



Commercial Water Efficiency Challenge

Permit Submittal Step-by-Step Guide

This page is to assist the participants of the City of Aspen's Commercial Water Efficiency Challenge apply for a permit in order to replace water-using appliances for more efficient models and be eligible for the Commercial Challenge Rebate of up to \$7,500.00.

A permit is necessary for any work within the City of Aspen water service area where plumbing fixtures are removed, replaced, or added. As a participant of this Commercial Water Efficiency Challenge **the City will waive all associated permit fees and expedite the process.**

Please note:

- All plumbing work within the City of Aspen requires a LICENSED PLUMBER
- Permit fees will be waived upon verification of participation in the Commercial Challenge (must be signed up for the Challenge)
- Plumbing permits allow a maximum of 32 square feet of wall-patching to be done. If you are to exceed that in the appliance swap out, please contact us.
- Permits for the Challenge will not be approved if there is exterior work proposed. This is internal work only.

Please follow these steps to ensure your permit is submitted correctly and the fees are waived.

- 1) Create a profile in Salesforce if you do not already have one
 - a. Open this Link to Salesforce:
<https://cityofaspen.my.site.com/applicantportal/s/login/?startURL=%2Fapplicantportal%2Fs%2F&ec=302>
 - b. Click on Register New User (or login if you already have an account)
 - c. Fill in required information (you can choose "Personal Contact" or "Business Contact")
- 2) Read Salesforce Welcome Screen
- 3) Click Next to apply for the appropriate permit
- 4) Choose "Create New" and click Next
- 5) Select "Permit" as Application Type and click Next
- 6) Select PLUMBING as Permit Type and click Next
- 7) Click the provided Online Form (opens new window)
 - a. This should already be correct, so just confirm the information shown and click Next
- 8) Fill out permit contacts. A contractor is not required at this point. Click Next
- 9) Fill in all required information (it is tagged with a red *)
 - a. Below is a table of the required information and the answers to the questions.
Please note some of these answers may differ for your situation.

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Required Question on Permit	Answer	Notes
Address	Enter Property Address	This will differ per applicant
Description	CHALLENGE + work to be done (appliances to be swapped)	This will differ per applicant but the word CHALLENGE in all caps must be present
Valuation	100	Enter standard 100. No need to calculate this for the Challenge
Is this associated with a Building Permit?	No	If you intend to affect more than 32 square feet of drywall, please call us
Supplemental Permit?	No	
Use of Building	Commercial	
Use Class	Commercial	
Square Foot of Building Work Area	100	Enter standard 100. No need to calculate this for the Challenge
Utility Review Sq Ft	100	Enter standard 100. No need to calculate this for the Challenge
Work Adds/Removes/Changes plumbing Fixtures?	Yes	
Like swaps for existing water fixture only?	Yes	While not required, this should be selected as Yes.
Work in a Setback?	No	All interior work
Affects Parking/Alleys/Loading?	No	This work should not affect the exterior areas of the building
Work Affects Tree/Drip Line?	No	All work for the Challenge will be internal only and will not be approved if it affects outdoor work
Adjacent to City Open Space?	Choose Yes or No	This depends on your location
Impacts Trails/Parks?	No	This work should not affect the exterior areas of the building
Located Within City Mall Boundaries?	Yes or No	Depends on Location
Involves Oil/Sand Separator?	No	
Involved Impact on Sewer?	No	The work should not have impacts on the sewer
Involves Restaurant Grease Interceptor?	Depends on appliance	
Restaurant/Food Service Involved?	Depends on Business	This will differ per applicant
Work Affects Exterior of Building?	No	
Roof Penetrations?	No	
Wall Penetrations?	No	Should not affect walls



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- b. **Please note: YOU MUST PUT THE WORD “CHALLENGE” IN ALL CAPS INTO THE DESCRIPTION FIELD.**
 - i. If you omit this, we might not recognize it as a permit solely for the Commercial Challenge and therefore will not waive permit fees.
- 10) After entering all required information click Next
- 11) Select the relevant work items in your scope of work
 - a. Click the edit button and enter the quantity of each appliance being replaced
- 12) Click Next
- 13) Upload required documents
 - a. See required document for the Commercial Challenge Appliance Upgrade
 - b. HOA Compliance Affidavit
- 14) Check Agreement Box and hit Submit!
- 15) Your permit has been submitted and will be processed. You will hear from the City of Aspen soon.

We aim to have the permit approved and issued within 1-2 business week of receiving the permit. Please note that the permit will require an inspection after installation to confirm correct installation.

If you have any questions or need further assistance, please email waterchallenge@aspen.gov or call 970-920-5110.