



ASPEN BUILDING PERMIT APPLICATION GUIDE

MULTI-FAMILY ALTERATION CHEATSHEET

The following are typical items that must be reviewed by the Building Department for multi-family alterations. Depending on the proposed scope of work for the project, there may be additional requirements. Refer to the IBC Building [Checklist](#) and [Submittal Guide](#) for a full list of submittal requirements and descriptions on each item. Other review agencies have additional requirements. Visit aspenpitkin.com or speak to a permit coordinator at (970)920-5090 for more information on permitting requirements.

Demonstrate compliance with the following typical tenant finish items as applicable to your scope using plans, sections, details, specs, and other means as necessary:

- Architect's Stamp** – Multi-family work requires drawings be stamped by a licensed architect per the Colorado Revised Statutes. Work that is minor in nature may be considered exempt from this requirement.
- Contractor** – Work can only be performed by a contractor who is licensed as either a light commercial or unlimited contractor with the City of Aspen.
- Asbestos** – Regardless of the age of the building, or how recently the unit has been remodeled, if you are removing the volume equivalent of a 55-gallon drum of any material besides concrete, wood, bricks or steel, an asbestos test must be submitted to the building department. If Asbestos is found and you will be disturbing it, you must submit a final air clearance asbestos abatement report prior to permit issuance.
- Fire and Sound resistance**–
 - Floors, ceilings, and walls that separate the unit from other units or occupancies may be required to be fire rated. **Plans must indicate what is on the opposite side of each of your bounding walls, as well as above and below your unit.** Contact a plans examiner for help in figuring out which components must be fire rated and how.
 - Floors, ceilings, roofs, bearing walls, and exterior walls may need to be rated depending on the type of construction; typically this is Type VA, which requires those components to be 1 hour fire rated. **Contact a permit coordinator for help looking up the type of construction of your building.**
 - Exterior walls that are less than 30 feet from a property line that abut another property (street facing exempt) or less than 60 feet from another building on the same lot may need to be fire rated. Windows and doors in these walls may also need a fire rating. **If altering an outside wall or windows/doors, provide a site plan and elevation with dimensions to demonstrate compliance.**

Additionally, floors, ceilings, and walls that separate the unit from other units, occupancies, or common spaces must have **sound resistance**:

- If there is anything above the unit, the ceiling must have an STC rating of 50 or greater.
- If there is anything below the unit, the floor must have an IIC rating of 50 or greater.

- If there is anything beside the unit, the wall must have an STC rating of 50 or greater.

If more than 32 square feet worth of drywall is disturbed in a fire rated assembly, you must bring it up to current code. Label all fire and sound rated assemblies on the plans to reference a detail and a listed and tested assembly. Print out the full installation instructions of each listed and tested assembly on the plans. For IIC ratings, you may submit a cut sheet of a floor underlayment product that will achieve the necessary IIC of 50 or more with your floor construction type. Listed and tested assemblies can be from one of the following:

- o [UL Listings](#)
- o [2009 IBC section 720](#)
- o [Gypsum Manual \(GA-600 Fire Resistance Design Manual\)](#)
- o [2009 IBC section 721](#)
- o From a manufacturer if the assembly was tested to UL 263 or ASTM 119.
- o [ESR reports \(ICC Evaluation Service\)](#)
- o [California Office of Noise Control](#)
- o Other as approved by City of Aspen

**See the [Sample Fire and Sound Assemblies Guide](#) for a list of typical assemblies.

Penetrations in fire resistive assemblies

Any fixtures, pipes, vents, conduit, framing, or other items that penetrate through a fire rated assembly must be protected per 2009 IBC 713. Some common examples below:

- Bathroom exhaust fan: if installed in a fire resistant rated ceiling or roof, requires a ceiling radiation damper. If installed in a dropped ceiling which is not part of a fire resistant assembly, no protection is required, unless the duct penetrates an assembly. In this case one option would be to use 26 ga. rigid duct and fire caulk the annular space.
- Dryer duct: one option would be to use 26 ga. rigid duct and fire caulk the annular space.
- Recessed light can: if installed in a fire resistant rated ceiling or roof, requires either a drywall box enclosure or a rated 'hat'. If installed in a dropped ceiling which is not part of a fire resistant assembly, no protection is required, but it must be IC rated if in contact with insulation. All cans must be sealed and gasketed if they are in a roof (thermal envelope).
- Ductwork extending through a rated roof (through penetration, not membrane): one option would be to use 26 ga. rigid duct and fire caulk the annular space.
- Ductwork penetrating other rated assemblies (through or membrane): fire damper required.

- Dropped Ceilings, Soffits, and Furred Walls** - This applies to the attachment of finishes or furring to any assemblies that are required to be either fire-rated or non-combustible and is separate from the fire-rated assembly requirement.

If furred 1 ¾ inches or less, do one of the following:

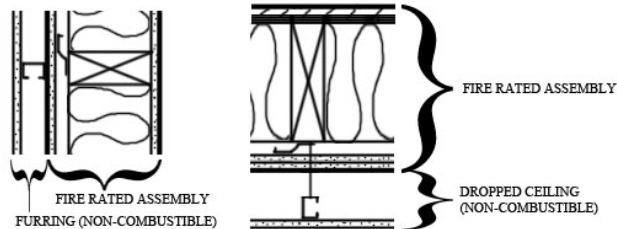
1. Fill spaces with Class A material.
2. Fill spaces with inorganic, non-combustible material.
3. Fireblock 8 feet in all directions.

