

Engineering Building Permit Application Checklist

JOB ADDRESS: _____

DATE: _____

BEST CONTACT: _____

PERMIT #: _____

The following two pages have guidelines for Engineering Department requirements for various types of projects. Refer to the Urban Runoff Management Plan, Engineering Design Standards, And Construction Management Plan Requirements Manual for clarifications and checklists for each item.

NOTES AND CLARIFYING DEFINITIONS:

Disturbance Area Definition:	Disturbance is defined by the exterior area of the building where the ground is disturbed. This includes but not limited to soil grading, landscaping, removing impervious area, adding impervious area, replacing impervious area, layback areas, construction access areas, and stock pile areas.
Interior Remodel Definition:	Interior alteration shall be defined as a Level 2 Alteration of the work area within the building as described in the 2015 IEBC. Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment. New paint, cabinets, carpeting etc does not count toward the interior alteration square footage. The interior demolition percentage is measured by the square footage of the room renovated/modified divided by the total square footage of the structure.
Special Circumstances:	Any work, regardless of amount or size, performed on historic properties, in environmentally sensitive areas, geologic hazard areas, in jurisdictional or non-jurisdictional floodplains, or work that impacts trees may be required to submit information for permit review and may be required to provide a more detailed drainage analysis and design than suggested in the table above.
Cummulative Work:	The de minimis threshold for minor projects applies only to a single addition on a given piece of property. If cumulative additions on a property over a three-year period after the CO is issued increase the impervious area by more than 1000 square feet, "major" project requirements and evaluations will apply to all impervious areas that are in addition to the "baseline" imperviousness determined from the 2008 aerial photography.
Impervious Area Lot Coverage	Pre-project lot coverage is determined by dividing the total hardscape footprint on the lot (house, driveway, patios, sidewalks, etc.) by the total lot area.

Project Type - Place Checkmark on Project Type - Continued on Next Page				
Submittal Requirements	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Interior Only Alteration	Where to find Additional
Minor Grading and Drainage Plan and Report. Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	200-1000 sf of exterior disturbance area. Including landscape and grading that might include hardscape or change in grade or drainage pattern, small additions, small scrape and replace.	Addition is less than 1000 sf and there are no other alterations.	Not Required.	URMP - Appendix A
Major Grading and Drainage Plan and Report. Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Greater than 1000 sf of disturbance area.	Addition exceeds 1000 sf.	If the pre project Impervious area lot coverage is less than 50% of the property and the interior remodel is greater than 75% of the building footprint a major grading plan is required. If the pre project Impervious area lot coverage is greater than 50% of the property and the interior remodel is greater than 50% of the building footprint a major grading plan is required. Refer to Interior Remodel Definition Above.	URMP - Appendix A
Survey Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Greater than 1000 sf of disturbance area.	Greater than 1000 sf of disturbance area.	If a Major Grading and Drainage Plan is required, a survey is required.	Engineering Design Standards Page 46
Soils Report Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	(1) Greater than 1000 sf of area is disturbed or (2) A new foundation is proposed or (3) a drywell is proposed onsite.	(1) Greater than 1000 sf of area is disturbed or (2) A new foundation is proposed or (3) a drywell is proposed onsite.	If a Major Grading and Drainage Plan is required, a soils report is required.	URMP - Appendix A
Excavation Stabilization Plan Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Required when there is not sufficient area to layback soil to construct subsurface. Vertical cuts are not permitted to exceed 5'.	Required when there is not sufficient area to layback soil to construct subsurface. Vertical cuts are not permitted to exceed 5'.	Not Required.	Engineering Design Standards Page 45
Public Improvements Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Required if (1) the property is not located in a sidewalk deferred zone and the sidewalk either doesn't meet standards or requires repairs or (2) required if the existing condition of the Curb and gutter requires repair. If a Major Grading and Drainage Plan is required, public improvements must be incorporated into the plan.			URMP Appendix A Construction and Excavation Standards for Work in the Public Rights-of-Way
Utility Plan Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Required for any new utility line or alterations to an existing utility.			COA Utility Checklist
Floodplain Development Requirements Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Required if any portion of the property is located within the FEMA Floodplain.	Required if any portion of the property is located within the FEMA Floodplain.	Not Required.	URMP - Chapter 6 and Appendix D Floodplain maps are available on GIS, FEMA website, and from the Engineering Dept.
Mudflow Analysis Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Required if the property is located in any mudflow zone.	Required if the property is located in any mudflow zone, and the addition extends the footprint of the building.	Not required.	URMP Chapter 7 Mudflow Zone Maps are located at the end of Chapter 7.
Fire Suppression Calcs Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Required for any property that contains a fire suppression system and is upgrading the water service line.			COA Water Distribution Standards
Slope Stability Analysis Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Projects within or adjacent to slopes greater than 30%.	Projects within or adjacent to slopes greater than 30%.	Not Required.	Engineering Design Standards Chapter 6
Superfund Site Soil Removal Permit. Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	All projects within the Smuggler Superfund Site that will or may disturb one cubic yard of soil within the site.			Information found on the COA Environmental Health webpage. https://www.cityofaspen.com/351/Smuggler-Superfund-Site
Construction Management Plan Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Greater than 400 sf of work.			Construction Management Plan Requirements Manual

