



WATER UTILITY REVIEW & INSPECTION SIGN-OFF PROCESS

STEP 1

UTILITY WATER PERMIT REQUIRED

- A Utilities Review is required for parcels within the City of Aspen that are adding, changing or removing plumbing fixtures.
- Applicant will submit a Master Building Permit through the City of Aspen's permit portal (Salesforce) with an ECU calculator and Architectural plan.
- An Engineering Water Reviewer will use submitted documents from the Master Building Permit to assess City tap fees.
- Upon assessment completion, a Review Utility Connection Permit (UCP) document showing associated tap fees will be sent from the Engineering Water Reviewer to the Applicant.

STEP 2

OWNER ACKNOWLEDGMENT

- Owner needs to sign and have notarized the Utility Connection Permit (UCP) document.
- Attach Fixture Count Sheet generated from the ECU calculator approved by Engineering Water Reviewer.

STEP 3

TAP FEE AND UCP SUBMITTAL

PAYMENT OPTION 1: ONLINE THROUGH SALESFORCE

- Upload scanned, signed & notarized, two-page UCP with Fixture Count Sheet as a PDF (photos not accepted).
- Pay tap fees via Salesforce.
- Once completed send note through Salesforce Chatter to:
@Robert Gregor
@Cole Langford
@Drew Kimbrell

PAYMENT OPTION 2: GO TO THE COMMUNITY DEVELOPMENT WINDOW LOCATED ON FIRST FLOOR OF ASPEN CITY HALL - 427 RIO GRANDE PLACE

For quicker payment processing, this option is not recommended.

- Bring in signed & notarized, two-page UCP with Fixture Count Sheet (3 pages total)
- Tap Fee Payment

STEP 4

UTILITIES SIGN OFF

- After UCP Packet is received, the Utilities Reviewer will sign off on the Utilities Review on the applicant's Master Building Permit.
- Allow two business days for staff completion.
- If the Utilities Review is the final sign off on the Permit, Applicant can email utilitiespermitting@aspen.gov
- Please include the Master Building Permit number in the email.

STEP 5

MASTER BUILDING PERMIT FINAL REVIEW

- Once Utilities & other agencies have completed their reviews the Master Building Permit moves to Final Review.
- Once Final Review is complete the Master Building Permit will be issued by Community Development.

STEP 6

INSPECTION AFTER CONSTRUCTION COMPLETION

- Applicant requests Engineering Water Inspection on the Master Building Permit via Salesforce.
- Staff will conduct a site visit and create a Final Utility Connection Permit (UCP) to account for any changes during construction.
- The Final UCP showing associated tap fees will be sent from the Engineering Water Reviewer to applicant.
- The Final UCP Packet (signed and notarized) should be submitted as described in Step 3 above.
- The Utilities Inspection sign off will repeat Step 4 for the Final UCP document.
- After all other Inspections are complete the Master Building Permit will move to Final Inspection and then to Issuance of Certificate of Occupancy or Letter of Completion by Community Development.

Please note: the Utilities Inspection will happen automatically upon notarized UCP submittal and tap fee payment. This "inspection" does not need to be scheduled by the Applicant.

FOR MORE INFORMATION:

[Aspen.gov/water](https://www.aspen.gov/water) |

970.920.5080