

How to Submit an OWTS Use Permit Inspection Form

1. Under “ENVIRONMENTAL HEALTH” press OWTS Use Permit Inspection Form.

The screenshot displays a web application interface with three main sections:

- Building:** A grid of 10 items:
 - 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
- Environmental Health:** A grid of 6 items:
 - OWTS Change Order Application
 - OWTS Contractor Licensing Application
 - OWTS New Construction Permit Application
 - OWTS Repair Permit Application
 - OWTS Use Permit Application
 - OWTS Use Permit Inspection Form** (highlighted in yellow)
- How-To Videos:** A sidebar on the right with the date 12/15/2019 and a list of links:
 - Navigation Overview: <https://youtu.be/n6OUF7GUSM0>
 - Submit a New Application: <https://youtu.be/rVeD5hFc-KI>
 - Issue Permits in SagesGov: <https://www.youtube.com/watch?v=yOw-9mlUCK0>
 - Inspections Management: https://www.youtube.com/watch?v=WojE_9hQGIE
 - SagesGov Mobile Inspections App: <https://www.youtube.com/watch?v=FM8mnb1TLm8>

2. This page asks you to enter the Address and/or Parcel Number of the property.

To find the Parcel Number, go to www.pitkincountyassessor.com and type in the street address of the property.

Press “SAVE & CONTINUE” to proceed to the following page.


OWTS Use Permit Inspection Form

1 Location 2 Application Forms 3 Upload files 4 Confirm & Submit

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:
Ex. Corner of 5th and Main



County of Pitkin & City of Aspen, Bureau of Land Management, Esri, HERE, Garmin, INCRE... Powered by Esri

Cancel Save & Continue

3. The OWTS Use Permit Inspection Form will open.

Please fill in all the required information.

After responding to all the questions, Press SAVE & CONTINUE to proceed to the next page.

OWTS Use Permit Inspection Form

1 Location 2 Application Forms 3 Upload files 4 Confirm & Submit

[Application Form](#) » OWTS Use Permit Inspector App Form

OWTS Use Permit Inspection Form
530 E Main St, Suite 205 Aspen, CO 81611

Primary Contact Information

Primary Contact First Name	Primary Contact Last Name		
<input type="text"/>	<input type="text"/>		
Primary Contact Email Address	Primary Contact Address		
<input type="text"/>	<input type="text"/>		
Primary Contact Phone Number	Primary Contact City	Primary Contact State	Primary Contact Zip
<input type="text"/>	<input type="text"/>	<input type="text" value="-- Select --"/>	<input type="text"/>

OWNER INFORMATION

Owner First Name	Owner Last Name
<input type="text"/>	<input type="text"/>

Is Owner Entity? No Yes

4. This page is a continuation of the OWTS Use Permit Inspection Application form.

Please fill in all the required information.

Press "SAVE & CONTINUE" to proceed to the following page.

OWTS Use Permit Inspection Form

1 Location 2 Application Forms 3 Upload files 4 Confirm & Submit

✓ Application Form » OWTS Use Permit Inspector App Form

Questions for property owner PRIOR to inspection:

Is the home currently occupied?	<input type="text" value="-- Select --"/>	
How many bedrooms are in the home?	<input type="text"/>	

RECORDS

Were system records available from Pitkin County?	<input type="text" value="-- Select --"/>		
Was an as-built drawing available?	<input type="text" value="-- Select --"/>	Is the as-built drawing accurate?	<input type="text" value="-- Select --"/>

Describe change in use/differences:

SITE CONDITIONS

Any questions marked FAIL or NO will require correction before an OWTS Use permit is issued

5. This window is called “UPLOAD ELECTRONIC PLAN FILES AND SUPPORTING DOCUMENTS.”

Here you must upload all of the Mandatory Files named.

To upload files press:

1. Choose File
2. Upload
3. Name the file using the Dropdown under “File Type”

NOTE: You will NOT be able to proceed to the next window until you have uploaded all of the Mandatory files required for this submission.

Press “SAVE & CONTINUE” to continue to the next page.

The screenshot displays the 'OWTS Use Permit Inspection Form' interface. At the top, a progress bar shows four steps: 1. Location, 2. Application Forms, 3. Upload files (highlighted in blue), and 4. Confirm & Submit. The main content area is titled 'Upload Electronic Plan Files and Supporting Documents (as required)'. It features a file selection interface 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 'Floorplan' and 'Site Plan showing septic location'. Below that, it says 'Optional files: view'. At the bottom, there are three buttons: 'Back', 'Cancel', and 'Save & Continue' (highlighted in green).

6. The Confirm & Submit page allows you to review your application and make any changes.


Once it is ready, press “SUBMIT”

The screenshot shows the 'OWTS Use Permit Inspection Form' interface. At the top, a progress bar indicates four steps: 1. Location (green), 2. Application Forms (green), 3. Upload files (green), and 4. Confirm & Submit (blue, indicating the current step). Below the progress bar, there are four expandable sections, each with a right-pointing arrow: 'Location', 'Application Form', 'OWTS Use Permit Inspector App Form', and 'Electronic Plan Files and Supporting Documents (as required)'. At the bottom of the form, there are three buttons: 'Back' (blue), 'Cancel' (white with blue border), and 'Submit' (yellow with black border).

7. The final page lets you know that your application has been successfully submitted.

Someone from Environmental Health will be contacting you.

OWTS Use Permit Inspection Form



1 Location 2 Application Forms 3 Upload files 4 Confirm & Submit 5 Success

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