

## How to Submit a Manufactured Housing Permit

1. Under **Building**, select “General Permit”

---

### Building

Pre-Submittal Meeting	General Permit Application
Change Order	Electrical Permit Application
Mechanical Permit Application	Plumbing Permit Application
Code Enforcement	Complaint
Flood Plain Permit Application	Tree Removal Permit Application
Earthmoving / Driveway Access Permit Application	

2. The “Pre-Submittal” meeting will open allowing you to connect this project. Check either the “yes” or “no” bubble.

Click **Save and Continue** at the bottom to proceed to the next page.

SageGov

Home Worklist Dashboard Reports Manage Admin Search Help

### General Permit Application

1 Pre-Submittal Meeting # 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

Enter approved Pre-Submittal Meeting Number  Yes  No

Cancel Save & Continue

3. Enter the address, parcel number, or location details of the property. The parcel number may be obtained by going to the Pitkin County Assessor website.

Press **Save and Continue** to proceed to the next page.

## General Permit Application



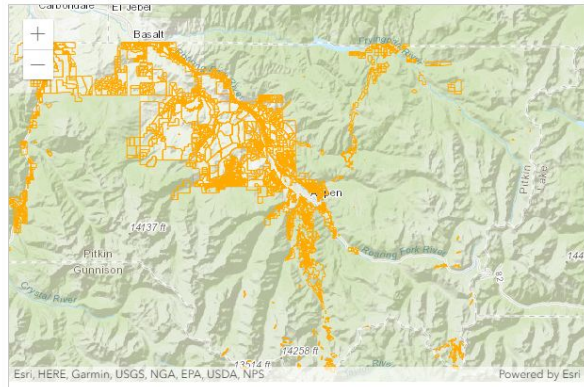
### Location

Please provide details about the location.

**Address:** [Advanced Search](#)

**Parcel Number(s):**

**Location Details:**  
*Ex. Corner of 5th and Main*



4. The “General Permit Application” screen will open. Please fill out all the information requested on every line.

**General Permit Application**

1 Pre-Submittal Meeting #   2 Location   **3 Application Forms**   4 Upload files   5 Confirm & Submit

Application Form > Location Information

**PITKIN COUNTY  
GENERAL PERMIT APPLICATION**  
530 E Main St, Suite 205 Aspen, CO 81611

OFFICE PHONE 970-920-5526   INSPECTION LINE 970-920-5532   <http://www.pitkincounty.com>

PROJECT NAME:

**OWNER INFORMATION**   Is Owner Entity? (LLC, Trust, etc...)  No  Yes

Owner First Name:    Owner Last Name:

Owner Email Address:    Owner Address:

Owner Phone Number:    Owner City:    Owner State:    Owner Zip:

**NOTE:** Be sure to click on the type of permit being requested at the bottom of this page (**Manufactured Housing Permit Radio Button**)

Press **Save and Continue** to proceed to the next page.

Description of Work (include Main Bldg Permit # if it is a change order):\*

TEST

Building Permit    Demo    Fence    Fires Sprinkler    **Manufactured Housing**    Roof    Sign    Tent

Back   Cancel   **Save & Continue**

5. The Manufactured Housing Permit Application Form window will appear. Please enter all the information requested.

Press **Save and Continue** to proceed to the next page.

**General Permit Application**

1 Pre-Submittal Meeting #    2 Location    3 **Application Forms**    4 Upload files    5 Confirm & Submit

✓ Application Form »    **Manufactured Housing Permit App Form »**    Manufactured Housing Permit Submittal Checklist »    Location Information

**MANUFACTURED HOUSING PERMIT**

**CLASS OF WORK**  
 Addition     Remodel     New     Repair

**USE OF BUILDING**  
 Agricultural     Commercial     Residential     Other

**CUSTOMER'S VALUATION**  
\* 123

**CENSUS CODE**

6. The “Manufactured Housing Submittal Checklist” window will open. Under the column at the left titled external user, select any items (by using dropdown) which will be uploaded to your application.

