City of Aspen Salesforce Applicant Portal

How To: Start, Complete, or View an Application

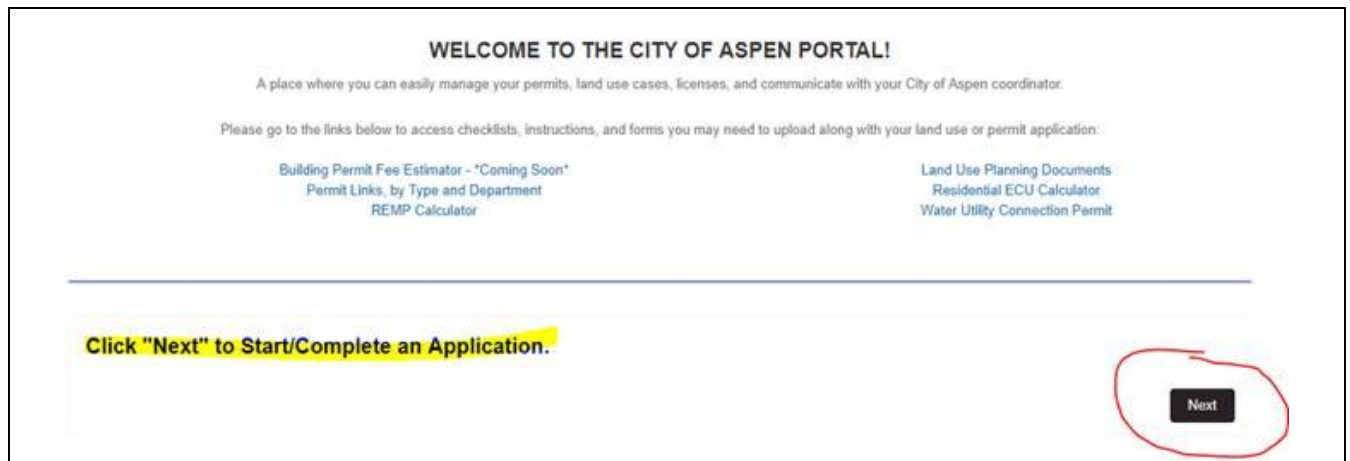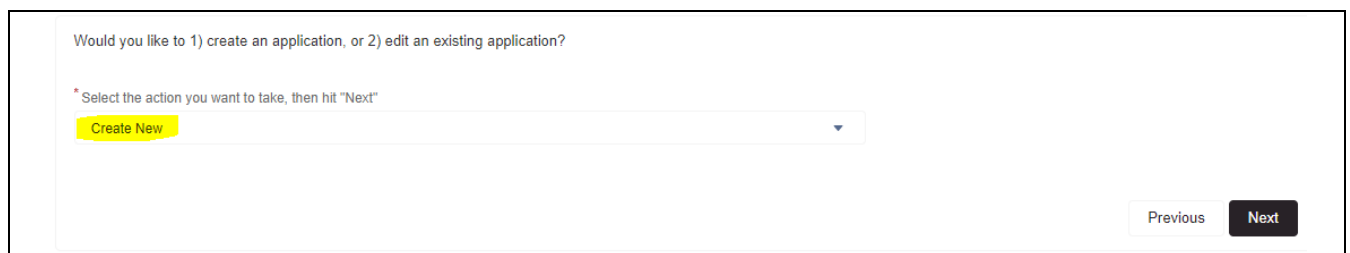

Want a visual?
View video instructions here.

Instructions

A. Start a New Application

1. From the Home Page on the portal, scroll to the section: C*lick 'Next' to Start/Complete an Application.* Click the *Next* button.

WELCOME TO THE CITY OF ASPEN PORTAL!

A place where you can easily manage your permits, land use cases, licenses, and communicate with your City of Aspen coordinator.

Please go to the links below to access checklists, instructions, and forms you may need to upload along with your land use or permit application:

Building Permit Fee Estimator - *Coming Soon*   Land Use Planning Documents
Permit Links, by Type and Department   Residential ECU Calculator
REMP Calculator   Water Utility Connection Permit

Click "Next" to Start/Complete an Application.

