

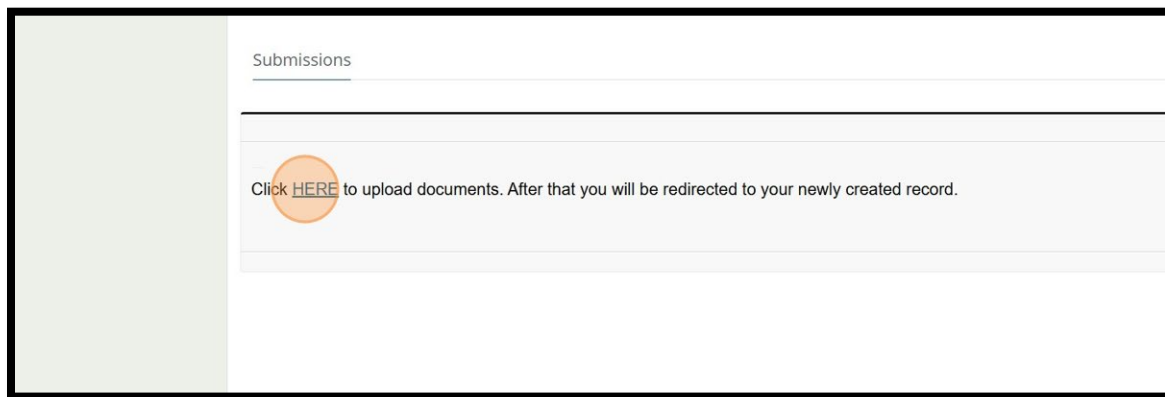


# How to Upload Files via Aspen Permit Portal

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

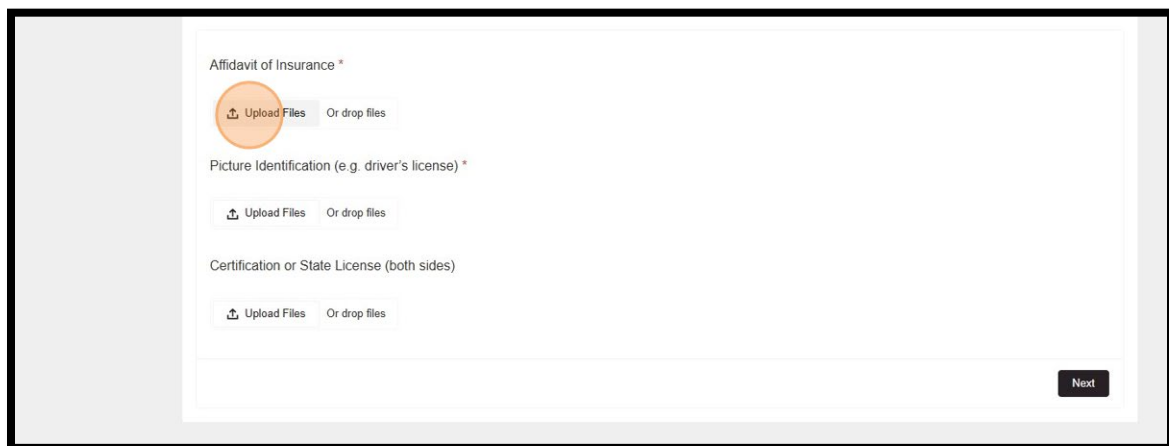
## Uploading Files at Application Submission

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.