- For a Building Permit Application, there are 3 options provided in the external user column: “yes,” “no,” “n/a”
  - \* A “yes” response means: Yes I have this document and I will upload it.
  - \* A “no” response means: I don’t have it but it’s a required upload
  - \* An “n/a” response means: I don’t have it and it is not required.

Press “**Save and Continue**” to proceed to the next page

### General Permit Application

1  
Pre-Submittal Meeting #

2  
Location

3  
Application Forms

4  
Upload files

5  
Confirm & Submit

✓ Application Form »

✓ Manufactured Housing Permit App Form »

Manufactured Housing Permit Submittal Checklist »

Location Information

Manufactured Housing Permit Submittal Checklist		
External User	Description	Office Use Only
-- Select --	Affidavit of Owner Acknowledgement and Cost of Construction <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-top: 5px;"></div>	-- Select --
-- Select --	Schedule of Values:	-- Select --

7. The Location Information Window will automatically populate based on the property information entered earlier.

Press “SAVE & CONTINUE” to proceed to the next page

### General Permit Application

- 1 Pre-Submittal Meeting #
- 2 Location
- 3 Application Forms
- 4 Upload files
- 5 Confirm & Submit

✓ Application Form »    ✓ Manufactured Housing Permit App Form »    ✓ Manufactured Housing Permit Submittal Checklist »

Location Information

**Legal Description**  
Subdivision: BRUSH CREEK VILLAGE Block: 4 Lot: 4 FILING 1

**Fire District Name**  
Aspen Fire Protection District

**Sewer Service District**

8. The upload files stage will allow you to upload files to your project.

Here you must press:

- Choose File
- Upload
- Name the file after uploading (using the Dropdown)

Once all the files have been uploaded, press **Save and Continue** to proceed to the next page.

The screenshot shows a web interface for a 'General Permit Application'. At the top, a progress bar contains five steps: 1. Pre-Submittal Meeting #, 2. Location, 3. Application Forms, 4. Upload files (highlighted in blue), and 5. Confirm & Submit. Below the progress bar is a white box with the heading 'Upload Electronic Plan Files and Supporting Documents (as required)'. Inside this box, there is a file selection area with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. A note below reads: 'Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.' Below the note, it says 'Optional files: view'. At the bottom of the interface, there are three buttons: 'Back', 'Cancel', and 'Save & Continue' (highlighted in yellow).



9. The next window allows you to review your application and make any changes. Once reviewed, press **submit** at the bottom.

General Permit Application

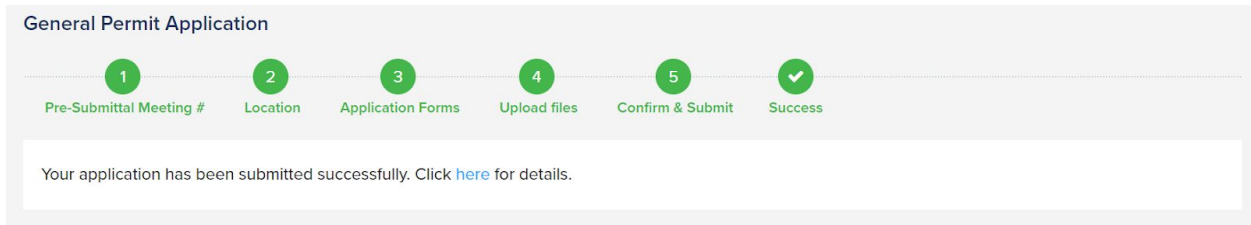
1 Pre-Submittal Meeting #   2 Location   3 Application Forms   4 Upload files   5 Confirm & Submit

- Location
- Application Form
- Manufactured Housing Permit App Form
- Location Information
- Building Permit Submittal Checklist
- Electronic Plan Files and Supporting Documents (as required)

Back   Cancel   **Submit**

10. Once your application is submitted, you will see the final window stating it was submitted successfully.

Someone from the Building Department will be in touch with you after submittal.



General Permit Application

1 Pre-Submittal Meeting # 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit 6 Success

Your application has been submitted successfully. Click [here](#) for details.