

Water Utility Review and Inspection Sign-Off Process

Step 1

When a water review is triggered on a building permit, the applicant is instructed to submit a Utility Water Connection Permit (UTWP). Staff review the ECU calculator and assess tap fees. When the assessment is complete, a Utility Connection Permit (UCP) is sent to the applicant.

Step 2

The owner signs and has notarized a finalized double-sided UCP and fixture count sheet.

Step 3

Tap fees must be paid and the signed and notarized UCP and count sheet must be returned to City staff using one of two options:

1. Submit the UCP and count sheet and your tap fees payment to the Finance Department window located on the second floor of City Hall at 427 Rio Grande Place. **Finance staff will not accept payment without the UCP and count sheet.** Finance staff will notify the Utilities reviewer of the receipt of payment.
2. Scan the signed and notarized copy of the UCP as a pdf file, upload it into Salesforce, and pay all tap fees due via Salesforce. **Do not upload a photograph of the UCP.** Tap fees are shown in the cart. Once the document is uploaded and all fees are paid, send a Salesforce chatter to @Robert Gregor and @Cole Langford. The chatter will notify City staff that these permit requirements are complete.

Step 4

Once the final UCP document and payment is received, the Utilities reviewer will sign off on the Utilities review on the master building permit. Allow two business days from the time Utilities staff are notified that the final notarized UCP has been received and the tap fees paid for them to complete the Utilities review on the master building permit.

If the Utilities review is the final sign off on the master building permit, you can email engineeringhelp@aspen.gov or stop by the Engineering office located on the first floor of City Hall to let staff know that everything is complete. Please have on hand the permit number and proof of tap fee payment.

Step 5

After Utilities and all other review agencies have completed their reviews and updated Salesforce, the master building permit will move to a final review status, which is the responsibility of the Building Department. Once the final review is complete, the Building Department will issue the permit.

Step 6

Once construction is complete and before Utilities can sign off on their final inspection of a permit, they will initiate a similar process for the owner to create a final UCP in order to account for any changes to the project's water requirements that were created during the course of construction. The owner will need to sign and have notarized the final UCP and pay any additional tap fees as described in Step 3 above.