



THE CITY OF ASPEN

City of Aspen BUILDING PERMIT APPLICATION Supplement Packet

The following signed forms must be included as a supplement to your Building Permit Application. Please upload it to the website address you received when you submitted your electronic application, along with all required documents and drawings. Additional information and requirements are attached.

Building Permit Number: _____

Owner or Contact Name: _____

Project Address: _____

NOTICE: Separate permits are required for electrical, plumbing or mechanical work. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced.

USE TAX: The General Contractor or Owner Builder is required to pay a Use Tax Deposit to both the City of Aspen (2.1%, first \$100,000 is exempt) and Pitkin County (0.5%, no exemption) on the building permit at the time of issuance. All sub-permits pulled under a building permit are paid by this deposit payment and should not pay use tax.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes.

Contractor Signature: _____ Print Name: _____ Date: _____

Owner Signature: _____ Print Name: _____ Date: _____



ASPEN BUILDING PERMIT APPLICATION CHECKLIST

For Building and Permit Information, please refer to our website at:

<http://www.aspenpitkin.com>

THE CITY OF ASPEN

NOTE: This is a general list of **required information**. More information may be required as each project is individually evaluated. If the proposed structure requires City Land Use Review, **all final approvals must be obtained PRIOR** to the submission of a building permit application. Contact a City Planner at (970) 920-5090 to determine if a Land Use Review is needed.

JOB ADDRESS _____ PARCEL I.D. NUMBER _____

OWNER _____ DATE _____

*** NOTE: Please do not bind or staple any of the submitted documents or 11x17 plans!**

- One (1) copy of all City approvals** pertaining to the parcel, including but not limited to: Deed Restrictions; Resolutions; Development Orders; Final Plats; Administrative Approvals; Residential Design Standards Approval; HPC Approvals, P&Z and or BOA. Verification that all conditions of approval are being met should be called out in the development plans. **It is requested that reduced copies of all approvals be placed on the cover sheet of the submitted drawing plans.**
- Permit Application** form completely filled out and accompanying **Contact Sheet**
- HOA Certification form** signed by the owner of the property
- Zoning Compliance policy** signed by the contractor
- Two (2) copies of an Improvement Survey** per minimum American Land Title Association (ALTA) standards, ***dated less than 1 year prior***, with the original wet stamp and original signature of the surveyor, **included in set**. Please refer to the Compliant COA Survey checklist at <http://www.aspenpitkin.com/Departments/Engineering/Design-Construction/>
- One (1) Signed and Approved Engineering Sufficiency Checklist, and all related documentation** for any exterior work greater than 200 sq ft. or interior work greater than 400 sq ft. Call to schedule an appointment 920-5080
- One (1) Zoning Checklist completed.** Refer to <http://www.aspenpitkin.com> or call Aspen Planning & Zoning at (970) 429-2747
- Two (2) Site Plans**, showing all existing and proposed structures, improvements, and property lines and set-backs
- Two (2) Sets of architectural drawings, stamped by Architect**, on standard industry-size sheets, 24"x36" only, with dimensional scale of 1/4"=1" preferred, but not less than 3/16". Alternate scales **must** have pre-approval by Building Dept.
 - **Coversheet**, including all pertinent approvals pertaining to requested work
 - **Existing** floor plans and room uses
 - **Proposed** floor plans and room uses; identify any changes in use
 - **Window and door schedule**, including required egress and total square feet of glazing
 - **Exterior building elevations** which clearly indicate natural existing and finished grades which correspond to the topographical survey.
Note: Addition/removal of existing windows/doors will require exterior elevations
 - **Radon mitigation plan** for SFR, duplex and town homes
 - **If IBC building**, all mechanical, electrical and plumbing plans
- Two (2) Structural drawings**, stamped by the Engineer: typical sections showing materials and framing and wall sections (preferred scale 1/4"=1"; alternate scales must have pre-approval from the Building Dept.)
- One (1) set of plans reduced to 11"x17"**. Include **ONLY** any of the following submitted: coversheet, survey, site plan, FAR calculations, floor plans, elevations, civils (and if commercial building, copies of mechanical, electrical and plumbing drawings)
***Please do not fold or staple these plans**
- Two (2) Energy Compliance documents** - COMCheck document or RESCheck document as required
- One (1) Asbestos Checklist**, for all projects with any planned demolition or renovation needing material removal. No Building Permit will be issued prior to Abatement/Mitigation of any found asbestos.
- Two (2) Construction Management Plans**. Needed if 400 square feet of demo, renovation or improvement, and/or 1,000 square feet of soil disturbance
- Waste Reductions Code Requirements Shown on Plans** - New Commercial, Multi-family, & Lodge development, existing Commercial, Multi-family & Lodge development that adds 2 or more res units, 3 or more lodge units, or more than 250 sf, or existing Commercial, Multi-family and Lodge development that meets the definition of Demo.
- For Multiple Occupany Buildings**
 - 1) Provide an elevation or section showing the relationship of the unit being remodeled to the remainder of the building
 - 2) If walls are being added / deleted, provide structural verification in the form of existing structural plans or two copies of a letter from the architect / engineer with original stamp and signature as required by Colorado Revised Statute 12-4-112.

REFERRALS: The following checklist may not pertain to all projects as all projects are unique in their size, scope and process. However, if the conditions detailed below apply to your project, the proper information shall be provided to the City of Aspen's Building Department in accordance with the submittal of your project.

Note: "Yes" to any of the following questions may require additional information

Historical Preservation: Contact Amy Guthrie - (970) 429-2758 or Sara Adams - (970) 429-2778

- Is the site listed on the Inventory of Historical Sites and Structures? **Yes / No**
 - Is the site located within the Main Street or Commercial Core Historic Zoning District? **Yes / No**
- NOT SURE** - Contact Amy Guthrie, Historic Preservation Officer, (970) 429-2758

Zoning: Contact Planning & Zoning - (970) 429-2747

- Have you reviewed and complied with the Aspen Design Review Standards? **Yes / No**
- Are you adding exterior or landscape lighting? **Yes / No**
- Are you changing uses of occupancy on the property? **Yes / No**
- Are you adding onto your unit or building? **Yes / No**

City Engineering: Contact Front Desk - (970) 920-5080

- Have you reviewed the Engineering Checklist for required documentation? **Yes / No**
- Have you reviewed the Construction Management Plan (CMP) requirements? **Yes / No**
- Is the project larger than 200 square feet of additional floor or impervious areas? **Yes / No**
- Will you be using any loud construction machinery, such as jackhammers? **Yes / No**

Building Department Requirements: Contact Front Desk - (970) 920-5090

- Is an elevator or dumbwaiter being installed? **Yes / No**
- Are any fireplaces being replaced or installed? **Yes / No**
- Aspen Conservation Code compliance documents--2 copies (REMP Option)
- Are there any un-vented roof assemblies? **Yes / No**
- Verified STC (Sound Transmission Class not less than 50) and IIC (Impact Insulation Class rating of not less than 50) documents? **Yes / No**
- Is there structural welding, high strength bolting, or spraying of fire insulation? **Yes / No**

Residential Only:

- Is there a Radon gas mitigation system? **Yes / No**
- Is the building 5,000 square feet or more, with an exterior spa, pool, and/or snowmelt? **Yes / No**

Environmental Health: Contact CJ Oliver - (970) 920-5008 or Jannette Whitcomb - (970) 920-5069

- Are you remodeling more than (residential) 32 square feet of material or (commercial) 160 square feet of material other than concrete, wood, brick or steel? **Yes / No**
- Are you planning to have some type of fireplace addition or fixture replacement? **Yes / No**
- Are you planning on installing a commercial kitchen or commercial kitchen appliance? **Yes / No**

Aspen Fire Protection District: Contact Ed Van Walraven - (970) 925-5532

- Does the building currently have a fire protection system? **Yes / No**
- Is the building a residence greater or equal to 5,000 square feet of floor area? **Yes / No**
- Is the building a commercial use? **Yes / No**
- If for commercial use, is the structure 2 or more stories or contain 4 or more units? **Yes / No**
- Will you be working through the winter months? **Yes / No**

