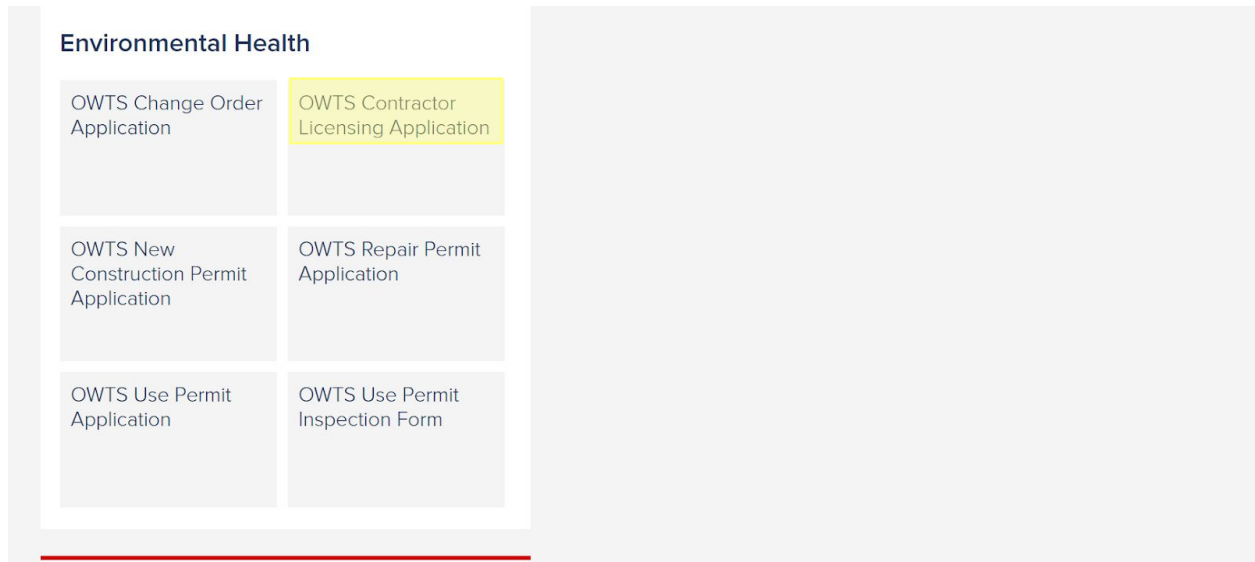


How to Submit an OWTS Contractor Licensing Application

1. Under “ENVIRONMENTAL HEALTH” press OWTS Contractor Licensing Application.



2. The Onsite Wastewater Treatment System License Application page will open.

Enter the information requested on each line.

Press SAVE & CONTINUE at the bottom to proceed to the next page.

OWTS Contractor Licensing Application

1 Application Forms 2 Upload files 3 Confirm & Submit

Application Form

Onsite Wastewater Treatment System License Application
530 E Main St, Suite 205 Aspen, CO 81611

Is this a new application or a renewal? <input checked="" type="radio"/> New Application <input type="radio"/> Renewal	Type of License <input type="checkbox"/> Cleaner <input type="checkbox"/> Contractor <input type="checkbox"/> Designer <input type="checkbox"/> Inspector
---	--

Company Name:

First Name: Last Name:

Address:

City: State: -- Select -- Zip:

Email Address: Phone Number:

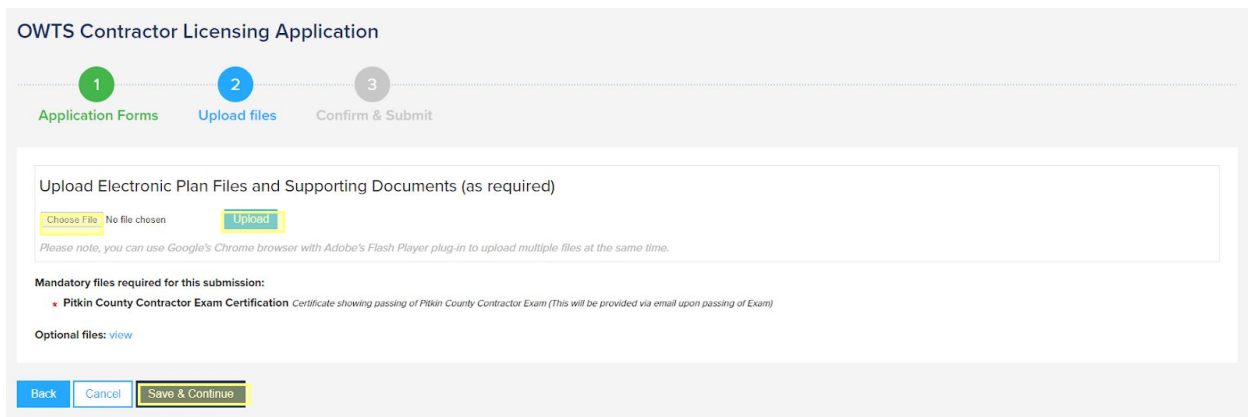
The undersigned confirms their understanding that email is the preferred form of communication for Pitkin County Environmental Health Department ("The Department") and agrees to allow the inclusion

3. The OWTS Licensing Application page will open.

Here you may upload attachments. To upload files press:

1. Choose File
2. Upload
3. Be sure to name the file by using the dropdown under "FILE TYPE"

NOTE: You will not be able to proceed to the following page until you have uploaded all of the Mandatory files required.



The screenshot displays the 'OWTS Contractor Licensing Application' interface. At the top, a progress bar shows three steps: '1 Application Forms' (completed), '2 Upload files' (current step), and '3 Confirm & Submit'. Below the progress bar, the main content area is titled 'Upload Electronic Plan Files and Supporting Documents (as required)'. It features a file selection area with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. A note below states: 'Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.' Underneath, a section for 'Mandatory files required for this submission:' lists 'Pitkin County Contractor Exam Certification' with a sub-note: 'Certificate showing passing of Pitkin County Contractor Exam (This will be provided via email upon passing of Exam)'. Below this, 'Optional files:' is followed by a 'view' link. At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Save & Continue'.

Press SAVE & CONTINUE to continue to the next age.

4. The OWTS Contractor Licensing Application page will upon. Here you can review your application and make any changes.

Once your application is complete, press “SUBMIT”

OWTS Contractor Licensing Application

1 Application Forms 2 Upload files 3 Confirm & Submit

▸ Application Form


▸ Electronic Plan Files and Supporting Documents (as required)

Back Cancel Submit

5. The Final Page will tell you that your application has been successfully submitted.

Someone from Environmental Health will be contacting you.

OWTS Contractor Licensing Application



1 Application Forms 2 Upload files 3 Confirm & Submit ✓ Success

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