

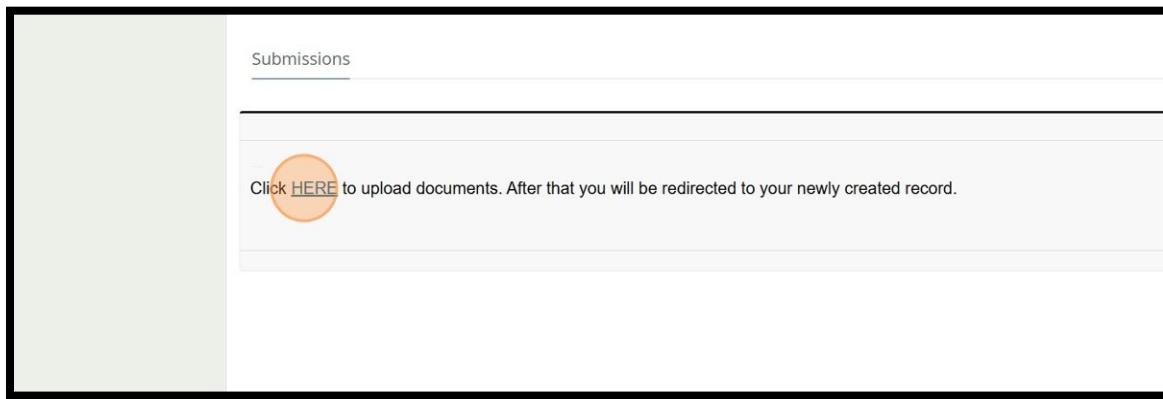


How to Upload Files via Aspen Permit Portal

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

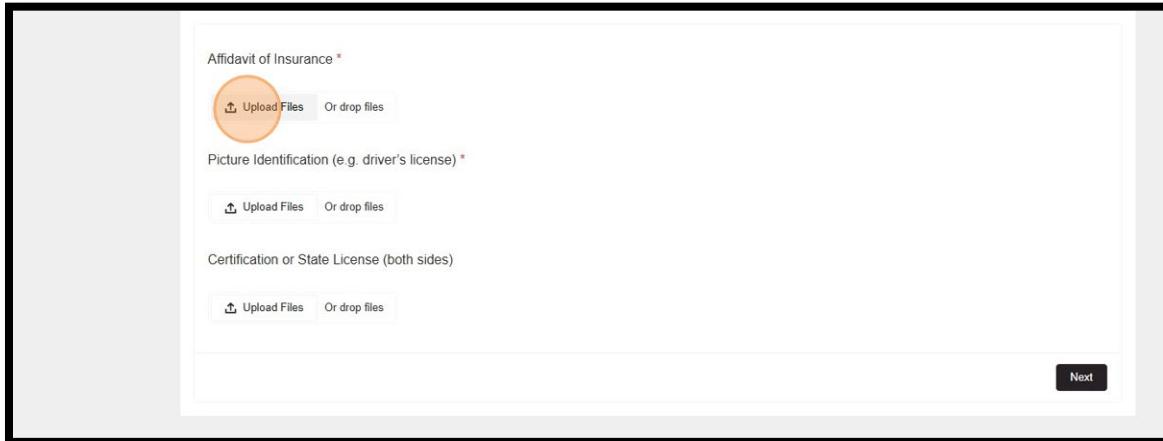
Uploading Files at Application Submission

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.



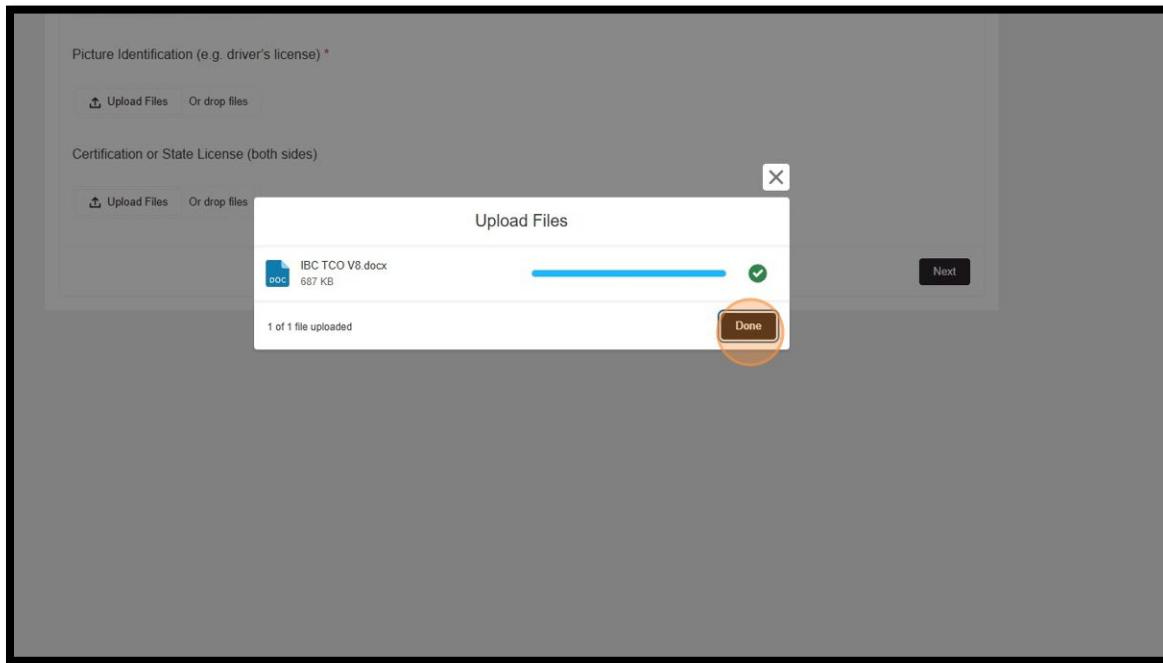
Tip! You can only upload 25 files at a time.