Parks: Contact Brian Flynn - (970) 429-2035

- Will you be removing any trees with a trunk diameter greater than 4 inches? **Yes / No**
- Is your building new construction or involve the building envelope? **Yes / No**

Water: Contact Sam Irmen - (970) 429-1974

- Are you removing the water meter or remote-sender? **Yes / No**
- Are you replacing any fixtures? **Yes / No**
- Are you adding or removing any fixtures? **Yes / No**

Aspen Consolidated Sanitation District (ACSD): Contact Peg Mohr - (970) 925-3601

- Are you replacing any fixtures? **Yes / No**
- Are you adding or removing any fixtures? **Yes / No**
- Are you disconnecting from the sewer for demolition? **Yes / No**

Waste Reduction Code Requirements

- New Commercial, Lodging, or Multi-family development **Yes/No**
- Existing Commercial, Lodging, or Multi-family development that adds 2 or more res units, 3 or more lodge units, or more than 250 sf of commercial space **Yes/No**
- Existing Commercial, Lodging, or Multi-family development that meets definition of Demo **Yes/No**

OFFICE USE ONLY

Referral - H.P.C.

- Approval determination
-

Referral - Zoning

- Zoning Checklist - Page
- DRS Checklist - Page
- FAR Review
- Lighting Plan
- Occupancy Rating

Referral - Engineering

- Eng. Sufficiency Review
- CMP (2)
- Right of Way (ROW) Permit
- Line Grade Verification (2)

Referral - Building

- COMCheck/RESCheck figures
- Special Inspection Agreement
- Elevator checklist/permit
- Fireplace checklist/permit

- Radon Mitigation Plan
- REMF Payment Option

Referral - Envir. Health

- Asbestos Checklist & Test
- Fireplace / Woodstove / Gas Log Registration
- Kitchen Plan (commercial only)

Referral - Fire District

- Sprinkler Plan
- Fire Dept. Inspection
- Temporary Heat Plan

Referral - Parks

- Tree Removal Permit
- Landscape Plan

Referral - Water

- Discuss metered billing options with Utilities Dept.
- Fixture Specification Plan

Referral - Sanitation

- Sanitation District Inspection

Referral - Sanitation

- Sanitation District Inspection

Building Permit Application Overview of Procedures

Permit Checklists

OVERVIEW OF PROCEDURES

Community Development is committed to providing excellent customer service. Please adhere to the following procedures to optimize processing of your building permit application.

I. PLANNER CONSULTATION:

To minimize unforeseen land use issues or conditions of approval that may delay the issuance of your building permit, contact the Community Development Department and speak with a planner regarding your project. A simple phone call at the conceptual stage of your project may save time, energy, and resources in the end. It is important to be aware of any constraints that may affect your project's overall design and feasibility. If a Land Use Review is required, IT MUST BE COMPLETED BEFORE APPLYING FOR A BUILDING PERMIT. (970-920-5090)

II. BUILDING PERMIT APPLICATION PRESUBMITTAL:

After consulting with one of Community Development's planners and completing all land use requirements, the applicant must obtain all pertinent referral department forms and satisfy those requirements. When all forms and required items are completed, the applicant will fill out a building permit application and meet with the pre-submittal permit technician. Hours for pre-submittals are 9:00 AM to 11:00 AM and 1:00 PM to 3:00 PM. Monday - Friday.

III. REVIEW PROCESS:

There are several stages involved with the review of your plans (see the flow chart on pages 10-11). The first stage of a review is a COMPLETENESS phase, during which all of the pertinent referral departments, such as zoning, historic preservation, engineering or environmental health, review the submitted material for 'COMPLETENESS' of application. The second phase is called the 'COMPLIANCE' phase during which all of the code requirements are verified.

COMPLETENESS

Are the essential documents, such as recorded plats, resolutions, deed restrictions, etc, included in the application? Do the blueprints include FAR calculations, landscape or drainage plans? An incomplete application will be returned to the applicant with a list of items needed to make it complete.

COMPLIANCE

At this time the referral agencies will continue their review with a focus on your project's compliance with applicable regulations. For example, does the building height shown on the elevations comply with the height limit? Is the structure located in the setback? Does the rise of the stairs meet code? This phase takes approximately 4 weeks since it is at this juncture that the details are reviewed.

If the plans are found to be in accordance with all of the pertinent regulations, the permit is ready to be issued. The front desk staff will call and notify you of its readiness and the fees that are due.

If the plans are found not to be compliant with code, they will be returned to the applicant with a list of corrections

to be made. It will be incumbent upon the applicant to satisfy any requirements before resubmitting the permit application. The applicant will provide two sets of corrected 24"x36" blueprints and one reduced set of 11"x17" with all of the relevant paperwork for continued compliance review.

IV. ISSUANCE

Upon approval, all remaining fees (building permit, zoning, and any additional fees such as park dedication) will be due. At issuance of your building permit you will receive your approved permit, a bright orange permit record required to be posted and easily visible at the job site, and a stamped approved set of blueprints which are required to remain on site at all times. It is the responsibility of the contractor and/or the owner to be knowledgeable about all elements on the field set of plans.

V. INSPECTIONS

As your project progresses, you must call for inspections of the work. Inspection requests must be made before 7AM to be eligible for inspection on that same day. Inspection requests received after 7AM will happen the following business day. The 24-hour inspection line phone number is 970-920-5448 PLEASE SPEAK SLOWLY AND CLEARLY INDICATE THE JOB SITE LOCATION BY ADDRESS AND YOUR BUILDING PERMIT NUMBER.

VI. COMPLETION OF PROJECT

After all inspections have been made and accepted, the departments that originally approved your building permit will review your project again. This is to ensure that what was approved is what was built and that all conditions of approval have been met. The Building Official then reviews and approves the project and issues a Certificate of Occupancy (CO) or Letter of Completion, depending on the scope of the project. This conveys that the structure is authorized for occupancy. It should be noted that some banks will not issue a mortgage on a newly constructed residence or business without having a copy of the Certificate of Occupancy (CO).



Homeowner Association Compliance Policy

All applications for a building permit within the City of Aspen are required to include a certification of compliance with applicable covenants and homeowner association policies. The certification must be signed by the property owner or Attorney representing the property owner. The following certification shall accompany the application for a permit.

Subject Property: _____

I, the property owner, certify as follows: (pick one)

- This property is not subject to a homeowners association or other form of private covenant.

- This property is subject to a homeowners association or private covenant and the improvements proposed in this building permit do not require approval by the homeowners association or covenant beneficiary.

- This property is subject to a homeowners association or private covenant and the improvements proposed in this building permit have been approved by the homeowners association or covenant beneficiary. Evidence of approval is attached.

I understand the City of Aspen does not interpret, enforce, or manage the applicability, meaning or effect of private covenants or homeowner association rules or bylaws. I understand that this document is a public document.

Owner signature: _____ date: _____

Owner printed name: _____

or,

Attorney signature: _____ date: _____

Attorney printed name: _____



Zoning Compliance Verification Policy

Applicability: All development projects must comply with the City’s zoning regulations, including height and location, and are subject to periodic inspection during construction and a final inspection prior to project completion. When required by the City’s Zoning Officer, certain development projects within the City of Aspen shall verify height and/or location compliance through submission of a survey report.

Unless otherwise exempted, all commercial, multi-family, lodging, and mixed-use projects proposed within one foot of the maximum permissible height or within one foot of allowable setbacks shall verify zoning compliance through this method.

In addition, the Zoning Officer may require this method be used to verify zoning compliance for single-family/duplex development or other projects where compliance may be in question. Independent of this policy, all projects must comply with all applicable zoning limitations.

The Zoning Officer will inform the applicant during building permit review if verification will be required. However, circumstances may require zoning compliance verification of a project which is already underway.

