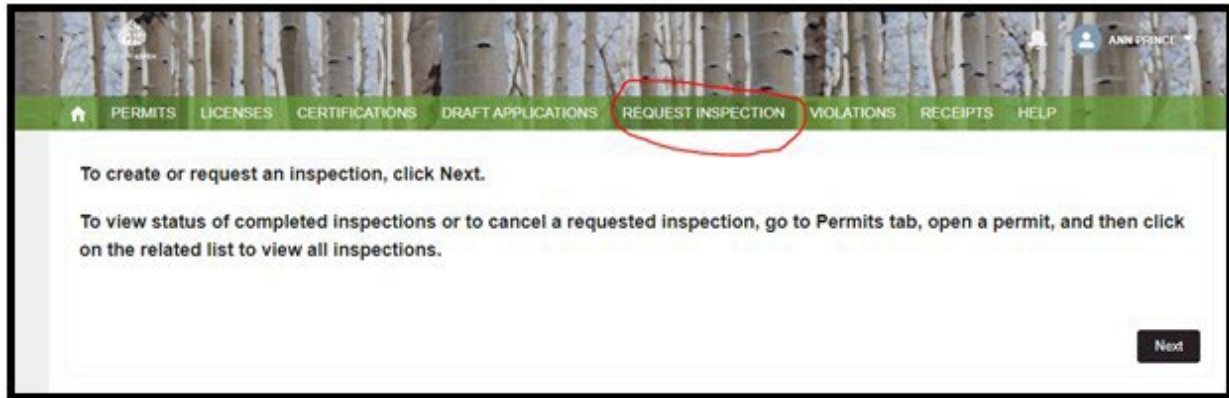
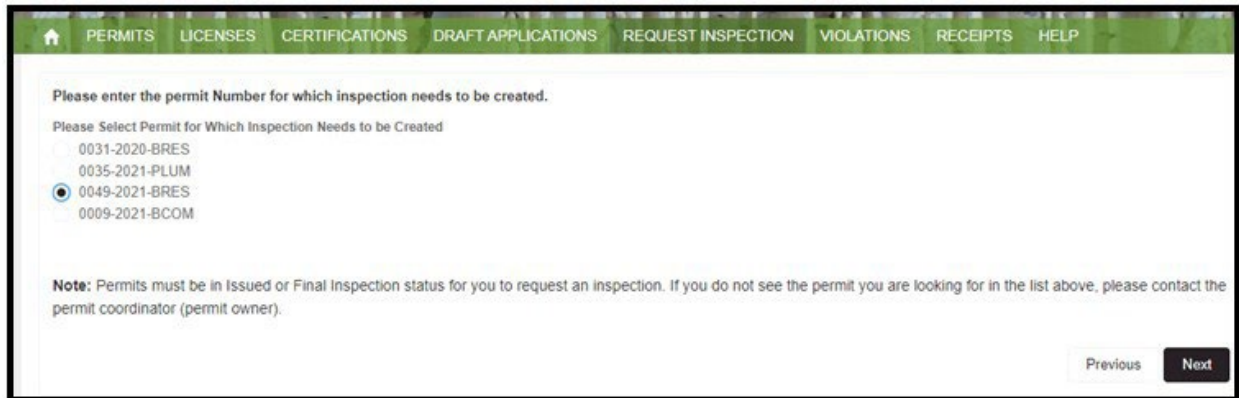


How to request an inspection?

