



# City of Aspen Building Permit Application Checklist for Commercial and Multifamily Projects (2021 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 [Commercial and Multifamily 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.

<b>REQUIRED 8 ½" X 11" DOCUMENTS</b>						
<b>Submittal Requirements</b>	<b>New Construction</b>	<b>Addition</b>	<b>Alteration/Remodel</b>	<b>Alteration (Interior only)</b>	<b>Demo (Complete)</b>	<b>Repair</b>
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						
REMP documents						
Line Grade Verification Form						
Signed Special Inspection and Testing Agreement						

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Verification of Structural Integrity						
Structural Calculations						
Soils Report						
Mechanical Docs						
Photos						
Unit/Building relationship						
Benchmarking Agreement						
Energy Assessment Report (residential only)						
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						
Area Sheet						
Work Area/Demo Plans						
Fenestration Area Drawings						
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						

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Roof Plan						
Elevations/Height						
Sections						
Details						
Fireplace Details						
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: \_\_\_\_\_