Next

2. Verify the dropdown list says *Create New*, then click *Next.*

Would you like to 1) create an application, or 2) edit an existing application?

*Select the action you want to take, then hit "Next"

Create New   ▼

Previous   Next

3. Select the application type you want from the dropdown list, then click *Next.*

Please select the type of Application you wish to create, then hit "Next" (Note: to start a Land Use Application, please call the Planner of the Day at 970.429.2764)

* Application Type

Select Application Type ▼

Previous   **Next**

4. Select the specific type of application you want to apply for from the dropdown list, then click *Next.*

5. Click the blue link: *Please click here to complete the online form for the application type you selected*.

Please click here to complete the online form for the application type you selected.

B. Complete a Draft Application

1. From the Home Page on the portal, scroll to the section: *Click 'Next' to Start/Complete an Application*. Click the *Next* button.

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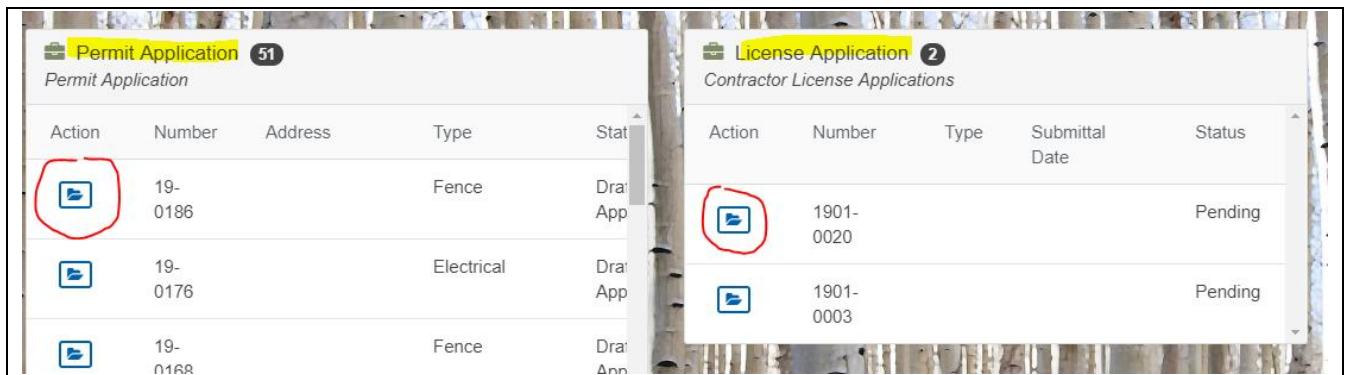Click "Next" to Start/Complete an Application.

