

## How to Submit a Fence 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 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

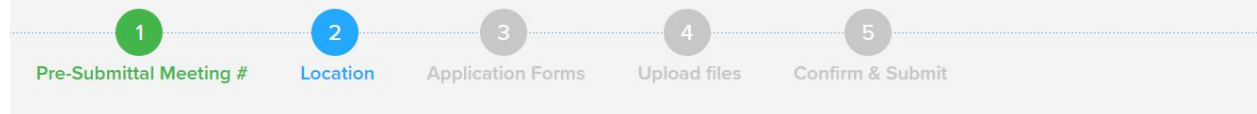
Enter approved Pre-Submittal Meeting Number \*  Yes  No

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



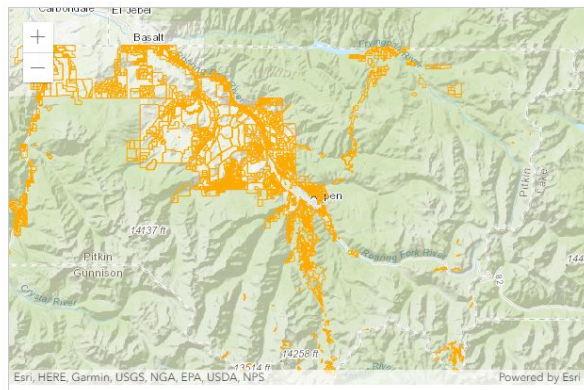
### Location

Please provide details about the location.

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:



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

General Permit Application

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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 <input type="text"/>	Owner Last Name <input type="text"/>		
Owner Email Address <input type="text"/>	Owner Address <input type="text"/>		
Owner Phone Number <input type="text"/>	Owner City <input type="text"/>	Owner State -- Select --	Owner Zip <input type="text"/>

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

Building Permit  Demo  Fence  Fires Sprinkler  Manufactured Housing  Roof  Sign  Tent

5. The Fence 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

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✓ Application Form » Fence Permit App Form » Location Information

**FENCE PERMIT**

If you are building a wildlife friendly fence, you do not need a permit. To view the County Code on wildlife friendly design [click here](#)

Is this parcel assessed as Agricultural by the Pitkin County Assessor's Office?	<input type="text" value="-- Select --"/>
Purpose of the Fence?	<input type="text" value="-- Select --"/>
Is a motorized gate that crosses the driveway requested?	<input type="text" value="-- Select --"/>
Ranch gates must provide at least 14' of height clearance and be no greater than 20'	<input type="text" value="-- Select --"/>
Subdivision Name?	<input type="text"/>
Is the proposed fence located within an approved Building or Activity Envelope? <small>If yes, then require one of the three: Recorded Activity Envelope or Site Plan or Plat showing the approved Envelope</small>	<input type="text" value="-- Select --"/>

Be prepared to provide a plan showing the proposed location of the fence in the next step. If the proposed fence is on top of a berm or otherwise altered grade, then a topographical map is required.

Be prepared to provide the materials that will be used (must be non-reflective) and the dimensions (height, width, Spacing between rails) of the proposed fence.

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

✔ [Application Form](#) » ✔ [Fence Permit App Form](#) » [Location Information](#)

### 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*

**Water Service District**

*City of Aspen Water Service Area*

**Zone District Code**

*R-15A*

**Caucus Name**

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.

General Permit Application

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Upload Electronic Plan Files and Supporting Documents (as required)

Choose File No file chosen Upload

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:

- Fence Detail and Description
- Site Plan

Optional files: [view](#)

Back Cancel Save & Continue

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

General Permit Application

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• Location

• Application Form

• Fence Permit App Form

• Location Information

• 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.