

ADDRESS: \_\_\_\_\_

# COMMUNITY DEVELOPMENT DEPARTMENT

## EPIC PERMIT PRE-APPLICATION FORM



Based on the scope of work of each individual project, a Permit Coordinator will indicate the departments below that you must schedule a pre-submittal meeting with. Your application will not be accepted for review until you have received approval from each indicated agency to submit your permit. Submit this completed form as a component of your permit application.

### EPIC PERMIT QUALIFICATION CRITERIA

1. Must be a commercial use.
2. Must be located in the the following zone districts: CC, C-1, NC, CL or at the discretion of the Community Development Director.
3. Must be an alteration that only affects the interior or minor exterior improvements to the space.
4. Work commenced without a building permit will disqualify the project from the program.
5. Change Orders to an EPIC permit will disqualify the project from the program.

### PROPERTY INFORMATION

ADDRESS \_\_\_\_\_

DESCRIPTION OF  
WORK IN DETAIL \_\_\_\_\_

### PRE-SUBMITTAL AGENCY APPROVALS

REVIEW REQ'D	REVIEW AGENCY	REVIEWER APPROVAL	DATE	COMMENTS
<input type="checkbox"/>	BUILDING			
<input type="checkbox"/>	CMP			
<input type="checkbox"/>	ZONING			
<input type="checkbox"/>	WATER			
<input type="checkbox"/>	HPC			
<input type="checkbox"/>	ENVIRONMENTAL HEALTH			

OTHER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

# COMMUNITY DEVELOPMENT DEPARTMENT

## BUILDING PERMIT CONTACT SHEET



## FOR PLAN REVIEW QUESTIONS

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## FOR INSPECTION QUESTIONS

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## OWNER

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail Address \_\_\_\_\_

## OWNER'S AUTHORIZED AGENT

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail Address \_\_\_\_\_

## APPLICATION BEST CONTACT

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail Address \_\_\_\_\_

## ARCHITECT OR DESIGNER OF RECORD

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail Address \_\_\_\_\_

## CIVIL ENGINEER OF RECORD

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail Address \_\_\_\_\_

## STRUCTURAL ENGINEER OF RECORD

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail Address \_\_\_\_\_

## GENERAL CONTRACTOR

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail Address \_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct. 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. Additionally, I understand that I am responsible for ensuring that all sub-permits associated with my project are submitted to the City in compliance with the approved Master plan set. I understand that the City does not review sub-permits for compliance with the master plan set

Contractor Signature \_\_\_\_\_

Date \_\_\_\_\_

Check if you are a tested owner builder (single-family homes only). You must take a test and complete the owner/building affidavit. (CITY USE ONLY) Owner builder approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Affidavit on file

ADDRESS: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

# COMMUNITY DEVELOPMENT DEPARTMENT

## HOMEOWNER ASSOCIATION COMPLIANCE FORM



All applications for a building permit within the City of Aspen are required to include a certification of compliance with applicable covenants and homeowner association policies. The certification must be signed by the property owner or attorney representing the property owner. The following certification shall accompany the application for a permit.

ADDRESS \_\_\_\_\_

UNIT # \_\_\_\_\_

PARCEL ID # \_\_\_\_\_

I, the property owner, certify as follows: (pick one)

- This property is not subject to a homeowners association or other form of private covenant.
- This property is subject to a homeowners association or private covenant and the improvements proposed in this building permit do not require approval by the homeowners association or covenant beneficiary.
- This property is subject to a homeowners association or private covenant and the improvements proposed in this building permit have been approved by the homeowners association or covenant beneficiary.

I understand the City of Aspen does not interpret, enforce, or manage the applicability, meaning, or effect of private covenants or homeowner association rules or bylaws. I understand that this document is a public document.

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner Printed Name \_\_\_\_\_

OR

Owner's Attorney Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner's Attorney Printed Name \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

# COMMUNITY DEVELOPMENT DEPARTMENT

## VALUATION AFFIDAVIT



### AFFIDAVIT POLICY

All applications for a building permit within the City of Aspen are required to include a certification of compliance with building permit valuation requirements. The certification must be signed by the property owner or authorized representative. The following certification shall accompany the application for a permit.

