



Permit Types & Triggers

Building Permit: New construction; additions, alterations, and remodels to an existing structure.

Building – Demolition: For the demolition of any structure not being replaced with another structure.
Note: Contact the Building Department for restrictions associated with this permit type before selecting it.

Building -- IFFR Permit Agreement: The Interior Finish and Fixture Removal permit is permitted at the discretion of the City of Aspen in lieu of a building permit for projects that are not associated with fire resistive or structural design of an existing building.

Building – Repair: For repairs of existing structure.

Building -- Roofing/Re-roofing: For all roof work.

Change Order: For changes proposed to an existing building permit.

Electrical Permit: Project involves installation of new, or repair/alteration/addition to existing electrical systems

Fire Permit: Fire alarm systems, fire sprinkler systems, hood system, blasting, or temporary heat

Fence Permit: Project includes a fence, constructed barrier, or berm

Mechanical Permit: Project involves installation of new or repair/alteration/addition to existing: heating/refrigeration/cooling/absorption equipment, range hoods, snowmelt systems, appliance vents, gas logs, gas appliances.

Plumbing Permit: Project involves installation of new or repair/alteration/addition to existing: water piping and/or drains, or appliances that use water piping and/or drain systems

Sign Permit: Project involves one or more stationary signs of any size for a business OR project involves one or more sandwich board signs

Temporary Structure: For the construction of any temporary structure, not including tents

Tent Permit: Required when assembling temporary tents, canopies, and membrane structures that are not used exclusively for recreational purposes and exceeds 400 SF

Note: These are the permits processed by Community Development, for information on other types please visit <https://www.cityofaspen.com/655/Permits> or <https://www.cityofaspen.com/257/Engineering>

Queue Designators (In Order of Priority)

Management Priority (8) – Per direction from City Council or City Manager’s office ex: Aspen Modern projects, new affordable housing projects

Repairs (6) – Repairs to existing structures, if the scope of work goes beyond a strict repair, a minor or major building permit will be required

Additional Information (5) – Very minor items that need to be submitted and reviewed after a permit is issued but do not require a change order. These should only need to be reviewed by one review agency. Examples: structural clarifications, wall or ceiling details, locations for mechanical equipment. *Additional information must be requested or approved by the reviewer.*

EPIC (5) – Meets the EPIC criteria and has completed the required pre-submittal process:
<https://cityofaspen.com/DocumentCenter/View/5703/EPIC-Permit-Application-Signature-Package?bidId=>

IFFR & Roof (5) – Interior Fixture and Finish Removal or Reroof permits

Response to Comments – Simple (3.5) – Comment responses to minor permits, or when the comments were limited to one page or less

New Mini Permit (3) – Like for like replacements such as windows/doors, can also include small remodels such as replacing finishes in a bathroom or kitchen that do not involve removing or adding walls

Simple Change Order (2.5) – Change orders for simple floor plan and layout changes, see change order policy: <https://cityofaspen.com/DocumentCenter/View/6193/Change-Order-Policy>

Response to Comments (2.5) – Comment responses to major permits

New Minor Permit (1.5) – Alterations that do not fall into the major or mini categories

New Major Permit (1) – New construction, additions, remodels that makes changes to FA, height, net livable or net leasable; Projects that trigger a “major” engineering review (ie: 1000 sq ft of soil disturbance). See also major zoning fee definition:
<https://cityofaspen.com/DocumentCenter/View/4107/Zoning-Review-Fees-PDF?bidId=>

Major Change Order, First (1) – Includes changes to FAR or gross square footage, revision of demolition calculation, changes requiring planning review. See change order policy:
<https://cityofaspen.com/DocumentCenter/View/6193/Change-Order-Policy>

Major Change Orders, After the first (.9) – Penalizes multiple change orders and encourages applicants to group change orders when possible

Red Tag Clearance (.8) – Penalizes red tags