Timing: Height verification should be accomplished at a point of construction when enough roof structure is in place to accurately measure the structure yet early enough in the process to still make changes if the structure is too tall. Location verification should be accomplished at a point of construction when the final exterior of the structure can be accurately measured in relation to setback requirements.

Applicants are encouraged to confer with the Zoning Officer regarding the timing of zoning compliance verification. Applicants are encouraged to perform their own verification during construction to ensure the building is progressing to plan, including the height and location of foundation forms prior to concrete pours.

Survey Report: A Colorado Professional Land Surveyor shall describe and depict the height and location of a structure compared to the dimensions shown on the zoning sheets of the approved building permit plan set. The City’s Zoning Officer can assist in determining which elements of the structure should be measured and if natural or finished grade should be used.

The report shall include the following information:

- A brief cover letter with the building permit number, name of the project, name of the owner and general contractor, with a written description of the measurement methods including date(s) of measurement.
- For location verification: A plan drawing showing property boundaries, permitted setbacks, building envelope (if applicable), location of foundation walls, location of the outermost exterior of each structure (inclusive of all exterior veneer or other exterior treatments), and the location and dimension of each observed measurement.



COMMUNITY DEVELOPMENT DEPARTMENT

- For height verification: Elevation drawing(s) showing the natural or finished grade of the property, maximum permitted height, building elevations including the nominal roof form (inclusive of the first layer of exterior sheathing or weatherproofing membrane but excluding all exterior surface treatments such as shakes, singles, or other veneer treatments or ornamentation), and the location and dimension of each observed measurement. Additional roof plans showing location of measurements may be necessary.
- Plans and elevations must include height or setback exemption items unique to the building, such as stair/elevator overruns, utility/mechanical apparatus, hot tubs and spas, and other height or setback exemption items unique to the project.
- The report shall include a written description or drawing notes of the benchmarks or control points used to establish property boundaries, setbacks, building location, building height, and grades for each measurement.
- All drawings must correlate with the building locations, elevations, and grading/drainage representations in the approved building permit set.
- The report must include the signature, date, and stamp of Colorado Professional Land Surveyor who conducted the field measurements certifying that the field measurements are accurately represented.

Review and Acceptance of Report. The Zoning Officer shall review the report(s) and either confirm the project conforms to the dimensions shown on the zoning sheets of the approved building permit plan set and meets the zoning limitations for the property or shall determine which elements of the project are not in compliance. The Zoning Officer may request additional information to verify zoning compliance, which may include but is not limited to additional survey work or a site visit.

All drawings of the survey report must correlate with representations in the approved building permit set for acceptance. Modifications to field conditions or amendments to the building permit may be required.

A determination of non-compliance shall result in the issuance of a correction notice and possible work stoppage. Applicants are encouraged to verify zoning compliance as early as reasonably practical in the construction process to minimize disruption to the construction schedule.

Acknowledgment:

I (contractor name) _____ understand this policy. I agree that this project will comply with the zoning limitations affecting this parcel and the representations made on the zoning sheets of the approved building permit plans. I understand that a Certificate of Occupancy will not be issued until this project complies with all applicable zoning limitations.

Contractor signature: _____

Date: _____



THE CITY OF ASPEN

CITY OF ASPEN ENGINEERING DEPARTMENT
SUFFICIENCY REVIEW REQUIREMENTS

If the project will increase impervious area (this includes adding hard surface patios, increasing the footprint of the house, etc.), disturb >200SF of land (this includes grading, even if a structure or hard surface is not added, as well as impervious area that is “scraped and replaced”), or add or repair snowmelt then an engineering review will be required as part of the Building Permit Application review process. All permit applications that must receive an engineering review are required to schedule and participate in a Pre-Application Meeting with the Development Engineer. The sufficiency checklist below and any necessary supporting documents should be completed prior to this meeting, as they will be reviewed during the meeting. **The Development Engineer’s signature on this checklist is required in order to submit a Building Permit Application.**

Project Address: _____

Project Name: _____

Parcel ID Number: _____

Owner and Phone Number: _____

Contact, Phone Number, and E-mail Address: _____

The following information is required for the engineer’s review. Please indicate if these documents have been completed and are attached. If any of these documents are not applicable, please provide an explanation in the space provided.

1. How much area will be disturbed by the proposed improvements? _____ acres _____ sq.ft.
_____ % of site _____ % of existing structure(s) (Note: If < 200 SF, skip to #10)
If one acre or more is disturbed, a CDPHE Construction General Permit is required
___ Yes, Notice of Coverage has been included in the CMP.
___ No, A statement that Notice of Coverage is not required is included in the CMP.

2. What type of project is this – Minor or Major? _____
The project is considered “Minor” if 200 – 1000 sq.ft. of the site is disturbed and “Major” if > 1000 sq.ft. of the site is disturbed.

3. Is the project located within a stream margin, floodplain, mudflow hazard area, or 8040 Greenline review area? (state area(s)) _____
Projects, including “Minor”, located in the stream margin review area, 8040 Greenline review area, mudflow analysis area, or in jurisdictional or non-jurisdictional floodplains may be required to do a more detailed drainage analysis and design.

4. If disturbance exceeds 1000 sq. ft., do you plan to detain storm events on site? ___ YES ___ NO
There is an option to pay a fee in lieu of providing detention on site. Discuss with the Development Engineer.

	Included	N/A
5. Minor Grading and Drainage Report and Plan (200 SF < Disturbance < 1000 SF)	<input type="checkbox"/>	<input type="checkbox"/>
6. Major Grading and Drainage Report and Plan (Disturbance > 1000 SF)	<input type="checkbox"/>	<input type="checkbox"/>
7. Compliant City of Aspen Survey (Disturbance > 1000 SF)	<input type="checkbox"/>	<input type="checkbox"/>
8. Soils Report (Disturbance > 1000 SF)	<input type="checkbox"/>	<input type="checkbox"/>
9. Excavation Stabilization Plan (Nearby Trees, Structures, or Travel Ways. See 1.3.11 URMP)	<input type="checkbox"/>	<input type="checkbox"/>
10. Construction Management Plan (CMP) (If < 1,000 s.f. (exterior) and/or < 400 s.f. (interior))	<input type="checkbox"/>	<input type="checkbox"/>
11. Public Improvement Requirements (Area designated within adopted sidewalk, curb and gutter plan and as deemed necessary by the City Engineer)	<input type="checkbox"/>	<input type="checkbox"/>
12. Floodplain Development Requirements (If working within a 100-yr floodplain as determined by FIRM, June 4, 1987)	<input type="checkbox"/>	<input type="checkbox"/>
13. Mudflow Analysis (Slopes > 15%, in mudflow plain, as deemed applicable by City Engineer)	<input type="checkbox"/>	<input type="checkbox"/>

I hereby declare the engineering information submitted in this sufficiency review for this project is sufficient for City of Aspen Building Permit Application submittal.

Applicant's Signature

Date

City of Aspen Development Engineer's Signature

Date



ASPEN ZONING REVIEW CHECKLIST

For Building and Permit Information, please refer to our website at:

<http://www.aspenpitkin.com/depts/41/>

NOTE: This is a general list of **required information**. More information may be required as each project is individually evaluated. Contact a city planner at 970/920-5090 to determine if a Land Use Review / Planning Approval is needed for the specific site.

THE CITY OF ASPEN

PERMIT NUMBER: _____ **PARCEL I.D. NUMBER:** _____ - _____ - _____ **Reviewed (Office):** _____

OWNER'S NAME: _____ **CONTACT PERSON / PHONE:** _____

ADDRESS: _____ **LEGAL DESCRIPTION:** _____

ZONE DISTRICT: _____ **SURVEYOR OF RECORD:** _____ **DATE OF SURVEY:** _____

ZONING REVIEW REQUIREMENTS: See Aspen Municipal Land Use Code, Title 26 or visit the website at:
<http://www.aspenpitkin.com/depts/38/citycode.cfm>

- ◆ **Exterior building elevations and Site Plan Information** which clearly indicate natural, existing, and finished grades which correspond to the topographical survey. Elevations and Site information should also address adherence to all required Residential Design Standards per Zoning District
- ◆ **FAR calculations** must be included and explained to expedite the review, FAR must clearly represent all below grade and above grade breakdowns graphically to expedite the review process.

