



Memorandum of Policy

From: Stephen Kanipe, CBO

Date: July 16, 2015

Revised: February 9, 2021

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Subject: Change Orders

Fees:

- Fees for change orders, including review and permit fees, shall be determined as indicated in the most current City of Aspen Municipal Code Fee Ordinance
- At the discretion of the Chief Building Official, unique circumstances may require that an ineligible submission be formally processed as a change order. In this situation, all standard permit fees for new permits shall apply to the change order.

Applicable Codes:

- Building: Change Orders will be subject to codes in effect at the time of the submittal of the master building permit
- All Other Review Agencies: Change Orders will be subject to codes in effect at the time of change order submission

Classifications:

Change Orders shall be classified as major or minor at the discretion of the Chief Building Official.

Major Change Orders are defined as increasing the scope of the permit, or proposals requiring significant additional review. Examples of major change orders include but are not limited to:

- Changes to FAR or gross square footage
- Revision of demolition calculations
- Changes to drainage or utility locations
- Changes requiring planning review
- Changes to use of building or unit
- Changes to exterior design of building



- Major changes to foundation or shoring design

Minor Change Orders are defined as changes that do not materially affect project scope, cost, or community impact. Examples of minor change orders include but are not limited to:

- Simple floorplan and layout revisions
- Changes to interior or exterior lighting
- Most changes to mechanical, electrical, and plumbing
- systems not affecting exterior of structure
- Changes to landscaping not affecting drainage
- Minor changes to foundation or shoring design

Review Process:

Change Orders will be reviewed for completeness and compliance through the same process as a new permit. Change Orders will be issued a unique permit number for review and issuance, but all inspections will take place on the master permit.

It is the intent of the City of Aspen to reduce the number of change orders submitted. As such, subsequent change orders beyond the first will receive increasingly reduced priority in the permit review queue.

- The first major change order will receive equal priority to that of a new major permit. Subsequent major change orders will receive increasingly lower priority than new major permits.
- The first minor change order will receive priority higher than that of a new major permit. Subsequent minor change orders will receive equal priority to that of a new major permit.

Changes Ineligible for Review as a Change Order:

- Changes that require the review of an agency not initially triggered on the permit.
 - Minor revisions to plumbing fixtures requiring Water and Sanitation review are exempted.
- Changes that require non-administrative planning approval such as from a Citizen Board or City Council.
- Changes that modify any building element that is in violation of current land use code or other city regulations.
- Changes that increase original interior or exterior project area or valuation by more than 50%.
- Changes that include the addition or removal of buildings.