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

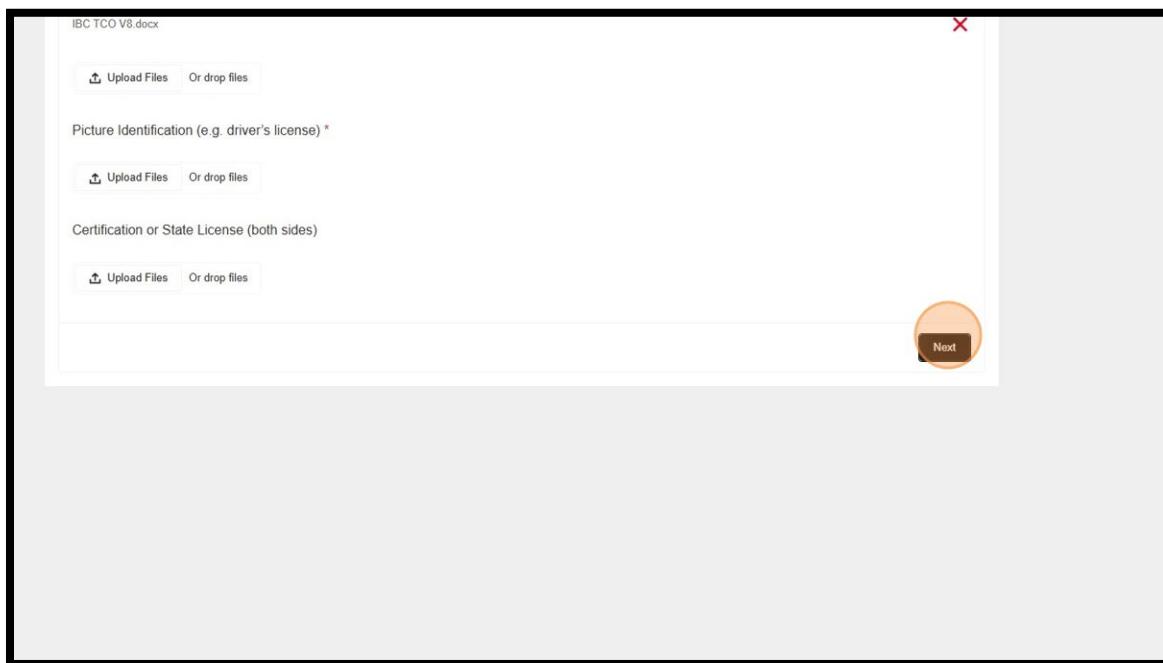




4. A pop up will appear and a progress bar to show status of uploads. Once all of them are completed click "Done"



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.

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.

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	Status	Type	Issue Date	Applicant
Application	Submitted	Approved Fabricator License		ReneeE Test

Application Details - Applicant

License	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) New

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.

Permits

My Submitted Permits - Applicants

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

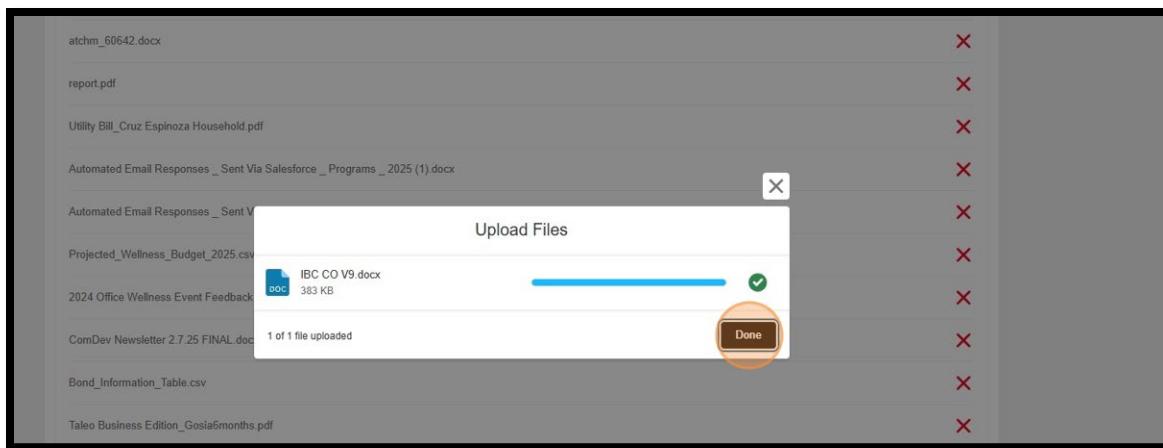


10. On the application, you must scroll to the bottom of the page and click on the button to "Upload Files"

A screenshot of a web-based application form. The form includes sections for "Basement", "1st Floor", "2nd Floor", "3rd Floor", and "Additional" (all empty). Below this is a "Financials" section with "Total Fees" (\$44,829.00), "Total Payments" (\$44,429.00), and "Total Balance" (\$400.00). At the bottom, there is a note about uploading files, an important notice about notifying staff, and a file list containing "TEST Document.pdf". A large orange circle highlights the "Upload Files" button.

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.