

## **How to Submit a Plumbing Permit**

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

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**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 “Plumbing Permit Application” will open allowing you to connect this project to a building permit. Check either the “yes” or “no” bubble.

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

The screenshot displays a web form titled "Plumbing Permit Application". At the top, a progress bar consists of five numbered steps: 1. Building Project Number (highlighted in blue), 2. Location, 3. Application Forms, 4. Upload files, and 5. Confirm & Submit. Below the progress bar, a question is posed: "Is this Plumbing Permit associated with a Building Project?". To the right of the question are two radio button options: "Yes" and "No". The "No" option is selected, and the entire question and options area is highlighted with a yellow background. At the bottom of the form, there are two buttons: "Cancel" and "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.

### Plumbing Permit Application

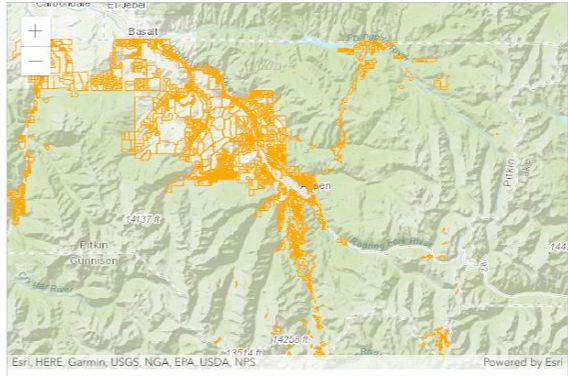
1 Building Project Number    2 Location    3 Application Forms    4 Upload files    5 Confirm & Submit

**Location**  
*Please provide details about the location.*

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:



Back    Cancel    **Save & Continue**

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

Plumbing Permit Application

1 Building Project Number   2 Location   3 Application Forms   4 Upload files   5 Confirm & Submit

Application Form » Plumbing Permit App Form » Location Information

**PLUMBING PERMIT APPLICATION**  
PITKIN COUNTY COMMUNITY DEVELOPMENT  
530 E Main St, Suite 205 Aspen, CO 81611  
INSPECTION: 970-920-5532 OFFICE:970-920-5526

<b>OWNER INFORMATION</b>		Is Owner Entity? <input type="radio"/> No <input type="radio"/> Yes	
Owner First Name <input style="width: 90%;" type="text"/>		Owner Last Name <input style="width: 90%;" type="text"/>	
Owner Email Address <input style="width: 90%;" type="text"/>		Owner Address <input style="width: 90%;" type="text"/>	
Owner Phone Number <input style="width: 60%;" type="text"/>	Owner City <input style="width: 60%;" type="text"/>	Owner State <input type="text" value="-- Select --"/>	Owner Zip <input style="width: 60%;" type="text"/>

**PLUMBING CONTRACTOR**

Class of Work:  NEW    ADDITION    REMODEL    SUPPLEMENTAL

Is There a Restaurant In This Building?  YES    NO

Will Penetrations Be Made In Fire Resistive Construction?  YES    NO

Type of Fuel:  Natural Gas    Propane    Electric    Other

Describe Work:

Special Conditions / Hazards:

Back   Cancel   Save & Continue

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

5. The Plumbing Permit Application Form page will open up. Please enter all the information requested. This is merely a fee estimate to be used for information purposes and actual fees amounts may vary.

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

### Plumbing Permit Application

1 Building Project Number    2 Location    3 Application Forms    4 Upload files    5 Confirm & Submit

✓ Application Form » Plumbing Permit App Form » Location Information

System	Quantity	Fee
Water Closets		
Bathtub / Tub Shower Combo		
Shower		
Lavatory		
Kitchen Sink/Disposal		
Laundry / Bar		
Utility Sink		
Floor Sink		
Floor Drain		
Roof Drain		

6. The Location Information window will automatically populate based on the property information entered earlier.

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 » ✓ Building Permit App Form » **Location Information** » Building Permit Submittal Checklist

Location Information

**Legal Description**  
Subdivision: MOUNTAIN VALLEY Block: 1 Lot: 34

**Historic District**

**Fire District Name**  
Aspen Fire Protection District

**Zone Overlay**

**Sewer Service District**  
Aspen Consolidated Sanitation District

**Wildfire Classification**  
A

**Wildfire Hazard Desc**  
Low Hazard

7. 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.

Plumbing Permit Application

1 Building Project Number   2 Location   3 Application Forms   4 Upload files   5 Confirm & Submit

Upload Electronic Plan Files and Supporting Documents (as required)

	File Name	Size	File Type	Comment	
<input checked="" type="checkbox"/>	STATEMENT OF AUTHORITY 8.26.19.pdf	217.2 KB	Statement of Authority		DELETE

No file chosen  

Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.

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

Plumbing Permit Application

1 Building Project Number    2 Location    3 Application Forms    4 Upload files    5 Confirm & Submit

» Location

» Application Form

» Plumbing Permit App Form

» Location Information

» Electronic Plan Files and Supporting Documents (as required)

Back    Cancel    Submit



9. 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.

Plumbing Permit Application

1 Building Project Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit 6 Success

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