I, the property owner or authorized agent, understand and certify as follows:

City of Aspen Ordinance No. 40, Series of 2016 adopts the 2015 International Residential Code (IRC) and International Building Code (IBC) with certain amendments. These codes define building valuation as follows:

**R108.3 Building permit valuations.** Building permit valuation shall include total value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and other permanent systems, including materials and labor.

**109.3 Building permit valuations.** The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. **If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied**, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.

**City policy indicates** that permit valuation includes materials and labor for the structure and mechanical, electrical, plumbing and gas, fire sprinkler and elevator systems and equipment. Permanent systems such as audio visual, lighting and HVAC controls are included in the total as are expenses directly related to construction such as equipment rental and contractor fees. Finish materials such as paint, floor coverings, tile, cabinets and counter tops are included in the permit valuation total.

Costs such as architectural and engineering design fees, landscaping and planting, tap fees, development mitigation fees, trash removal, and cleaning are not included.

I certify that the permit valuation entered on the permit application for this property complies with the above valuation requirements. I understand that this document is a public document.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Printed Name: \_\_\_\_\_

or,

Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Agent Printed Name: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

# COMMUNITY DEVELOPMENT DEPARTMENT

## ASBESTOS VERIFICATION AND CHECKLIST



### ASBESTOS INFORMATION

Asbestos is a known human carcinogen and is an airborne hazard. Once airborne, asbestos fibers can stay suspended in the air for days, weeks, or even months before settling out of the air. The fibers can easily become airborne again from a minor disturbance like turning on an air conditioner. Uncontrolled asbestos abatement projects or renovation projects that disturb asbestos may cause latent asbestos hazards that could expose people to asbestos in the future, long after the renovation activity occurred. The airborne asbestos fiber concentrations resulting from disturbances may result in a significant exposure to the current and future occupants of the home.

**The 1989 "ban" on asbestos-containing materials is commonly misunderstood.** In fact, in 1991 the U.S. Fifth Circuit Court of Appeals vacated much of the so-called "Asbestos Ban and Phaseout Rule" and remanded it to the EPA. Thus, much of the original 1989 EPA ban on the U.S. manufacturing, importation, processing, or distribution in commerce of many asbestos-containing product categories was set aside and DID NOT TAKE EFFECT. Therefore, ALL demolition, remodel or renovation projects must determine if disturbed material above the trigger levels contains asbestos.

### ASBESTOS CHECKLIST

Yes  No

**Residential:** Will you be removing more than 32 sq ft, 50 linear feet (e.g., pipe insulation), or the volume equivalent of a 55-gallon drum of any material besides concrete, wood, bricks, or steel – examples are drywall, linoleum, ceiling tiles, roofing materials, etc.?

Yes  No

**Commercial:** Will you be removing more than 160 sq ft, 260 linear feet (e.g., pipe insulation), or the volume equivalent of a 55-gallon drum of any material besides concrete, wood, bricks, or steel – examples are drywall, linoleum, carpet, carpet adhesives, ceiling tiles, roofing materials, etc.?

**If the answer is YES to any of the above, you will need an asbestos test before you can receive a building and/or demolition permit. You will also need to provide plans indicating areas to be demolished and determine if a CO state demolition license is required.** A state certified asbestos inspector must do this test and the test report must be submitted with the building permit application. If the building has asbestos, a state certified asbestos abatement firm must remove it. After removal, the abatement firm must provide a letter to the Building Department stating that all the asbestos has been removed and that the air is clean. This letter must be received BEFORE a permit will be issued. (See the local or statewide Yellow Pages, DexOnLine, or <http://www.cdphe.state.co.us/ap/asbestos/index.html> for certified asbestos inspectors and abatement companies. ALWAYS ask for proof of current state certification.)

**If you are demolishing the building, you must submit a demolition permit app with the CDPHE in addition to the Aspen permit app. This form may be found at <https://www.colorado.gov/pacific/cdphe/asbestos-forms> NOTE: A copy of this demolition permit app must be submitted with the initial building permit application. When the CDPHE approves the app, their issued permit must be given to the Aspen Building Dept before we issue our permit.**

I hereby certify that the above information is true and complete.

Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant (print name) \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Please contact the Building Department at [buildingsupport@aspen.gov](mailto:buildingsupport@aspen.gov) at any time if you have questions about asbestos, interpreting your test results, or other matters.