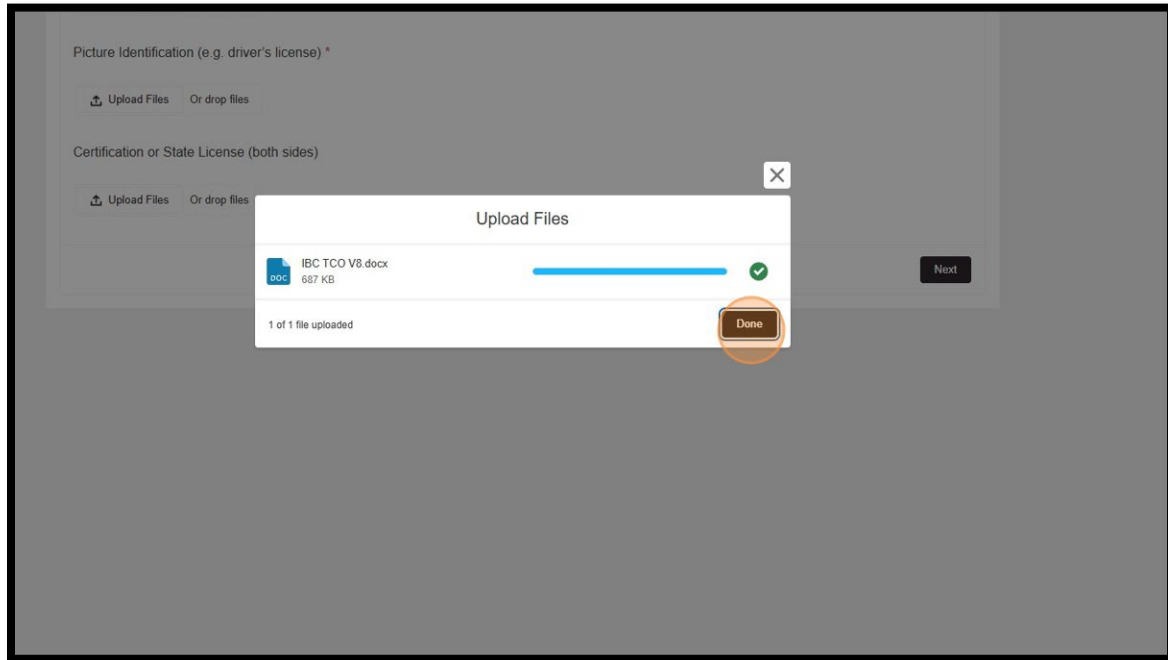
Tip! You can only upload 25 files at a time.

3. Once you're on the new page click on the Upload Files button or drag/drop files.

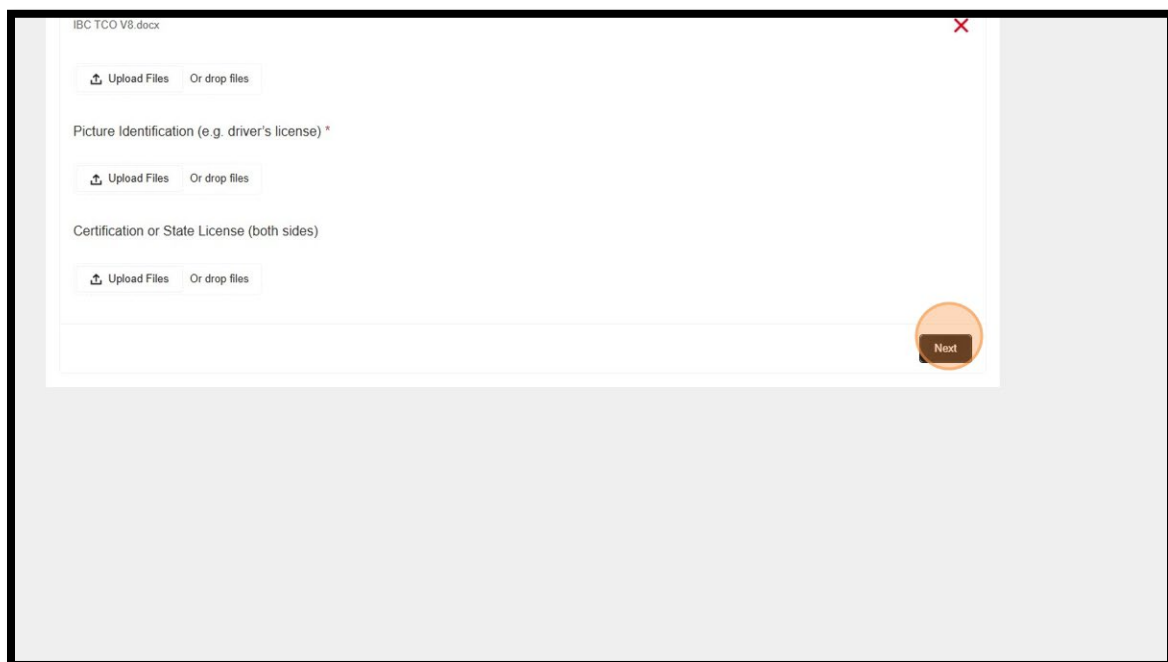




4. A pop up will appear and a progress bar to show status of uploads. Once all of them are completed click "Done"



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





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.



## Uploading Files After Application is Submitted

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

License 2502-0009

Phase: Application, Status: Submitted, Type: Approved Fabricator License, Issue Date: , Applicant: [ReneeE Test](#)

Application Details - Applicant

Licensee: [TEST ASPEN GROUP](#), Applicant: [ReneeE Test](#), Type: Approved Fabricator License, Requires Certification?: No

License Details

Number: 2502-0009, Assigned Owner: Comm Dev Admin - PC, Submittal Date: 2/25/2025, Status: Submitted, Issue Date: , Reason for Cancel or Fail: , Expiration Date: , Associated Certification:

Activity History (0), Fees (0), Payments (0), Submissions (3)

Submissions:

- [Affidavit of Insurance](#)
- [Picture Identification \(e.g. driver's license\)](#)

9. Click on the application number from the list

Click "Next" to Start/Complete an Application.