Check all pertinent City Planning Approvals pertaining to the parcel, including but not limited to: Deed Restrictions; Resolutions; Development Orders; Final Plats; Administrative Approvals; Residential Design Standards Approval; HPC Approvals, P&Z and or BOA. Verification that all conditions of approval are being met should be called out in the development plans. It is required that reduced copies of all approvals be placed on the cover sheet of the submitted drawing plans.

DIVISION	Resolution/ Ordinance Description & Date	Additional Information - Approvals
Aspen City Council		
Board of Adjustment		
HPC		
P & Z / Administrative		
. Stream Margin		
. Conditional Use		
. 8040 Greenline		
. View Plane		
. Special Review		
. PUD		
. GMQS		

TYPE OF WORK PROPOSED:

- New Construction**
 Remodel/ Addition
 Demolition/ Relocation
 Single Family
 Duplex
 Accessory Structure
 Commercial
 Lodging
 Multi – Family
 Number of Units _____
 Employee Housing
 Number of Units _____

Determining Lot Size Vs. Lot Area: Please refer to the City of Aspen Land Use Code, Miscellaneous Supplemental Regulations; Section 26.575.020; Calculations and Measurements to verify specific allowances per definition.

LOT SIZE PER CERTIFIED SURVEY	AREA REDUCTIONS (SLOPE/ EASEMENTS, ETC.)	FINAL LOT AREA

ZONE DISTRICT:

Determining Required Zoning District Allowances: Please refer to the City of Aspen Land Use Code, Section 26.710; Zone Districts to verify specific allowances per district definition.

SETBACKS	EXISTING	ALLOWED (Principal)	ALLOWED (Accessory)	PROPOSED (Principal)	PROPOSED (Accessory)
Front					
Rear					
Combined Front/ Rear					
Side					
Combined Side					
Distance Between Buildings					
Corner Lot					

HEIGHT 26.575.020 B. Building Heights: Please refer to the City of Aspen Land Use Code Definitions 26.104.100, Miscellaneous Supplemental Regulations 26.575.020 B. Building Heights, and Section 26.710 Zone Districts pertaining to height specifications for each said area. Note all plan reviews require a roof plan over existing topographical survey information with specific benchmarks tied into the existing grade for *all* proposed changes to a given lot.

ELEVATION	EXISTING	ALLOWED (Principal)	ALLOWED (Accessory)	PROPOSED (Principal)	PROPOSED (Accessory)	ARCHITECTURAL SHEETS REFERENCED
NORTH						
SOUTH						
EAST						
WEST						

FAR CALCULATIONS:

Determining Square Footage vs. Floor Area: Please refer to the City of Aspen Land Use Code, Miscellaneous Supplemental Regulations; Section 26.575.020 – A. Floor Area; Calculations and Measurements to verify specific allowances per definition. It will be required to demonstrate in both mathematical and scalable graphical documentation *all* below grade wall elevations and exposed vs. unexposed conditions (existing and proposed).

EXISTING FAR CALCULATIONS	ALLOWABLE FAR	PROPOSED FAR

EXEMPT SPACE (SQ FT)	GROSS SQ FT	FAR SQ FT CALCULATION	ARCHITECTURAL SHEETS REFERENCED
Subgrade Areas (Basements, Partially Exposed Lower Levels, Etc.)			
Garage Area			
Deck Area			
ADU			

SUPPLEMENTAL BREAKDOWN INFO	EXISTING/ REQUIRED	PROPOSED
NET LEASABLE/ COMM SQ FT		
OPEN SPACE %		
BEDROOMS		
SITE COVERAGE		
ON – SITE PARKING		

RESIDENTIAL DESIGN STANDARDS:

Determining Applicable Residential Design Standards: Please refer to the City of Aspen Land Use Code, Part 400, Residential Design Standards, Chapter 26.410 – Residential Design Standards to verify specific allowances per definition.

SITE DESIGN – 26.410.040 A	If Applicable – Compliance Description	Architectural Sheets Referenced
Building Orientation		
Build-To-Lines		
Fence		

BUILDING FORM – 26.410.040 B	If Applicable – Compliance Description	Architectural Sheets Referenced
Secondary Mass		

PARKING, GARAGES & CARPORTS – 26.410.040 C	If Applicable – Compliance Description	Architectural Sheets Referenced
Access (For Example, Alley)		
Garage Width		
Garage Location		
Driveway Cut		
Entrance Width		
Single Stall Doors		

BUILDING ELEMENTS – 26.410.040 D	If Applicable – Compliance Description	Architectural Sheets Referenced
Windows		
Door		
Porch		
Principal Window		
One Story Element		
Lightwells		

CONTEXT – 26.410.040 E	If Applicable – Compliance Description	Architectural Sheets Referenced
Materials		
Inflection		

EXTERIOR LIGHTING:

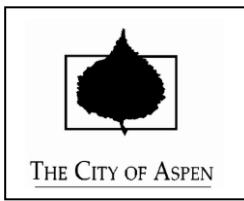
If you are adding any new exterior lighting, please indicate the locations of proposed lighting on exterior plans and elevations. Please refer to the Aspen Residential Lighting Standards 26.575.150 E. for further information.

EXTERIOR LIGHTING – 26.575.150 F	If Applicable – Compliance Description	Architectural Sheets Referenced
Site/ Property Lighting		
Structure – North Elevation		
Structure – South Elevation		
Structure – East Elevation		
Structure – West Elevation		

Assessed Land Value _____

OFFICE USE ONLY	
<u>FEES ASSOCIATED</u>	
<input type="checkbox"/> Assessed Land Value	_____
<input type="checkbox"/> School Land Dedication	_____
<input type="checkbox"/> Parks Impact Fee	_____
<input type="checkbox"/> Cash In Lieu	_____
<input type="checkbox"/> TDM (Air Quality)	_____
<input type="checkbox"/> Other (Specify)	_____
Total Fees Assessed	_____

ADDITIONAL COMMENTS / NOTES:



City of Aspen - Asbestos Checklist

Project Address: _____

Parcel ID #: _____

Asbestos is a known human carcinogen and is an airborne hazard. Once airborne, asbestos fibers can stay suspended in the air for days, weeks or even months before settling out of the air, only to become airborne again from some minor disturbance, such as turning on an air conditioner. Uncontrolled asbestos abatement projects or renovation projects that disturb asbestos may cause latent asbestos hazards that could expose people to asbestos in the future, long after the renovation activity occurred. The airborne asbestos fiber concentrations resulting from disturbances may result in a significant exposure to the current and future occupants of the home.

The 1989 “Ban” on asbestos-containing materials is commonly misunderstood. In fact, in 1991 the U.S. Fifth Circuit Court of appeals vacated much of the so-called “Asbestos Ban and Phaseout Rule” and remanded it to the EPA. Thus, much of the original 1989 EPA ban on the U.S. manufacturing, importation, processing, or distribution in commerce of many asbestos-containing product categories was set aside and DID NOT TAKE EFFECT. Therefore, ALL demolition, remodel or renovation projects must determine if disturbed material above the trigger levels contains asbestos.

- Residential: Will you be removing more than 32 sq ft, 50 linear feet (e.g., pipe insulation), or the volume equivalent of a 55-gallon drum of any material besides concrete, wood, bricks or steel – examples are drywall, linoleum, ceiling tiles, roofing materials, etc.? NO YES
- Commercial: Will you be removing more than 160 sq ft, 260 linear feet (e.g., pipe insulation), or the volume equivalent of a 55-gallon drum of any material besides concrete, wood, bricks or steel – examples are drywall, linoleum, carpet, carpet adhesives, ceiling tiles, roofing materials, etc.? NO YES
- Will you be completely demolishing the building? NO YES

If the answer is YES to any of the above, you will need an asbestos test before you can apply for a building and/or demolition permit. A state certified asbestos inspector must do this test and the test report must be submitted with the building permit application. If the building has asbestos, a state certified asbestos abatement firm must remove it. After removal, the abatement firm must provide a letter to the Building Division stating that all the asbestos has been removed and that the air is clean. This letter must be received BEFORE a permit will be issued. (See the local or statewide Yellow Pages, DexOnLine, or <http://www.cdphe.state.co.us/ap/asbestos/index.html> for certified asbestos inspectors and abatement companies. ALWAYS ask for proof of current state certification.)

