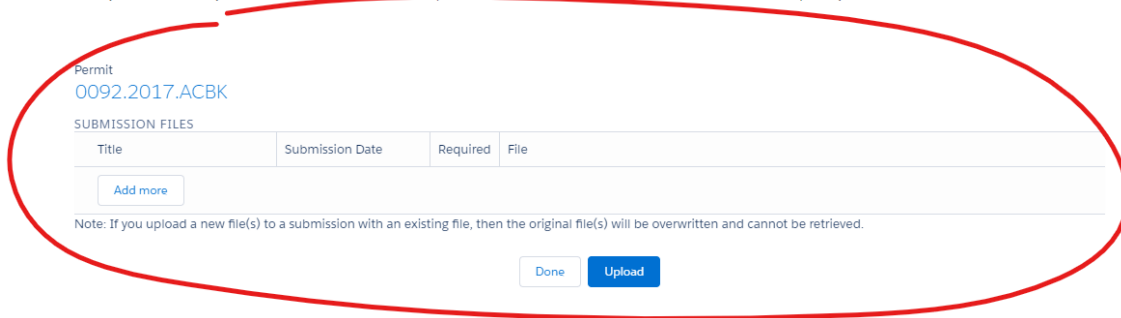
If a site is found to be working without City approval of a COVID-19 Site Safety Plan, the site will be immediately shut down and required to go through the appropriate steps listed above to gain approval from the City of Aspen to continue work.

Please contact CMPhelp@cityofaspen.com with questions.

How to Upload Required Document

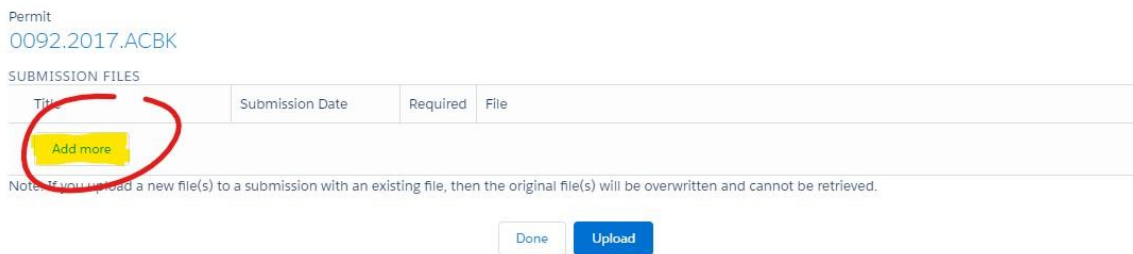
1. Go to your permit in Salesforce.
2. Scroll down to the bottom of the page where you will be able to 'Add more' to the Submission Files.

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.

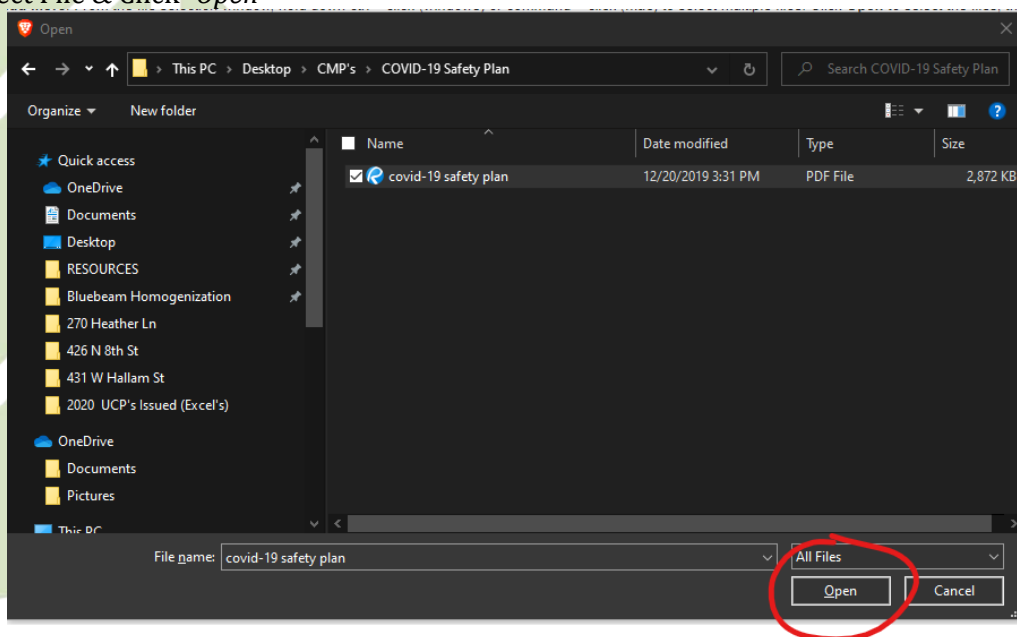


3. Click "Add More"

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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
<input type="text" value="covid-19 safety plan.pdf"/>	N/A	<input type="checkbox"/>	covid-19 safety plan.pdf  
<input type="button" value="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.