Next

Cart Checkout

To open an item for details, click on the Number of the item. To sort the list, click on the arrow beside the Column Heading you prefer.

Permits

My Submitted Permits - Applicants

13 items • Sorted by Number • Filtered by All permits - Status, Community Visibility • Updated a few seconds ago

Search this list...

	Number	New Applicati...	Applicant	Status	Address	Issue Date
1	<a href="#">0001-2019-BCOM</a>	1/21/2019	<a href="#">ASPEN TEST</a>	Expired	715 W MAIN ST 201	
2	<a href="#">0004-2025-BCOM</a>	2/12/2025	<a href="#">ReneeE Test</a>	Permit Review	532 E HOPKINS AVE	
3	<a href="#">0016-2024-BRES</a>	8/28/2024	<a href="#">Ann Prince</a>	Issued	1234 Main St	9/3/2024
4	<a href="#">0029-2020-BREP</a>	8/26/2020	<a href="#">ReneeE Test</a>	Expired	1234 Main St	8/26/2020
5	<a href="#">0085-2022-BRES</a>	4/13/2022	<a href="#">ASPEN TEST</a>	Permit Review	1234 Main St	
6	<a href="#">0144-2023-BRES</a>	11/19/2019	<a href="#">ASPEN TEST</a>	Issued	1234 Main St	12/1/2023
7	<a href="#">20-2621</a>	4/13/2021	<a href="#">ReneeE Test</a>	Completeness Review Failed	1234 Main St	
8	<a href="#">21-1337</a>	5/18/2021	<a href="#">ASPEN TEST</a>	New Application	1234 Main St	
9	<a href="#">21-2429</a>	8/9/2021	<a href="#">ASPEN TEST</a>	New Application	1234 Main St	
10	<a href="#">22-4259</a>	12/19/2022	<a href="#">ASPEN TEST</a>	New Application	1234 Main St	

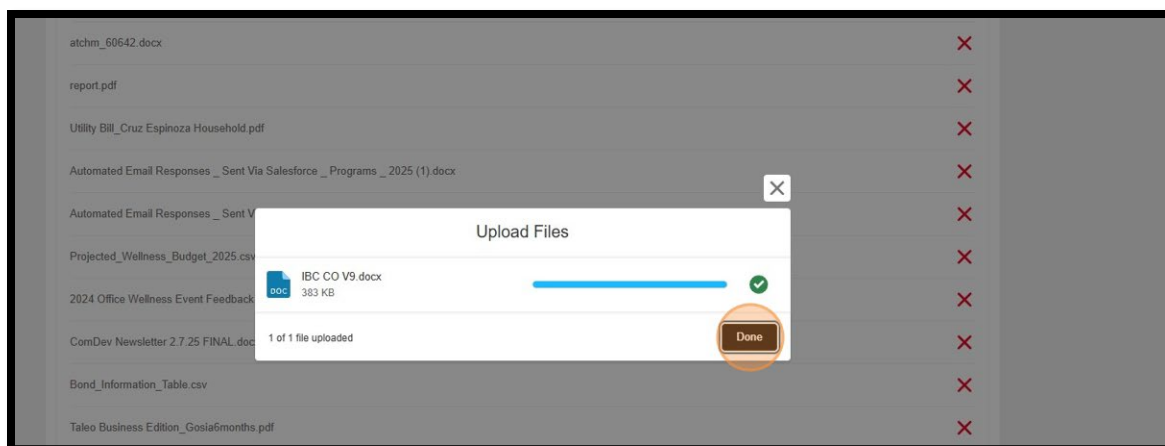


10. On the application, you must scroll to the bottom of the page and click on the button to "Upload Files"

The screenshot shows a web application form for the City of Aspen. It includes several input fields for property details: "# Wood Fireplaces", "# Gas Log Fireplaces", "# Gas Appliances", "CO Description", "Basement", "1st Floor", "2nd Floor", "3rd Floor", and "Additional". Below these is a "Financials" section with a dropdown arrow. It contains two columns of data: "Total Fees" (\$44,829.00) and "Total Payments" (\$44,429.00), and "Total Balance" (\$400.00). At the bottom, there is a file upload section with a text input field containing "TEST Document.pdf" and a button labeled "Upload Files" with a document icon. A red warning message is visible above the upload section: "IMPORTANT: You must notify City Staff if you upload additional files to this application after it has been submitted. FAILURE TO NOTIFY CITY STAFF WILL RESULT IN DELAYED REVIEW OF YOUR 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.