If YES to question # 3, you must submit a demolition permit app with the CDPHE in addition to the Aspen permit app. This form may be found at <http://www.cdphe.state.co.us/ap/asbestos/asdemo.pdf> NOTE: A copy of this demolition permit app must be submitted with the initial building permit application. When the CDPHE approves the app, their issued permit must be given to the Aspen Building Dept before we issue our permit.

I hereby certify that the above information is true and complete.

Owner _____ Phone # _____

Applicant (print name) _____ Phone # _____

Applicant Signature _____ Date _____

Please call the City of Aspen Environmental Health Department at 920-5039 at any time if you have questions about asbestos, interpreting your test results, or other matters.

6.0 Traffic Control

- ❑ 6.2 Project haul routes
- ❑ 6.3 Weight and size limitations of vehicles
- ❑ 6.4 Construction vehicles activities defined

6.4 Specify delivery vehicle:

- ❑ Maximum number of deliveries at a time
- ❑ Hours of deliveries
- ❑ Exceptions to delivery schedule

6.5 Include Traffic Control Plan – Prepared by a Certified Traffic Control Supervisor that includes a minimum of:

- ❑ Site Access locations
- ❑ Street/site signage and barricades for traffic and pedestrian control
- ❑ Traffic control related to peak traffic hours and special events
- ❑ Traffic flagging areas and hours

8.0 Sediment and Erosion Control

- ❑ 8.1 Storm Water Pollution Prevention Plan

8.1 Plan Includes:

- ❑ Erosion control measures
- ❑ Mud track location
- ❑ Tire washing location
- ❑ Concrete wash location

9.0 Fugitive Dust Control

- ❑ 9.1 Complete a fugitive dust control plan

Plan includes:

- ❑ Sediment tracking techniques
- ❑ Water Truck
- ❑ 24-hour contact

10.0 Emissions

- ❑ 10.1 Assure proper vehicle maintenance
- ❑ 10.2 Opacity – no darker than 40%

11.0 Noise Suppression

- ❑ 11.1 Include a signed noise suppression plan
- ❑ 11.2 Specify noise equipment/methods used per CMP Manual

REVIEWED BY:

DATE:

City of Aspen Construction Noise Suppression Plan

As the General Contractor for this construction project, I _____ hereby agree to the following restrictions and will provide the necessary noise suppression (outlined below), such that it will lesson the impact to the properties within 300 feet of the project located at _____ . I understand that if any construction activities exceed 80 decibels and are not covered by this document I will contact the City of Aspen Environmental Health Department to design a specific noise suppression plan for those activities.

Signature

Print name

On-site Contact Phone # _____

Many activities on construction sites are noisy. Although some noise may be unavoidable, it can often be controlled using improved work practices. Builders should make all reasonable efforts to minimize noise. Noise Suppression plans are required for all construction projects where activities will generate noise that exceeds 80 decibels. *Section 18.04.050(A)(2)(d)*

Hours of operation

All construction activity is limited to the following days and times:

Monday thru Friday

7:30 am to 5:30 pm

Saturday

9:00 am to 5:00 pm

Sunday

No construction work is allowed

Constructions activities producing noise greater than 80 decibels are limited to the following days and times:

Monday thru Friday

9:00 am to 5:00 pm

Work that is over 80 decibels which by law requires a noise suppression plan will not be allowed for Saturday work that includes but not limited to the use of compressors, generators, jackhammers, power equipment, nail guns, drilling machinery, earth moving equipment and similar loud construction activities. This does not restrict quiet work inside and outside that does not require a power source, including a battery, on Saturday.

Construction activity is not allowed during all **federal holidays**.

Due to the congestion in Aspen when town is completely full, noise suppression plans will not be approved for the following dates: **Christmas Week (December 25 through Jan. 1), Food and Wine Week in June (Friday thru Sunday), 4th of July day and/or weekend if it falls on a Friday or Monday, and Labor Day weekend.**

Specific noise suppression requirements for all activities exceeding 80 decibels at a construction site include:

1. Notify neighbors within two hundred fifty (300) feet of the project informing them of the kinds of equipment, expected noise levels and durations of loud work. Including the variation of noise levels during a typical construction days may be helpful. Such notification must be in writing and be done seven (7) days prior to the starting time of the project. Communication with neighbors can prevent complaints from arising, and resolve concerns before there is a problem. Provide a phone number where the foreman can be reached prior to the start of the job.
2. Operate equipment in accordance with manufacturer's specifications and with all standard manufacturers' mufflers and noise-reducing equipment in use and in properly operating condition.
3. Post notices to inform workers, including sub-contractors, about the basic noise requirements, as well as specific noise restrictions, to the project.
4. Install noise barriers around all equipment/activities specified in Table 1: TYPICAL CONSTRUCTION EQUIPMENT REQUIRING NOISE SUPPRESSION. Noise barriers not only significantly reduce construction noise, but they also provide an extra benefit of "hiding" the noise producing sources, thus increasing a neighbor's tolerance. **(See also the attached list of noise blocking methods for details on approved noise barriers.)**
5. Move portable loud equipment including generators, compressors, and cement mixers to different sides of the property to reduce impacts on individual neighbors.

What can you do about construction noise?

- The use of radios on the site before 8:00 am are not allowed: remind laborers and sub-contractors.
- Noise suppression plans will not allow noisy machines such as brick cutters or jackhammers to be operated before 9.00 am.
- Noisy equipment such as cement mixers should be placed on the site to maximize the distance from neighboring houses and/or rotate location so as to not impact just one neighbor. Noise levels drop quickly with distance from the source.
- All equipment should be properly maintained, with special attention to mufflers and other noise control devices.
- Between work periods, builders are required by city ordinance to shut down machines such as backhoes, bobcats, loaders and generators.
- When dropping materials from a height—for example, into or out of a truck, or when loading or unloading scaffolding, noise suppression plans require a chute or side baffles.
- All vehicular movements to and from the site must only be made during the scheduled normal working hours. This includes off-site noise that is associated with a specific project such as staging of concrete trucks.

TABLE 1: NOISE CONSTRUCTION EQUIPMENT REQUIRING NOISE SUPPRESSION PLANS

Equipment Category
Auger Drill Rig
Backhoe
Chain Saw
Clam Shovel
Compressor (air)
Concrete Mixer
Concrete Pump
Concrete Saw
Crane (mobile or stationary)
Dozer
Drill Rig
Excavator
Front End Loader
Generator (more than 25 KVA)
Gradall
Grader
Horizontal Hydraulic Boring Jack
Impact Pile Driver (diesel or drop)
Impact Wrench
Jackhammer*
Mounted Impact Hammer (hoe ram)
Paver
Pneumatic Tools
Rock Drill
Scraper
Scarifier
Slurry Machine
Vibratory Pile Driver

Noise Blocking Methods

Contractors shall require all subcontractors and vendors to use:

- Quieter vs. Louder equipment
- “Residential” grade combustion engine exhaust silencers
- Electrical vs. pneumatic hand power tools: **All pneumatic tools operated in the City of Aspen must be fitted with an effective silencer on their air exhaust port.**
- Hydraulic vs. air powered rock drills
- “Silenced” pile drivers vs. Diesel pile drivers

In general, noise reduction equipment and materials may include, but not be limited to:

1. Shields, shrouds, or intake and exhaust mufflers.
2. Noise-deadening material to line hoppers, conveyor transfer points, storage bins, or chutes.
3. Noise barriers using materials consistent with the Temporary Noise Barrier Materials Section.
4. Noise curtains
5. Plywood with concrete blankets at the height of the equipment and that it surrounds the activity such that it directs noise up more than out from the property.
6. Portable three sided enclosures made out of plywood to move with the activity such as jack hammering.
7. Internal combustion engines are to be fitted with a suitable muffler in good repair.

