# How to Upload Files via Aspen Permit Portal

This guide provides a step-by-step walkthrough for uploading files to an application at submission, and after an application has been uploaded.

Uploading Files at Application Submission

1. Navigate to the Aspen Permit Portal, and start creating your new application
2. On the application, once you reach the Upload Documents section. Click on HERE to be redirected to a new page where you'll be asked to upload the required documents for your application.
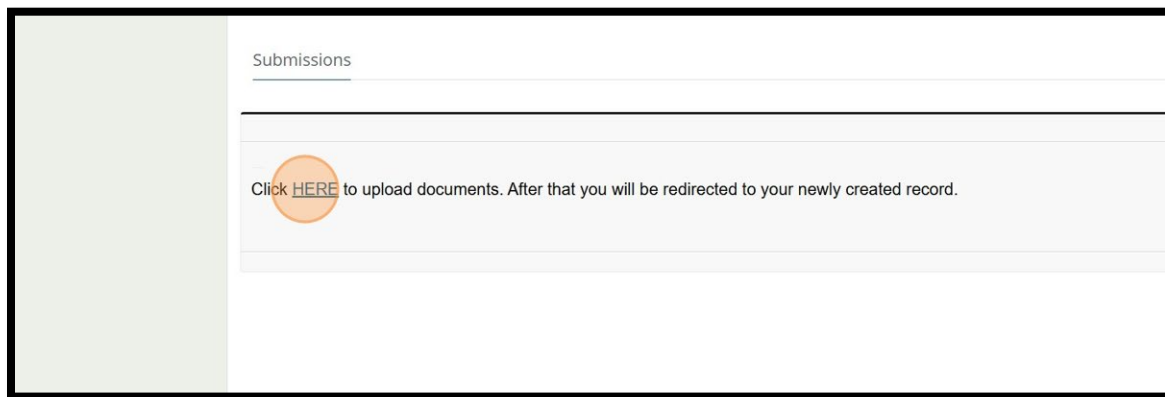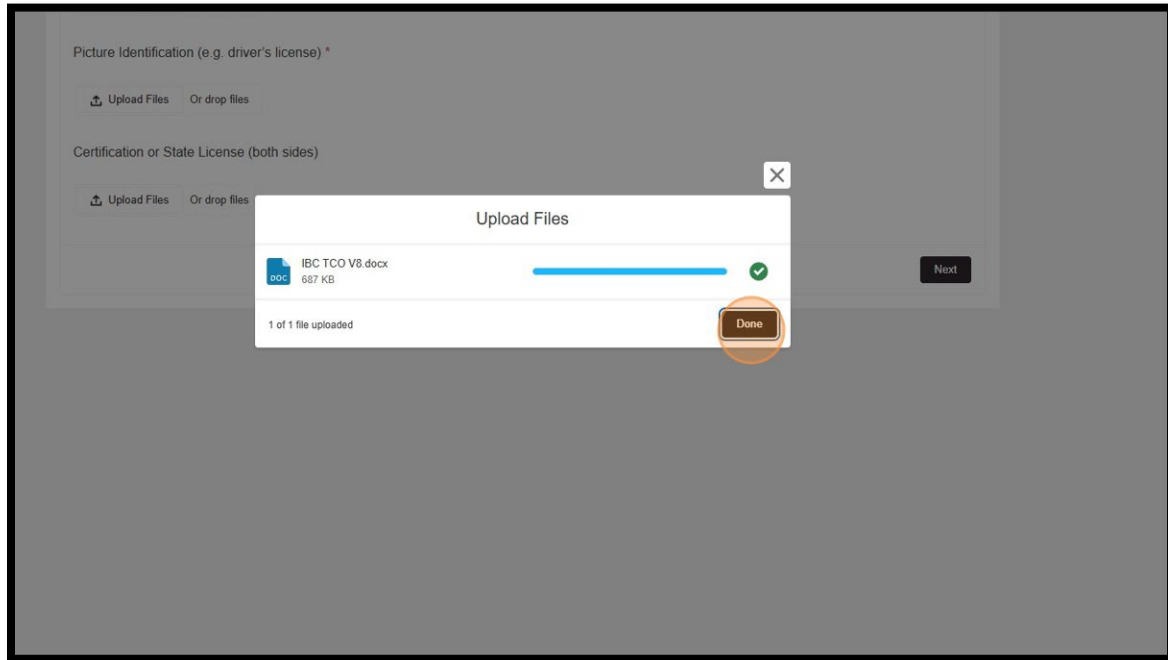

Tip! You can only upload 25 files at a time.

