



City of Aspen Building Permit Application Checklist for Commercial and Multifamily Projects (IBC)

PROJECT ADDRESS _____ **DATE** _____

Note: **This checklist is specific to Building Department requirements** for various building permit application types. For Zoning, Engineering, Parks, Utilities, and WELS requirements visit their pages at <http://www.aspen.gov>.

Building permit application submissions must include ALL the Submittal Requirements on this checklist or they will not be accepted. Refer to the IBC Building Submittal Guide for more information about each requirement. Submittal guides, required forms and other resources can be found in the [Building Department Document and Resource Library](#).

Submit all documents and drawings in PDF format via the [Salesforce portal](#). Follow [File Preparation Standards](#) for all files submitted.

REQUIRED 8 ½" X 11" DOCUMENTS						
Submittal Requirements	New Construction	Addition	Alteration/ Remodel	Alteration (Interior only)	Demo (Complete)	Repair
Permit Application Packet*						
Asbestos test and clearance reports						
State Asbestos Demolition Approval Notice						
Fireplace Registration Form & Manufacturer's installation instructions						
Energy Code Compliance (REScheck, COMcheck, or prescriptive path)						
U-Factor Fenestration Docs						
CREMP/RREMP documents						
Line Grade Verification Form						

Submittal Requirements	New Construction	Addition	Alteration/Remodel	Alteration (Interior only)	Demo (Complete)	Repair
Signed Special Inspection and Testing Agreement						
Verification of Structural Integrity						
Soils Report						
Mechanical Docs						
Photos						
Unit/Building relationship						
CMP**						
Residential ECU Calculator**						
Water/sewer Service Disconnect Applications						

*Permit Application Packet must be filled out entirely or your submission will not be accepted.

**CMP and ECU Calculator are common Engineering requirements; contact Engineering to discuss.

REQUIRED 24"x36" PLANS

Note: Sheets must be in the following order. Existing plans required for all additions & alterations.

Submittal Requirements	New Construction	Addition	Alteration/Remodel	Alteration (Interior only)	Demo (Complete)	Repair
Cover Sheet						
Survey						
Fire Area Sheet						

Submittal Requirements	New Construction	Addition	Alteration/Remodel	Alteration (Interior only)	Demo (Complete)	Repair
Site Plan						
CREMP/RREMP Plan						
Floor Plans: Existing & Proposed						
Reflected Ceiling Plans						
Lighting Plan w/ spec sheet(s)						
Occupancy/ Means of Egress Plans						
Separation/Fire Resistance Plans						
Fire Resistant Assembly Listed Installation Details						
Accessibility Plans & Details						
Roof Plan						
Elevations/ Height						
Sections						
Details						
Fireplace Details						

Submittal Requirements	New Construction	Addition	Alteration/Remodel	Alteration (Interior only)	Demo (Complete)	Repair
Schedules						
Excavation/Earth Retention Plans						
Civil Plans *discuss directly with Engineering						
Electrical Plans						
Kitchen Plans						
Mechanical Plans						
Plumbing Isometrics/Flatometric						
Structural Plans						

ADDITIONAL NOTES and/or REQUIREMENTS

PRE-SUBMISSION BUILDING CHECKLIST REVIEWED AND ACCEPTED:

CITY STAFF NAME: _____

DATE: _____

PERMIT APPLICANT DECLINES TO CONDUCT A PRE-BUILDING PERMIT SUBMISSION MEETING WITH BUILDING STAFF AND UNDERSTANDS THAT FAILING TO DO SO MAY RESULT IN A LENGTHIER BUILDING REVIEW PROCESS:

PERMIT APPLICANT NAME: _____

DATE: _____