Specific Equipment:

Generators: The local power grid shall be used wherever feasible to limit generator noise. No generators larger than 25 KVA shall be used and, where a generator is necessary, it shall have maximum noise muffling capability.

Backup Alarms: All equipment with backup alarms operated by the Contractor, vendors, suppliers, and subcontractors on the construction site shall be equipped with either audible self-adjusting ambient-sensitive backup alarms or manually-adjustable alarms. The ambient-sensitive alarms shall automatically adjust to a maximum of 5 dBA over the surrounding background noise levels. The manually-adjustable alarms shall be set at the lowest setting required to be audible above the surrounding noise. Installation and use of the alarms shall be consistent with the performance requirements of the current revisions of Society of Automotive Engineering (SAE) J994, J1446, and OSHA regulations.

Compressors: The unit with the lowest noise rating which meets the requirements of the job should be used where work is conducted in the City of Aspen, installed with mufflers and/or enclosed in a noise barrier.

Jackhammer: All jackhammers and pavement breakers used on the construction site shall have exhaust systems and mufflers that have been recommended by the manufacturer as having the lowest associated noise and shall be enclosed with shields or acoustical barrier enclosures.

Concrete crushers or pavement saws: Pre-augur pile holes to reduce the duration of impact or vibratory pile driving and tie to local power grid to reduce the use of generators and shall be enclosed with shields or acoustical barrier enclosures.

Pneumatic hand power tools: All pneumatic tools operated in the City of Aspen must be fitted with an effective silencer on their air exhaust port.

Temporary Noise Barrier Materials:

Temporary barriers shall be constructed of 3/4-inch Medium Density Overlay (MDO) plywood sheeting, or other material of equivalent utility and appearance having a surface weight of 2 pounds per square foot or greater. The temporary barriers shall be lined on one side with glass fiber, mineral wool, or other similar noise curtain type noise-absorbing material at least 2-inches. The materials used for temporary barriers shall be sufficient to last through the duration of the construction project, and shall be maintained in good repair. Prefabricated acoustic barriers are available from various vendors. An equivalent barrier design can be submitted in lieu of the plywood barrier described above.

Impact Equipment:

Impact noise is noise produced from impact or devices with discernible separation in sound pressure maxima. Examples for impact equipment include, but are not limited to; blasting, chisel drops, mounted impact hammers (hoe ram), and impact pile drivers.

Impact equipment is the loudest and most intrusive to the neighboring property. **The City of Aspen requires that this type activity have the strictest mitigation requirements and requires a customized noise suppression plan specific to the site.** General contractors must contact the City of Aspen Environmental Health Department for an application at 970-920-5039.

Noise Control

- Replace worn, loose, or unbalanced machine parts that cause vibration.
- Keep machine parts well lubricated to reduce friction.
- Acoustical enclosures and barriers around generators
- Sound absorbing material and vibration isolation systems on hand tools
- Quiet work practices - use rubber mallets to erect and dismantle formwork.

Noise Controls for Construction Equipment (Schneider et al., 1995)

Equipment	Noise Controls
Pile Driver	Enclosure, muffler
Stone saw cutting	Noise control pad with water
Handheld impact drills	Reduction of reflected sound
Circular saw blades	15° tooth angle, new tooth configuration, slotted saw blades, viscoelastic damping
Pneumatic tools	Muffler
Pavement breaker/ Rock drill	Muffler, enclosure of cylinder case and front head, moil damping
Portable air compressor	Muffler, acoustic enclosures
Bulldozer	Bulldozer Cab-liner material, enclosure, sound absorption in canopy, sealing of all openings
Wheeled loader	Absorption of sound cooling air route
Vibratory roller	Flexible mounting for pump compartment
Joint Cutter	Anti-vibration mounting fixtures

Building Department Inspections

WHEN TO CALL FOR INSPECTIONS: RESIDENTIAL STRUCTURES

Inspection Requests (970)-920-5448

Inspection requests can be made by phone 24-hours a day by calling the inspection request line for inspections requested on the following workday. Inspectors may be reached in the office between 8 a.m. - 9 a.m., to discuss problems or to arrange special inspection times for the following day.

The general contractor/owner-builder or his duly authorized representative is responsible for verifying that all work is complete before requesting an inspection. This authorized representative must accompany the inspector on all inspections and must coordinate all of his sub-contractors' duties relevant to correction items cited by the inspector. Re-inspections will be made as requested after all corrections have been made.

The following sequence should provide a guideline for clarifying when to call for inspections. Deviation from this sequence may be arranged with the inspector if sufficient reasons or conditions exist and code compliance can be met without adverse effects.

The job address shall be visible from the road.

FOUNDATION INSPECTION:

To be made after excavations for footings are complete and all forms and required reinforcing bars are in place. (Rough underground waste plumbing shall be completely installed, including all required cleanouts and provided with a water test cap at all ends and openings and provide a 10 foot head of water). The main grounding system shall be installed.

MASONRY FIREPLACE INSPECTION:

The following inspections must be called for during the construction of masonry fireplaces:

- A. Footing (may be done during foundation inspection)
- B. Bond Beam (before grouting of chimney)

The common practice of grouting as the fireplace chimney goes up is allowed only if arrangements have been made with the building inspector.

FRAME INSPECTION:

To be made after all framing and roofing is completed. All rough plumbing, mechanical and electrical installations must be in place. Water supply piping (hot and cold) shall be

under pressure. All drain, waste and vent piping shall be filled with air at 5 psi or water to 10 feet above the highest fitting or joint, or through the roof.

INSULATION INSPECTION:

To be made after all required insulation and vapor retarders (if applicable) are in place.

DRYWALL INSPECTION:

Required to be made only on fire-rated assemblies after all lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or before gypsum board joints and fasteners are taped and finished.

GAS LINE AIR TEST INSPECTION:

Test requires the entire gas line to be capped off and a pressure of 10 psi be pumped into the line by the contractor. This pressure must hold for a minimum of 15 minutes.

FINAL INSPECTION:

To be made when structure is ready for occupancy. This shall include proper lot drainage, address posted, all plumbing fixtures connected and operable, all electrical fixtures and devices in place and electrically connected, insulation certificate posted, structure clean of debris or stored materials, thermal mass areas (if any) installed as per approved plans (other floor coverings are optional), wall finishes complete as per approved plans, etc.

Please be advised that all final inspections must be cleared (in writing) before the Certificate of Occupancy is issued. This includes final clearance from not only the Building Division, but all applicable referral agencies such as Zoning, Environmental Health, Water, Parks, Fire, Sanitation, Historic Preservation, etc...

INSPECTION REQUESTS HOW TO CALL FOR INSPECTIONS ON OUR 24-HOUR INSPECTION LINE (970)-920-5448

PLEASE SPEAK CLEARLY WHEN PROVIDING THE FOLLOWING INFORMATION:

- **Permit number**
- **Type of inspection**
- **Date and time** (morning or afternoon) you would like the inspection
- **Contact Name and Number** for the day of inspection
- **Address of Job**
- **Any other applicable information (eg .pour time, special instructions)**

INSPECTION REQUESTS MUST BE MADE BY 7AM TO BE DONE THAT SAME DAY. REQUESTS MADE AFTER 7AM WILL BE DONE THE FOLLOWING BUSINESS DAY. ALLOW A FULL BUSINESS DAY FOR AN INSPECTION TO BE MADE.



