

## **How to submit a Demolition 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.

**SagesGov** 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.

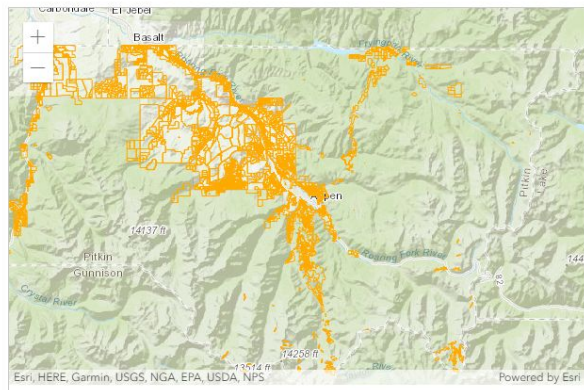
Address:

[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.

The screenshot shows the 'General Permit Application' interface. At the top, a progress bar indicates five steps: 1. Pre-Submittal Meeting #, 2. Location, 3. Application Forms (highlighted in blue), 4. Upload files, and 5. Confirm & Submit. Below the progress bar, the text 'Application Form > Location Information' is visible. The main content area is titled 'PITKIN COUNTY GENERAL PERMIT APPLICATION' and includes contact information: 'OFFICE PHONE 970-920-5526', 'INSPECTION LINE 970-920-5532', and '530 E Main St, Suite 205 Aspen, CO 81611'. A website link 'http://www.pitkincounty.com' is also present. The form contains several input fields: 'PROJECT NAME', 'OWNER INFORMATION' (with a sub-section for 'Is Owner Entity? (LLC, Trust, etc...)' with 'No' and 'Yes' radio buttons), 'Owner First Name', 'Owner Last Name', 'Owner Email Address', 'Owner Address', 'Owner Phone Number', 'Owner City', 'Owner State' (a dropdown menu), and 'Owner Zip'. All input fields are highlighted in yellow.

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

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

This screenshot shows the 'Description of Work' section of the form. It features a large text area for the description, which is highlighted in yellow. Below the text area, there is a row of radio buttons for selecting the permit type: 'Building Permit', 'Demo' (which is selected and highlighted in yellow), 'Fence', 'Fires Sprinkler', 'Manufactured Housing', 'Roof', 'Sign', and 'Tent'. At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Save & Continue'.

5. The Demo Permit Application Form window will appear. Please enter all 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 » Demo Permit App Form » Location Information » Building Permit Submittal Checklist

**DEMO PERMIT**

**CLASS OF WORK**  
 Addition    Remodel    New    Repair

**USE OF BUILDING**  
 Agricultural    Commercial    Residential    Other

**PROPANE USED ?**  Yes  No

<b>NUMBER OF STORIES</b> <input type="text"/>	<b>TYPE OF CONSTRUCTION</b> <input type="text"/>	<b>BUILDING EXISTING SQUARE FOOTAGE</b> <input type="text"/>	<b>BUILDING TOTAL SQUARE FOOTAGE FOR THIS PERMIT</b> <input type="text"/>
<b>NUMBER OF EXISTING BEDROOMS</b> <input type="text"/>	<b>NUMBER OF DWELLING UNITS</b> <input type="text"/>	<b>CENSUS CODE</b> <input type="text"/>	

6. The “Demolition Permit Submittal Checklist” window will open. Under the column at left titled “External User” select any items (by using Dropdown) which must be uploaded to your Application. Any items selected must be uploaded in the next window.

- 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  
»

✓ Demo Permit App Form  
»

Demolition Permit Application Submittal Checklist  
»

Location Information

**Demolition Permit Application Submittal Requirements**

*“Demolition” means to tear down completely, to do away with, or to raze. Any partial removal of a structure may be determined by the Community Development Director or Chief Building Official to effectively be a complete razing of a structure, even while some portion or portions of it remain in place. Renovation of a structure shall not be considered “demolition”.*

Please provide the following	Select
<a href="#">Environmental Health Checklist</a>	<div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 2px; text-align: center;">-- Select --</div>
Asbestos test report from the testing company, showing no asbestos, or a clear air report once asbestos is abated	<div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 2px; text-align: center;">-- Select --</div>

7. 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 »    ✓ Demo Permit App Form »    ✓ Demolition Permit Application 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**

**Water Service District**

8. The next window titled “Upload Electronic Plan Files and Supporting Documents” will require you to upload documents pertaining to a Demolition Permit. (i.e. “Existing Sq Ft/FAR Drawing” and “Site Plan”)

- Press “UPLOAD”
- Press “CHOOSE FILE”
- Then name the file using the drop down menu under “File Type.” **(NOTE:** You will NOT be able to proceed to the next page if you have not uploaded the required documents.)

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

**Upload New Files**

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.*

**Mandatory files required for this submission:**

- \* **Architect/Engineer Verification** *Architect/Engineer Verification that existing roof structure will support the additional snowload*
- \* **Asbestos Report**
- \* **Deconstruction Plan**
- \* **Existing Sq Ft/FAR Drawing**
- \* **Floor Area Information**
- \* **Site Plan**



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
- Demo 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.