

City of Aspen

Electronic File Preparation Standards

April 2025

Table of Contents

INTRODUCTION	1
GENERAL REQUIREMENTS FOR SUBMITTING DOCUMENTS	2
AREA OF FOCUS	2
PLAN SETS	3
DOCUMENTS	3
PLAN SET STANDARDS	4
INDIVIDUAL SHEETS	4
TITLE BLOCK AREA.....	5
Title Block Area Example:	6
Revisions Block.....	6
Sheet Title Block	6
Sheet Identification Block	6
INDEX SHEET	6

WARNING!!!!

The standards laid out here are for your benefit. Not following these standards may increase the processing and review time of your project.

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 increase the efficiency of review, all building permit submittals shall adhere to the below guidelines regarding naming of electronic plans and documents submitted to the City of Aspen for review.

1. **ALL** documents should be submitted in PDF format. No other formats are accepted.
 - a. Exception: REMP worksheet and ECU calculator spreadsheet must be submitted in .xls (Microsoft Excel) format
2. Scanned Plan Set sheets are not accepted unless prior permission is obtained.
3. Plan Set sheets should be 24" x 36".
4. 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.
5. Each Plan Set sheet type (i.e. discipline) should be submitted as a separate file. The file name should follow the specifications below.
6. You must include an Index Sheet of the Plan Set with your permit application. See page 5.
7. Documents other than plans, such as the permit application, agreements, reports, etc., must be submitted as separate documents using the file names found in the Document Naming Standards section starting on page 4. These documents may be scanned.
8. If documents require signatures, you may use a digital or electronic signature. Digital signatures must be signed via Adobe software to ensure functionality.
 - a. **Important note:** Digital signatures must not lock or certify the drawings. Permissions must allow markups and adding pages.
9. Do not use red as an ink color in drawings or documents.

AREA OF FOCUS

All documents shall be submitted with a preceding number indicating the area of focus for that document. Examples of commonly required documents and how they should be labeled are included below. If you are unsure how a document should be labeled, please label it as a 10.

The area of focus numbers are as follows:

- 10 = General
- 20 = Zoning/HPC/Planning
- 30 = Building
- 40 = Engineering Development
- 50 = CSI (Erosion & Sediment Control, Construction Mitigation, Water)
- 60 = Environmental Health
- 70 = Parks & Landscape Efficiency
- 80 = Survey
- 90 = All Drawings & Plans

PLAN SETS

All plans shall be submitted as separate sets and clearly named in the manner below. The date should be the date of the most recent submittal of that document using the format mmddyyyy.

- 90.Architectural Plans.mmddyyyy
- 90.Civil Plans.mmddyyyy
- 90.Landscape Plans.mmddyyyy
- 90.Mechanical Plans.mmddyyyy
- 90.Electrical Plans.mmddyyyy
- 90.Plumbing Plans.mmddyyyy
- 90.Structural Plans.mmddyyyy
- 90.Irrigation Plans.mmddyyyy
- 90.Lighting Plans.mmddyyyy
- 90.Shoring Plans.mmddyyyy
- 90.Commercial Kitchen Plans.mmddyyyy

Follow this same file naming convention for less common plan types.

DOCUMENTS

File naming standards for commonly submitted documents include:

- 10.Permit Application Packet.mmddyyyy
- 10.Epic Permit Application Packet.mmddyyyy
- 10.Photovoltaic Installation Application.mmddyyyy
- 10.Soils Report.mmddyyyy
- 10.Photos.mmddyyyy
- 20.Zoning Round 1 Comments.mmddyyyy
- 20.Zoning Checklist.mmddyyyy
- 20.Exterior Lighting Cutsheets.mmddyyyy
- 20.Planning Approvals.mmddyyyy
- 20.Development Order.mmddyyyy
- 20.Residential/ Commercial Design Standards Approval.mmddyyyy
- 30.Building Round 1 Comments.mmddyyyy
- 30.Building Checklist.mmddyyyy
- 30.Abestos Clearance Report.mmddyyyy
- 30.Asbestos Test.mmddyyyy
- 30.Envelope ResCheck.mmddyyyy
- 30.Exterior Lighting ComCheck.mmddyyyy
- 30.Fireplace Installation Instructions.mmddyyyy
- 30.Hot Tub & Cover Cutsheets.mmddyyyy
- 30.IFFR Agreement.mmddyyyy
- 30.Interior Lighting ComCheck.mmddyyyy
- 30.Interior Lighting Cutsheets.mmddyyyy
- 30.Mechanical ComCheck.mmddyyyy
- 30.Renewable Energy Mitigation Program Worksheet.mmddyyyy

- 30.Special Inspection Agreement.mmddyyyy
- 30.State License to Demolish.mmddyyyy
- 30.Structual Verification Letter.mmddyyyy
- 30.Fenestration U-Factor Documents.mmddyyyy
- 40.Engineering Round 1 Comments.mmddyyyy
- 40.Drainage Narrative.mmddyyyy
- 40.Electrical Load Form.mmddyyyy
- 40.Fire Flow Calculations.mmddyyyy
- 40.Stamped Drainage Report.mmddyyyy
- 50.CMP Round 1 Comments.mmddyyyy
- 50.Construction Management Plan.mmddyyyy
- 50.Residential ECU Calculator.mmddyyyy
- 50.Smuggler Superfund Soil Removal Permit.mmddyyyy
- 60.Environmental Health Round 1 Comments.mmddyyyy
- 60.Commerical Kitchen Equipment Cutsheets.mmddyyyy
- 70. Water Efficient Landscaping Standards.mmddyyyy
- 70. Tree Narrative.mmddyyyy
- 80. Survey.mmddyyyy

Follow this same file naming convention for less common document types as well.

PLAN SET STANDARDS

INDIVIDUAL SHEETS

Applicants must label **and bookmark** individual Plan Set sheets. Any standard naming convention may be used provided 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
- 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.

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.