

City of Aspen

Electronic File Preparation Standards

June 2020

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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 submit your building permit application for review, please note the following general requirements:

1. Log onto the City's electronic permit submittal homepage to upload your application.
2. **ALL** documents should be submitted in PDF format. No other formats are accepted.
3. Scanned Plan Set sheets are not accepted unless prior permission is obtained.
4. Plan Set sheets should be scaled to 24" x 36".
5. In order 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.
6. Each Plan Set sheet type should be submitted as a separate file. The file name should clearly identify the sheet type and include the address and date, e.g., "Civil Sheets.address.yyyy.mm."
7. You must include an Index Sheet of the Plan Set with your permit application. See page 5.
8. Documents other than plans, such as the permit application, agreements, reports, etc., must be submitted as separate documents using the files names found in the Document Naming Standards section starting on page 5. These documents may be scanned.
9. If documents require signatures, you may use a digital or electronic signature.
10. Do not use red as an ink color in drawings or documents.
11. Applicants submitting electronically may not be required to attend a submittal meeting, depending on the application.

DOCUMENT SUBMITTAL & FILE NAMING STANDARDS

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.

To submit your building permit application for review, please note the following general requirements:

1. All applications, response to comments, and additional information shall be submitted via the Salesforce portal and follow all standards set forth in this document. Email submittals of any kind are not accepted.
2. With the exception of the ECU calculator spreadsheet, all plans and documents shall be submitted in PDF. No other formats are accepted.
3. Scanned Plan Set sheets are not accepted.
4. In order 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 should be submitted as a separate file. See examples below.

6. Documents other than plans, such as agreements, reports, etc., must be submitted as separate documents using the naming standards found below.
7. Applicant must provide a written response to each agency's comments. These comments should be labeled according to the issuing agency. See below.
8. If documents require signatures, you may use a digital or electronic signature. Digital signatures must be signed via Adobe software to ensure functionality. Digital signatures must not lock or certify the drawings.
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. Questions should be directed to permitcoordinators@cityofaspen.com.

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 `yyyymmdd`.

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

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

DOCUMENTS

File naming standards for commonly submitted documents include:

- 10.Permit Application Packet.yyyymmdd
- 10.Epic Permit Application Packet.yyyymmdd
- 10.Photovoltaic Installation Application.yyyymmdd
- 10.Soils Report.yyyymmdd
- 10.Photos.yyyymmdd
- 20.Zoning Round 1 Comments.yyyymmdd
- 20.Zoning Checklist.yyyymmdd
- 20.Exterior Lighting Cutsheets.yyyymmdd
- 20.Planning Approvals.yyyymmdd
- 20.Development Order.yyyymmdd
- 20.Residential/ Commercial Design Standards Approval.yyyymmdd
- 30.Building Round 1 Comments.yyyymmdd
- 30.Building Checklist.yyyymmdd
- 30.Abestos Clearance Report.yyyymmdd
- 30.Asbestos Test.yyyymmdd
- 30.Envelope ResCheck.yyyymmdd
- 30.Exterior Lighting ComCheck.yyyymmdd
- 30.Fireplace Installation Instructions.yyyymmdd
- 30.Hot Tub & Cover Cutsheets.yyyymmdd
- 30.IFFR Agreement.yyyymmdd
- 30.Interior Lighting ComCheck.yyyymmdd
- 30.Interior Lighting Cutsheets.yyyymmdd
- 30.Mechanical ComCheck.yyyymmdd
- 30.Renewable Energy Mitigation Program Worksheet.yyyymmdd
- 30.Special Inspection Agreement.yyyymmdd
- 30.State License to Demolish.yyyymmdd
- 30.Structual Verification Letter.yyyymmdd
- 30.Fenestration U-Factor Documents.yyyymmdd
- 40.Engineering Round 1 Comments.yyyymmdd
- 40.Drainage Narrative.yyyymmdd
- 40.Electrical Load Form.yyyymmdd
- 40.Fire Flow Calculations.yyyymmdd
- 40.Line Grade Verification Form.yyyymmdd
- 40.Stamped Drainage Report.yyyymmdd
- 50.CSI Round 1 Comments.yyyymmdd
- 50.Construction Management Plan.yyyymmdd
- 50.Residential ECU Calculator.yyyymmdd
- 50.Smuggler Superfund Soil Removal Permit.yyyymmdd
- 60.Environmental Health Round 1 Comments.yyyymmdd
- 60.Commerical Kitchen Equipment Cutsheets.yyyymmdd

- 60.Fireplace and Woodstove Registration Form.yyyymmdd

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

PLAN SET STANDARDS

INDIVIDUAL SHEETS

Applicants may label individual Plan Set sheets using any standard naming convention. The only requirement is 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

- Reserved Stamp 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.

[Reserved Stamp Block](#)

Below the Revisions block on each sheet, an area 1" by 2" must be left blank for City purposes only. Most commonly, this space will be used for City stamps.

[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.

PLAN SET FILES

Refer to the IRC Building Permit Application Checklist or IBC Building Permit Application Checklist for Plan Set requirements.