ADDRESS: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

# COMMUNITY DEVELOPMENT DEPARTMENT

## ZONING COMPLIANCE VERIFICATION POLICY



**Applicability:** All development projects must comply with the City's zoning regulations, including height and location, and are subject to periodic inspection during construction and a final inspection prior to project completion. When required by the City's Zoning Officer, certain development projects within the City of Aspen shall verify height and/or location compliance through submission of a survey report.

Unless otherwise exempted, all commercial, multi-family, lodging, and mixed-use projects proposed within one foot of the maximum permissible height or within one foot of allowable setbacks shall verify zoning compliance through this method.

In addition, the Zoning Officer may require this method be used to verify zoning compliance for single-family/duplex development or other projects where compliance may be in question. Independent of this policy, all projects must comply with all applicable zoning limitations.

The Zoning Officer will inform the applicant during building permit review if verification will be required. However, circumstances may require zoning compliance verification of a project which is already underway.

**Timing:** Height verification should be accomplished at a point of construction when enough roof structure is in place to accurately measure the structure yet early enough in the process to still make changes if the structure is too tall. Location verification should be accomplished at a point of construction when the final exterior of the structure can be accurately measured in relation to setback requirements. Applicants are encouraged to confer with the Zoning Officer regarding the timing of zoning compliance verification. Applicants are encouraged to perform their own verification during construction to ensure the building is progressing to plan, including the height and location of foundation forms prior to concrete pours.

**Survey Report:** A Colorado Professional Land Surveyor shall describe and depict the height and location of a structure compared to the dimensions shown on the zoning sheets of the approved building permit plan set. The City's Zoning Officer can assist in determining which elements of the structure should be measured and if natural or finished grade should be used.

The report shall include the following information:

1-A brief cover letter with the building permit number, name of the project, name of the owner and general contractor, with a written description of the measurement methods including date(s) of measurement.

2-For location verification: A plan drawing showing property boundaries, permitted setbacks, building envelope (if applicable), location of foundation walls, location of the outermost exterior of each structure (inclusive of all exterior veneer or other exterior treatments), and the location and dimension of each observed measurement.

3-For height verification: Elevation drawing(s) showing the natural or finished grade of the property, maximum permitted height, building elevations including the nominal roof form (inclusive of the first layer of exterior sheathing or weatherproofing membrane but excluding all exterior surface treatments such as shingles, shingles, or other veneer treatments or ornamentation), and the location and dimension of each observed measurement. Additional roof plans showing location of measurements may be necessary.

PERMIT NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

## COMMUNITY DEVELOPMENT DEPARTMENT

# ZONING COMPLIANCE VERIFICATION POLICY



4-Plans and elevations must include height or setback exemption items unique to the building, such as stair/elevator overruns, utility/mechanical apparatus, hot tubs and spas, and other height or setback exemption items unique to the project.

5-The report shall include a written description or drawing notes of the benchmarks or control points used to establish property boundaries, setbacks, building location, building height, and grades for each measurement.

6-All drawings must correlate with the building locations, elevations, and grading/drainage representations in the approved building permit set.

7-The report must include the signature, date, and stamp of Colorado Professional Land Surveyor who conducted the field measurements certifying that the field measurements are accurately represented.

**Review and Acceptance of Report:** The Zoning Officer shall review the report(s) and either confirm the project conforms to the dimensions shown on the zoning sheets of the approved building permit plan set and meets the zoning limitations for the property or shall determine which elements of the project are not in compliance. The Zoning Officer may request additional information to verify zoning compliance, which may include but is not limited to additional survey work or a site visit.

All drawings of the survey report must correlate with representations in the approved building permit set for acceptance. Modifications to field conditions or amendments to the building permit may be required.

A determination of non-compliance shall result in the issuance of a correction notice and possible work stoppage. Applicants are encouraged to verify zoning compliance as early as reasonably practical in the construction process to minimize disruption to the construction schedule.

### Acknowledgment:

I (contractor name) \_\_\_\_\_ understand this policy. I agree that this project will comply with the zoning limitations affecting this parcel and the representations made on the zoning sheets of the approved building permit plans. I understand that a Certificate of Occupancy will not be issued until this project complies with all applicable zoning limitations.

Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_