THE CITY OF ASPEN

Building Inspections

When you call for your inspection, please leave the following information ***in the order it is listed below:***

- **Permit number**
- **Type of inspection** (choose from the lists below* the inspection type that best suits what you require)
- **Date and time** (morning or afternoon) you would like the inspection
- **Contact Name and Number** for the day of inspection
- **Address of Job**
- **Any other applicable information** (eg .pour time, special instructions)

*** BUILDING:**

Drywall / Screw
Fire Resistive Roof
Coverings
Framing
Glazing
Insulation
Radon
Roof Ventilation
Shear Wall – Exterior/Interior
Special
Final

***STEEL (REBAR) &
CONCRETE:**

Bond Beams – Masonry
Caissons
Footings
Grade Beams
Pads
Piers
Radon
Structural Slabs
Wall
Wall Cores – Masonry

***APECC / IECC:**

Air Sealing
Blower Door Test
Thermal Envelope
Foundation Insulation
Insulation
Piping Insulation
Slab Edge Glazing
Glazing
Pool
Spa
Final

***SPECIAL:**

Code Question
Contractor Change Walk Through
Pre-Final Walk Through
Progress Inspection
Other

City of Aspen Inspection Line: (970) 920-5448
You can also schedule your inspection by going to our website:
www.aspenpitkin.com



THE CITY OF ASPEN

City of Aspen and Pitkin County



FIREPLACE & WOODSTOVE REGISTRATION

*Parcel Id number: _____ -- _____ -- _____ -- _____

Street Address: _____

Owners Name: _____

*Required—Contact Assessors offices at 920-5160
Registration will not be accepted without a Parcel Id number

List all devices in your home (2 are allowed per building, except for gas appliances)

Note: If the number, type and location on this registration form do not match what is show on your plans or what is actually installed, your permit or Certificate of Occupancy will be denied.

Type of Building (circle one):

Residential

Other

Type of device	Room	Existing	New	Make & Model
Wood burning fireplace		<input type="checkbox"/>	<input type="checkbox"/>	(select one) ?Site-built masonry ?Factory built insert: model number: _____
Gas log fireplace		<input type="checkbox"/>	<input type="checkbox"/>	(select one) ?Site-built masonry ?Factory built insert: model number: _____
Certified woodstove		<input type="checkbox"/>	<input type="checkbox"/>	
Gas fireplace appliance (attach spec sheet)		<input type="checkbox"/>	<input type="checkbox"/>	

If any devices are being removed, please describe here, i.e. "old woodstove removed from living room"

- _____
- _____
- _____

Signature of applicant

Date

ASPEN/PITKIN COUNTY FIREPLACE AND WOODSTOVE REGULATIONS

In order to keep our air as clean as possible, the elected officials of Aspen and Pitkin County have passed ordinances to regulate the number of fireplaces and woodstoves that can be installed in any building. Building permit applicants must file a fireplace/woodstove registration with the City of Aspen Building Department or the Pitkin County Building Department before the building permit is issued.

Pitkin County is separated into 2 areas. One is the **non attainment area**, which includes the City of Aspen and the Metropolitan areas of the county, i.e. Mountain Valley, Red Mountain, Difficult Ca mpground, T Lazy 7 Ranch, and part of Starwood. The other is the **attainment area** which includes the less densely populated parts of the county, i.e. Brush Creek Village, Holland Hills and Old Snowmass.

Decorative gas appliance: A device utilizing natural gas as a fuel gas designed to appear as a real fireplace with a 4 to 5 inch Class B vent or direct vent, fixed glass door and a firebox no deeper than 24 inches.

Certified Woodstove: Colorado Phase III certified woodstove or a Phase II EPA certified woodstove.

Gas log fireplace: Meet all codes for burning wood but are used with gas logs. They are not allowed in bedrooms.

Aspen and Metropolitan Areas of Pitkin County in the non attainment area

New buildings in the non attainment area may have either 2 gas log fireplace or 2 certified woodstoves or 1 each. They may also have an unlimited number of decorative gas appliances. Wood burning fireplaces cannot be installed, nor may coal be used as fuel.

Remodeling or an addition to an existing home in the non attainment area

- If the building has 2 or more fireplaces, gas log fireplaces or woodstoves, they only devices you can add are decorative gas appliances.
- If the building has 1 fireplace, gas log fireplace or woodstove, you may add 1 gas log fireplace and an unlimited number of decorative gas appliances.
- If a building has more than 2 fireplaces, gas log fireplaces; if one is affected by the remodel it must be removed.
- If a building has only 1 or 2 fireplaces, woodstoves or gas log fireplaces, please keep in mind:
 - If you alter the firebox of a fireplace, it must be converted to gas logs or removed.
 - If a woodstove is moved, it must be removed or replaced with a department certified woodstove.

Attainment Area in Pitkin County

New residential buildings in this area may have one wood burning fireplace and one gas log or certified woodstove. If there is no fireplace, you may have either 2 gas log fireplaces or 2 certified woodstoves or 1 each. Buildings may also have an unlimited number of decorative gas appliances.

Remodeling or an addition to an existing building in the attainment areas

- If the building has 2 or more fireplaces or woodstoves, the only devices you can add are decorative gas appliances.
- If you have 1 fireplace or woodstove, you may add 1 gas log or certified woodstove and an unlimited number of decorative gas appliances
- If a building has more than 2 fireplaces or woodstoves: if one is affected by a remodel, it must be removed
- If a building has on 1 or 2 fireplaces, woodstoves or gas log appliances, please keep in mind:
 - If a woodstove is moved, it must be removed or replaced with a department certified device.
 - If you alter the firebox of a fireplace, and already have another fireplace, it must be converted to gas log

Non residential buildings (which include commercial buildings, restaurants, lodges, public buildings, and hotels) in the attainment area of Pitkin County are allowed to have gas appliances.



ASPEN LINE GRADE VERIFICATION FORM

Verification of Building Location by Building Contractor

THE CITY OF ASPEN

For Building and Permit Information, please refer to our website at:
<http://www.aspenpitkin.com/depts/41/>

Exemption

A City verification of building location is not needed when the project creates less the 200 square feet of new floor area.

PART A: Complete and Submit as part of the Building Permit Application

- Building / Job Address or Location: _____
- Your Name (Person Completing Part A): _____
- Your Company: _____
- Plans must show horizontal dimensions that 'tie' the building to the property boundary.
Are building ties shown? (circle one) 'Yes' 'No'
- An elevation benchmark needs to be established on the site by a licensed surveyor and shown on the plans. What is the elevation of this benchmark? _____
- If the garage is located within 10 feet of the roadway or sidewalk, provide spot elevation on the on the roadway or sidewalk.
Is a spot elevation shown? 'Yes' 'No' 'N/A'
- Provide the equation comparing site (surveyed) elevation to structure/ architectural plan elevation:
(i.e., 100' first floor elev = 7962.50') _____

PART B: Complete *prior to* first Foundation Inspection, by a licensed surveyor or an individual prequalified by the City

- Do field measured building ties to property match building ties shown on the plan? (circle one): 'Yes' 'No'
- Surveyor needs to confirm that one spot on the top of the foundation wall is at the same elevation shown on the approved building plans.
- What is the field measured elevation of top of foundation wall relative to the site bench mark? _____
- According to the building plans, what was the design elevation for the same place on the foundation wall?

- Was the elevation of the building adjusted in field? (circle one): 'Yes' 'No'
- If yes, why? _____

The undersigned qualified individual certifies that the information in Part B is accurate -

Signature: _____ Date: _____

Printed Name: _____ Contact ph. # : _____

Company: _____

SMUGGLER MOUNTAIN SUPERFUND SITE SOIL REMOVAL PERMIT

Building Permit Number: _____

No person shall undertake or conduct any activities or development within the Smuggler Mountain Superfund Site (Site) involving the excavation or disturbance of more than one (1) cubic yard of soil without first obtaining a permit from the Director of the Aspen Environmental Health Department.

Contaminated soils from the Site may only be taken to a duly licensed and authorized receiving facility, usually the Pitkin County landfill. Homeowners in the Smuggler Site, when developing their primary residence, are provided a reduced fee for up to 450 cubic yards of contaminated soil. Please contact the Pitkin County landfill at 923-3487 to arrange for this discount if you qualify.