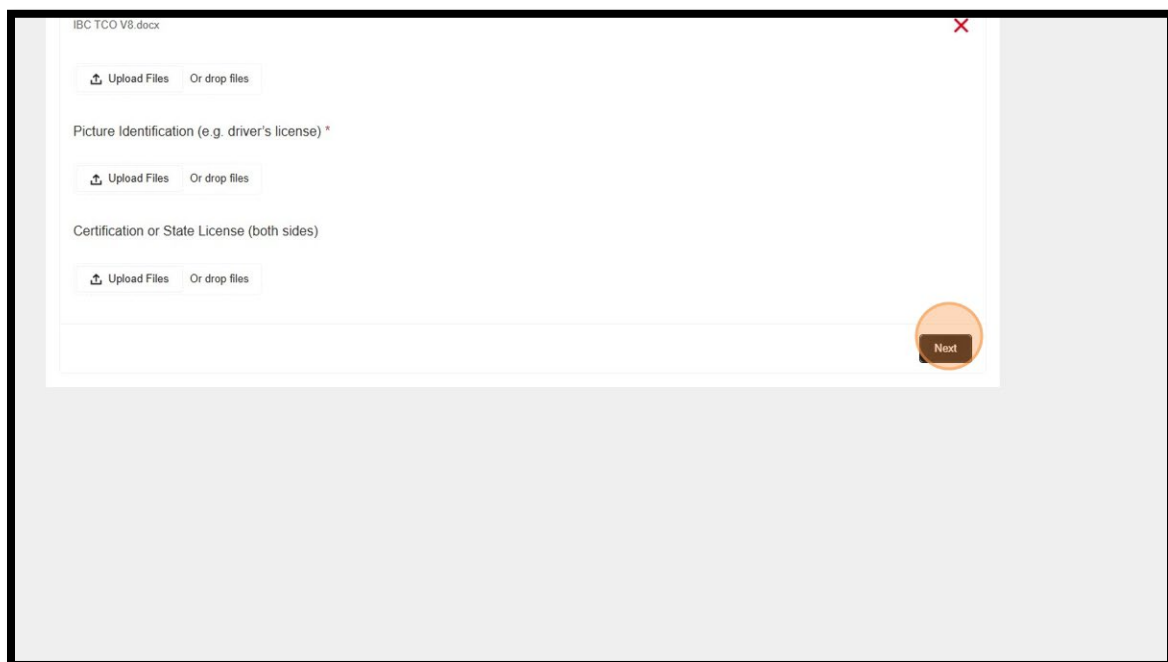3. Once you're on the new page click on the Upload Files button or drag/drop files.
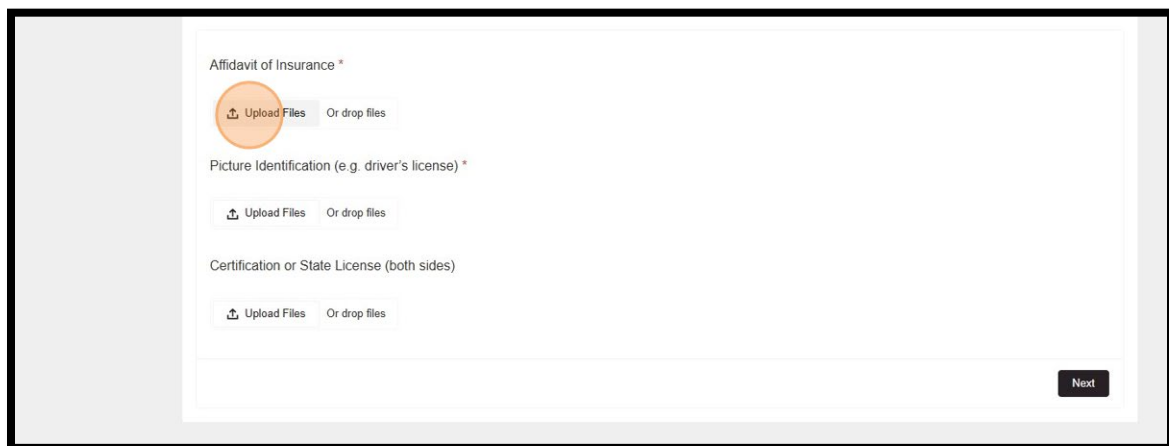
4. A pop up will appear and a progress bar to show status of uploads. Once all of them are completed click "Done"