Submittal Requirements	<input type="checkbox"/> Combination of Addition, Partial Interior Remodel, and Exterior Grading/Landscaping	<input type="checkbox"/> Demolition - Partial or Complete	<input type="checkbox"/> Repair	Location of Additional Information
Minor Grading and Drainage Plan and Report. Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Disturbance Area is less than 1000 sf.			URMP Appendix A
Major Grading and Drainage Plan and Report. Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	If the percentage of interior remodel triggers a major review based on the above criteria a Major Engineering Plan and Report is required If the exterior disturbance area exceeds 1,000 sf a Major Engineering Plan and Report is required. If the square footage of the addition triggers a major review based on the above criteria a Major Engineering Plan and Report is required. If the exterior disturbance plus the addition footprint exceeds 1,000 sf a Major Plan and Report is required. If none of the individual components (remodel, exterior disturbance plus addition) trigger a major engineering review then a major engineering review is not required.	Greater than 1000 sf of disturbance area.	Greater than 1000 sf of disturbance area.	URMP Appendix A
Survey Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	If a Major Grading and Drainage Plan is required, a survey is required.			Engineering Design Standards - Page 46
Soils Report Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	If a Major Grading and Drainage Plan is required, a soils report is required.			URMP Appendix A
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Public Improvements Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	If a Major Grading and Drainage Plan is required, public improvements must be incorporated into the plan.			URMP Appendix A COA Engineering Design Standards
Utility Plan Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Required for any new utility line or alterations to an existing utility.			COA Utility Checklist
Floodplain Development Requirements Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Required if any portion of the property is located within the FEMA Floodplain. Floodplain maps are available from the Engineering Development Review Team.			URMP Chapter 6 and Appendix D
Mudflow Analysis Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Required if the property is located in any mudflow zone, and a major drainage report and plan is required.			URMP Chapter 7
Fire Suppression Calcs Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Required for any property that contains a fire suppression system and is upgrading the water service line.	Not Required.	Required for any property that contains a fire suppression system and is upgrading the water service line.	
Slope Stability Analysis Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	Projects within or adjacent to slopes greater than 30%.			Engineering Design Standards - Chapter 6
Superfund Site Soil Removal Permit. Included <input type="checkbox"/> Not Applicable <input type="checkbox"/>	All projects within the Smuggler Superfund Site that will or may disturb one cubic yard of soil within the site.			Information located on the COA Environmental Health webpage. https://www.cityofaspen.com/351/Smuggler-Superfund-Site
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