Property Street address: _____

Name of property owner(s): _____

Mailing address(es): _____

Phone number(s): _____

Name of applicant: _____

Relation to property owner(s): _____

Applicant's address: _____

Applicant's phone number: _____

Name of Excavation Contractor: _____

Describe activity that will take place and whether in clean, contaminated, or remediated area (attach map): _____

Depth of excavation: _____ Surface area disturbed (sq. ft): _____

Cubic yards of material to be excavated: _____

Cubic yards of excavated material to be retained on site (how): _____

Cubic yards of material to be disposed of off site: _____

Location where material will be disposed:

Contaminated material: _____

Uncontaminated material: _____

How long will excavated material be exposed on surface? _____

How will applicant identify and segregate clean fill material from contaminated fill material (soil with lead content of $\geq 1,000$ ppm) during the excavation or development period? _____

How does applicant plan to backfill, cover, and revegetate contaminated soil or other contaminated material left on-site? _____

VEHICLES HAULING SOIL TO THE PITKIN COUNTY LANDFILL MUST COVER THE SOIL TO EFFECTIVELY PREVENT IT FROM BLOWING OUT OF THE VEHICLE.

VEHICLES TAKING SOIL TO THE LANDFILL MUST TELL THE GATEKEEPER THE EXACT STREET ADDRESS OF THE JOB, AND WHETHER THE SOIL IS CONTAMINATED OR CLEAN. PLEASE KEEP COPIES OF ALL DUMP TICKETS YOU RECEIVE!

Applicant agrees to comply with the Institutional Controls adopted by the City of Aspen:

Signature of Applicant or Applicant's Authorized Representative: _____

Date: _____, 20__

OFFICIAL APPROVAL/DENIAL AND ADDITIONAL CONDITIONS

City of Aspen Environmental Health Director:

Approved: _____ Denied: _____

Signature: _____

Date: _____, 20__

Additional Conditions (if any): _____

Applicant Information

Smuggler Mountain Superfund Site (the Site)

Definitions

1. "Activity" means any action occurring on, above, or below the surface of the ground within the boundaries of the Site which results, or may result in disturbance of 1 cubic yard of soil within the Site.
2. "Contaminated soil or other contaminated material" means soil or other material containing lead concentrations of $\geq 1,000$ parts per million (ppm).
3. "Development" means any construction or man-made change in the use or character of land including, but not limited to, building, grading, excavating, digging, paving, drilling, planting, or landscaping.
4. "EPA" means the U.S. Environmental Protection Agency.
5. "Hard surface cover" means a non-permeable or semi-permeable barrier overlaying the ground surface, such as paving, asphalt, concrete, stone or wood, and including buildings and other permanent structures.
6. "Institutional Controls" means the special regulations pertaining to development or other activities within the Site. The Institutional Controls are available online at: <http://www.aspenpitkin.com/pdfs/depts/44/cc.ord.025-94.pdf> (City of Aspen).
7. "Landfill" means the Pitkin County Landfill.
8. "Vegetative cover" means plant life, including but not limited to grass, trees, shrubs, vines and sod, planted or installed in such a manner as to prevent or minimize the exposure of ground soil.

Permitting Requirements and Process

9. Applicants must complete a Smuggler Mountain Superfund Site Soil Removal Permit application for any development or other activity, including landscaping projects, involving the excavation or exposure of more than 1 cubic yard of soil. Applications are available at the Aspen Environmental Health Department (Aspen EHD) and at http://www.aspenpitkin.com/pdfs/depts/44/SMUGGLER_dirt.pdf
10. Please keep a copy of the permit with you to take to the Landfill with the first truckload of contaminated soil or other contaminated material. Please keep copies of all dump tickets, receipts, or other records, as we may ask for them prior to approving your certificate of occupancy.
11. The Gatekeeper at the Landfill tracks the amount of contaminated soil or other contaminated material brought into the Landfill and verifies it with the volume state on your Soil Removal Permit. Applicants should contact the Landfill for fees associated with disposal of contaminated soil or other contaminated material.

Performance Standards; Site Maintenance

- **Excavation and construction.** Any disturbed soil or other material that is, or may be contaminated, and that is to be stored above ground shall be securely contained on and covered with a durable non-permeable tarp or other protective barrier approved by Aspen EHD so as to prevent the leaching of contaminated material onto or into the surface soil. Sufficient measures must be taken to prevent soil from being tracked off-site.

- **Removal of contaminated material.** No contaminated soil or other contaminated material shall be removed, placed, stored, transported or disposed of outside the boundaries of the Site without having first obtained any and all necessary state and/or federal transportation and disposal permits. Contaminated soil or other contaminated material need not be taken to the Landfill if Aspen EHD finds that there exists a satisfactory method of disposal at the excavation site, or if the material is being taken to another duly licensed and authorized receiving facility. The City and County may require soil testing to determine lead content of any soil or other material on the Site.
 - **Dust suppression.** All development and other activities shall be accompanied by dust suppression measures to minimize the creation and release of dust and other particulates into the air.
 - **Vegetable and flower gardening or cultivation.** No vegetables or flowers shall be planted or cultivated within the boundaries of the Site except in garden beds consisting of not less than 12" of uncontaminated soil.
12. **Surface coverage.** All areas of the Site must be maintained with a permanent vegetative or hard surface cover. Except as allowed pursuant to a duly obtained permit, no person may alter any part of a permanent vegetative or hard surface cover absent prior notice to the Aspen EHD. To obtain a "clean letter," a minimum of 12" of uncontaminated soil must be placed over contaminated soil or other contaminated material, and the area revegetated after a construction or landscaping project has taken place. It is also acceptable to cover contaminated soil or other contaminated material with 12" of gravel, or pave it with concrete or asphalt.
13. **No erosion.** All areas within the Site must be maintained in a manner to minimize erosion, including adequate provision for drainage and surface water run-off so as to prevent the formation of standing pools, ditches or gullies.

Inspections

14. All areas within the Site are subject to inspection by the Aspen EHD in order to enforce the Institutional Controls. On-site inspections are done with the consent of the property owner or occupant. If consent is denied, a court order can be sought.

"Clean Letters"

15. Property owners within the Site who have correctly remediated their property are supposed to receive a "clean letter" from EPA, stating that the property requires no further remediation.
16. After a property has been fully remediated, Pitkin County EH/NR sends a letter to the EPA identifying the property owner(s) and the property, and requesting that a "clean letter" be sent. The EPA sends "clean letters" directly to property owners. Pitkin County does not receive a copy. The County's only record of properties that have been cleaned is the notification letter sent to the EPA.

Violations/Enforcement

17. If the Aspen EHD or Pitkin County EH/NR determines that a violation of the Institutional Controls has occurred during a monthly inspection, or at any other time, the following actions may be taken:
- Verbal warning, followed by written notice to the property owner(s) of the violation and corrective action required. Violations must be corrected immediately and will be evaluated at the next monthly inspection.

- Citation and Court Summons (if necessary) – The City of Aspen and/or Pitkin County will issue a citation, or take other enforcement action (e.g., a Stop Work Order) if the violation is not timely corrected. A court summons may be issued to the property owner(s) and/or developer in violation.

AFFIDAVIT

The undersigned, (please print) _____, states as follows:

1. I am the legal owner or owner's representative of a certain parcel of real estate, known as (Street address) _____

_____, Aspen, Colorado, which property is located within the Smuggler Mountain Superfund Site as designated by the United States Environmental Protection Agency.

2. Sampling data show that soil on my property contains lead levels greater than 1000 ppm. I am aware that this concentration of lead in my soil has caused EPA and the County to place certain restrictions, including Institutional Controls, on the movement and disposal of this contaminated soil. I certify that I have complied with those restrictions during the course of the construction project undertaken on my property. I confirm that _____ cubic yards of excavated materials were removed from my property and were delivered to _____. I confirm that _____ cubic yards of excavated materials were retained on site and used for _____. I confirm that no contaminated soils were taken to any site other than the approved facility listed above.

3. All excavated materials were handled in accordance with the requirements of the Institutional Controls.

Owner or owner's representative

Date _____, 200____.