Picture Identification (e.g. driver's license) *

⬆ Upload Files   Or drop files

Certification or State License (both sides)

⬆ Upload Files   Or drop files

Upload Files

IBC TCO V8.docx
687 KB   ✓

1 of 1 file uploaded   **Done**

Next

5. Click "Next" to continue to submit your application.

IBC TCO V8.docx   ✕

⬆ Upload Files   Or drop files

Picture Identification (e.g. driver's license) *

⬆ Upload Files   Or drop files

Certification or State License (both sides)

⬆ Upload Files   Or drop files

Next

6. Click on the checkbox to acknowledge attestation

Acknowledgement

I hereby certify that I have read and examined this application, that I know the same to be true and correct and that I have uploaded all required documents. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. **It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes.**

I hereby do attest that I completed the Application.

Submit

7. Click "Submit"

Acknowledgement

I hereby certify that I have read and examined this application, that I know the same to be true and correct and that I have uploaded all required documents. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. **It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes.**

✓ I hereby do attest that I completed the Application.

Submit

Hurray! Your files were successfully uploaded along with your submitted application.

CITY OF ASPEN

Uploading Files After Application is Submitted

8. Log to your Aspen Permit Portal account and click on the "Permits" tab.
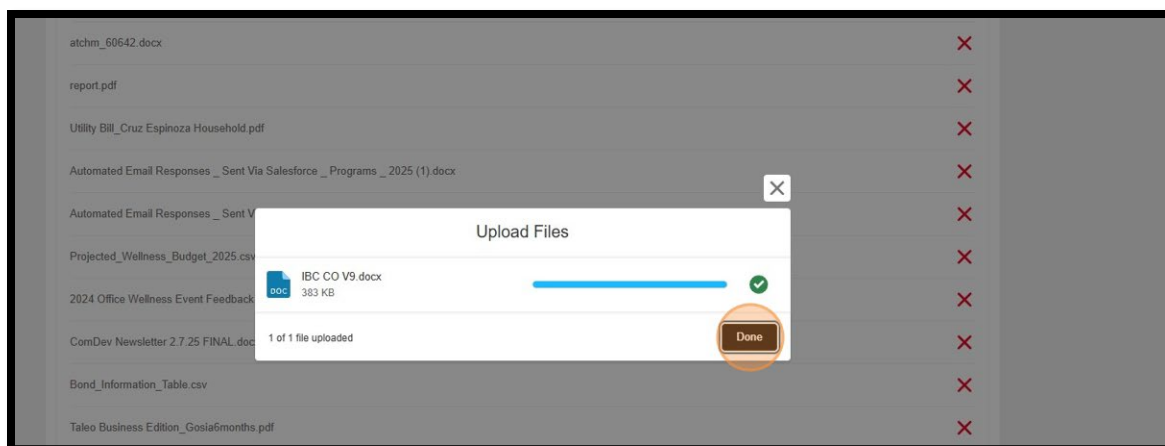

9. Click on the application number from the list

10. On the application, you must scroll to the bottom of the page and click on the button to "Upload Files"

Tip! You can only upload 25 files at a time.

11. A pop up will appear with a progress bar on the files being uploaded. Once they are completed click "Done"

Hurray! Your additional files have been successfully uploaded to your submitted application. Please make sure to notify City Staff letting them know your files have been uploaded.