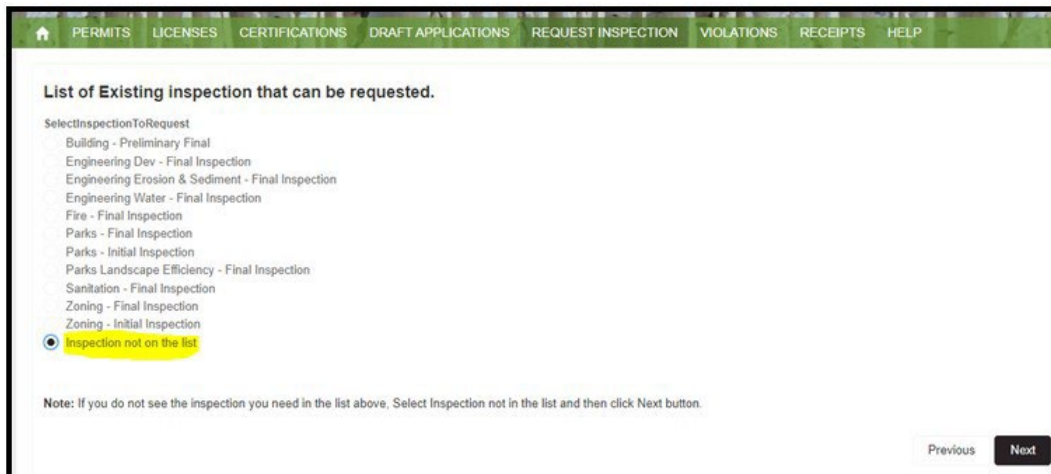
1. Login with your account to our Applicant Portal
2. Click on the Request Inspection Tab at the top of the screen.



3. Once you click on Next, the system will provide a list of permits that allow inspections (in issued or final inspection status).



4. You can select the permit and click next. Then you will see a list of system-generated inspections awaiting request. Once you see the inspection you want, you can select it and be taken to a request form to enter date/time, etc. If you do not see the inspection you want, you can click *Inspection not on the list* and click Next.



5. When you click next, you will be taken to a picklist screen where you can pick from all the building inspections available for the permit type.

PERMITS | LICENSES | CERTIFICATIONS | DRAFT APPLICATIONS | REQUEST INSPECTION | VIOLATIONS | RECEIPTS | HELP

Select Inspection from the list below that you want to create.

* Inspection List

- APECC - Foundation Insulation
- APECC - Glazing
- APECC - Insulation
- APECC - Pool
- APECC - Slab Edge
- APECC - Snowmelt
- APECC - Spa
- Building - Drywall
- Building - Foundation
- Building - Radon
- Building - Roof Ventilation
- Building - Rough Framing
- Building - Special Building Inspection
- Concrete - Bond Beam
- Concrete - Caissons
- Concrete - Footings
- Concrete - Pads
- Concrete - Piers
- Concrete - Structural Slabs
- Concrete - Wall Core

6. You can select the inspection type you want, click next and be taken to the request inspection screen.

PERMITS | LICENSES | CERTIFICATIONS | DRAFT APPLICATIONS | REQUEST INSPECTION | VIOLATIONS | RECEIPTS | HELP

Select Inspection from the list below that you want to create.

* Inspection List

Concrete - Footings

Note: If you do not see the inspection you need in the list above, please contact the permit coordinator (permit owner).

Previous Next

7. Inspection will be created in Requested status. When you click Finish, you will be redirected back to Request Inspection tab to either enter another inspection or navigate to different tab.

PERMITS | LICENSES | CERTIFICATIONS | DRAFT APPLICATIONS | REQUEST INSPECTION | VIOLATIONS | RECEIPTS | HELP

Inspection of type Concrete - Footings has been created.

Finish

If you have questions, please contact the appropriate department:

Referral Agency	Email Address	Phone Number
Building	buildinginspectors@aspen.gov	970-920-5090
Engineering Construction Mitigation Management (CMP)	cmphelp@aspen.gov	970-920-5080
Engineering Dev Rev	engineeringhelp@aspen.gov	970-920-5080
Engineering Soils/Erosion	cmphelp@aspen.gov	970-920-5080
Engineering Water	cmphelp@aspen.gov	970-920-5080
Historic Preservation	kirsten.armstrong@aspen.gov	970-319-0700
Parks	joseph.pewitt@aspen.gov	970-309-6995
Recycling	eh@aspen.gov	970-920-5039
Sanitation	chip.aspensan@outlook.com	970-429-5410
Utilities	utilitiespermitting@aspen.gov	970-456-6114
Water Efficient Lanscaping Standards (WELS)	megan.killer@aspen.gov	970-429-1975
Zoning	comdevzoning@aspen.gov	970-920-5090