If set out (furred) greater than 1 ¾ inches:

Framing members, hangers, and other assembly members must be non-combustible. You may not use wood. In Type III and V construction only, you may use fire retardant treated wood or non-combustible framing.

AND do one of the following:

1. Use a Class A finish material (such as drywall).
2. Fill spaces with inorganic, non-combustible material.
3. Fireblock 8 feet in all directions.
4. Protect both sides with fire sprinklers



- Fireplace Details** – Any new or altered fireplaces require a [fireplace registration form](#). For new direct vent fireplaces, provide the installation instructions. For new or altered wood burning or gas log fireplaces, provide a fireplace detail with the following:
 - Type (ie: gas log, direct-vent, wood burning)
 - Site built or factory made
 - Dimensions, including firebox opening
 - Firebox and chimney/flue clearances to combustibles
 - Firebox and hearth extension dimensions and construction
 - Firebox and hearth extension support. Gas log fireplaces must be supported by non-combustible underpinnings to grade, with no wood in the load path.
 - Exterior air supply
 - Gas log fireplaces must have gasketed doors or an interlocked electronic damper and outdoor combustion air (2009 IECC 402.4.3, IBC 21)
- Washer/Dryer** – Show on the floor plans. If installing in a new location, show the dryer exhaust duct routing and vent termination. If creating a new termination, show distance to nearby operable windows, doors, and common walkways/sidewalks. If running new ductwork, note method of penetration protection if it penetrates a rated assembly (see fire resistive penetrations section).
- Kitchen Hood** – If the new hood exhausts greater than 400 cfm, you must provide makeup air. The air is not necessarily required to be tempered but it must be interlocked with the hood. Demonstrate how you will accomplish this on the plans.
- Electric panel** – Any alteration surrounding an electric panel must maintain a 30” wide by 36” deep working space that extends to the underside of the ceiling framing. Panel may not be located in a closet.
- Hot water heater/ boiler-**
 - Pan and drain required
 - New vent or piping? See fire resistive penetration section.

- **A/C, fan coil, mini split, etc –**
 - Show location and provide access and working space
 - Condensate drainage required
 - Rooftop locations: provide height, distance from roof edge, roof slope, and access. If equipment or access is less than 10' from roof edge, guardrails or safety anchors required. Greater than 16' in height: permanent ladder required.
 - New piping or ductwork? See fire resistive penetration section.
- **Lighting** – At least 50% of all lamps in new permanent light fixtures must be high efficacy per 2009 IECC 404.1. Include a lighting plan with a schedule that tallies the number of fixtures with high efficacy lamps vs. those without.
- **Thermal envelope –**
 - Any exposed stud or joist cavities in an exterior wall or roof must be filled with insulation.
 - If the roof is unvented, you must submit a dew point calculation for the new insulation. If you disturb more than 32 sq ft of unvented roof in a room, that entire area must be filled with insulation that passes a dew point calculation.
 - Exposed cavities must also be air sealed. If the tightness of the building will increase and you have a fireplace, you may be required to provide exterior air for the fireplace.
- **Windows and Doors** – For all new windows and doors document the following:
 - Window/Door assembly U factor (2009 IECC requires a maximum of 0.35). Do not use argon U factor.
 - Safety glazing (tempered glass) where required
 - Sill height above finish floor and exterior grade if operable
 - Site plan with the following:
 - Distance of the new window/door from the property line or adjacent building.
 - If opening onto a shared egress balcony, show the full means of egress and all units that use it.
 - Distance from vents.

If increasing the size or installing in a location where there was no window or door before:

 - Header design stamped by engineer.

If the window will be the emergency escape and rescue opening for a bedroom or basement:

 - Area of opening when window is open and height above finish floor.
 - Window well and ladder design.
- **Skylights** – For new skylights document the following:
 - Skylight assembly U factor (maximum is 0.60). Do not use argon U factor.
 - Laminated glass with 30mil polyvinyl butyral interlayer required (or provide a screen), provide a cutsheet.

- If existing roof is vented, demonstrate how you will ventilate the headered off rafter cavities.
- If within 30 feet of another building on the same lot, provide a site plan and section.
- **Fire sprinklers** – Required. Possible exceptions depending on scope. Contact the Fire Marshall.
- **Fire alarm** – Required. Contact the Fire Marshall for specifics.
- **Smoke Alarms & Carbon Monoxide Detectors**
 - Smoke alarms required in every bedroom, outside every bedroom, and at least one on every level.
 - Carbon monoxide detectors required outside every bedroom, inside bedrooms with fuel fired appliances (fire places), and at least one on every level.
 - Smoke and CO detectors must be hard wired unless demonstrated to be infeasible based on scope of work.
- **Structural Plans** - Required if any walls or other potentially structural elements are being altered. Must be stamped. Alternately provide an original framing plan or a stamped letter from a structural engineer verifying structural integrity.
 - [Special Inspection and testing agreement](#) – If the structural plans call for high strength bolting, epoxy anchors, structural steel welding, or other items listed in section 1704 of the 2009 IBC, provide a signed special inspection agreement signed by all of the entities.