Next

2. In the dropdown list where it says *Create New*, change it to *Edit Existing*, then click *Next.*
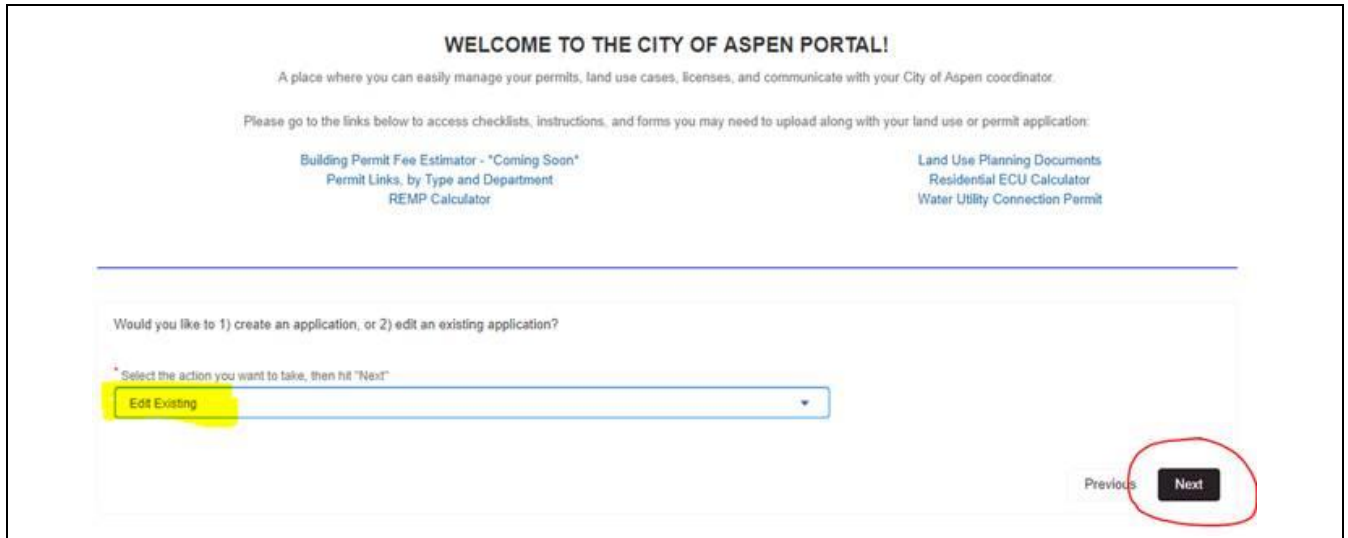
3. Click the blue link: *Click here to find your existing Application.*
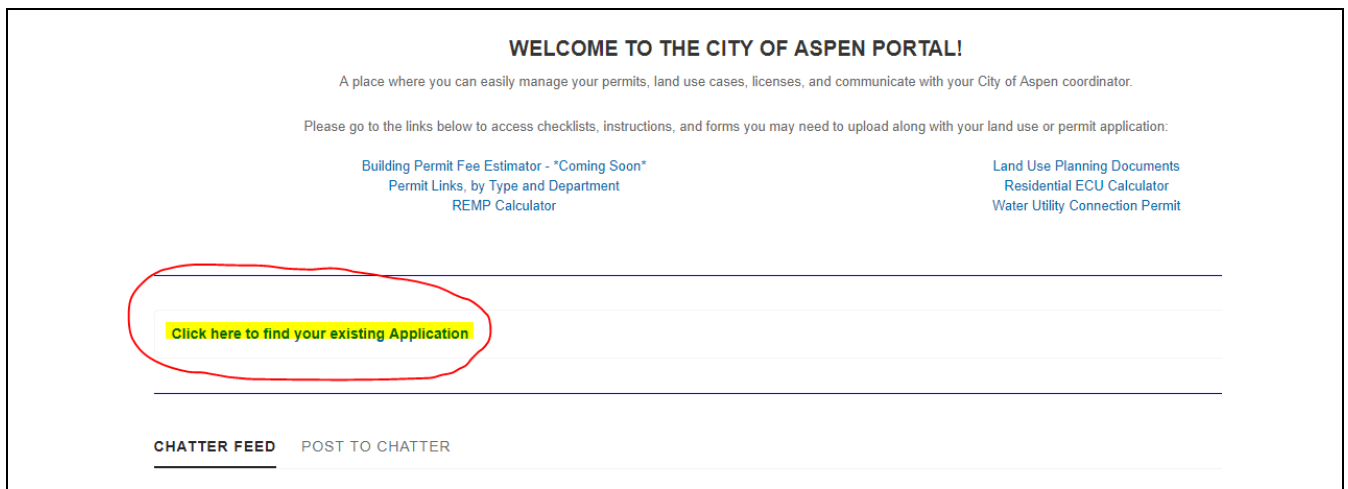
4. Under Application Sections, click the blue Folder icon next to the application you wish to complete.

5. You should now be in the application and can fill in fields, upload documents if needed, and submit.

Note: Once an application is submitted, you will no longer be able to edit fields on the application. However, you will be able to access the submitted application from the menu bar to perform some actions (add/remove contacts, upload additional documents, or request inspections).

C. View a Submitted Application

1. At the top of the portal, click on the application type on the green menu bar (Permits, Licenses, or Certifications).

2. Click on the blue link (application number) for the application you want to view.