

# How to Submit an OWTS Repair Permit Application

1. Under “ENVIRONMENTAL HEALTH” press OWTS Repair Permit Application.

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, and 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** (highlighted in yellow), OWTS Use Permit Application, and OWTS Use Permit Inspection Form.
- How-To Videos:** A list of four video links with their respective YouTube IDs: Navigation Overview, Submit a New Application, Issue Permits in SagesGov, Inspections Management, and SagesGov Mobile Inspections App.

12/15/2019

2. The “OWTS Construction Project Number” window will open.

Here you must select “YES” or “NO” in response to the question regarding a previous OWTS Project number.

The screenshot shows a web application interface for an "OWTS Repair Permit Application". At the top, there is a progress bar with five steps: 1. OWTS Construction Project Number (highlighted in blue), 2. Location, 3. Application Forms, 4. Upload files, and 5. Confirm & Submit. Below the progress bar is a white form area containing a question: "Would you like to select a Previous OWTS Project Number (Select Yes only if permit was issued after May 11, 2020)". To the right of the question are two radio button options: "Yes" and "No". At the bottom of the form area, there are two buttons: "Cancel" and "Save & Continue".

Press “SAVE & CONTINUE” to move onto the following page.

3. 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](http://www.pitkincountyassessor.com) and type in the street address of the property.

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

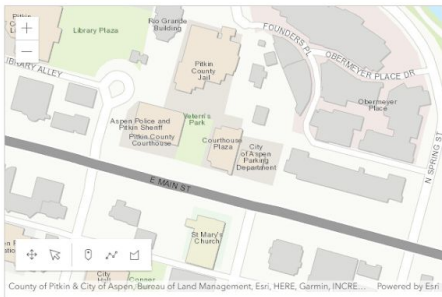
OWTS Repair Permit Application

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

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:  
*Ex. Corner of 5th and Main*



Back    Cancel    Save & Continue

4. The Septic (Onsite Water Treatment System) Construction/Repair Permit Application window will open.

Please fill in all the required information.

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

OWTS Repair Permit Application

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

Application Form » OWTS Repair Permit App Form » Residences » Location Information

**Septic (Onsite Water Treatment System) Construction/Repair Permit Application**  
530 E Main St, Suite 205 Aspen, CO 8161

**Primary Contact Information**

Primary Contact First Name *		Primary Contact Last Name *	
Primary Contact Email Address *		Primary Contact Address *	
Primary Contact Phone Number *	Primary Contact City *	Primary Contact State *	Primary Contact Zip *

**OWNER INFORMATION**

Is Owner Entity?  No  Yes

Owner First Name	Owner Last Name
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5. This page is a continuation of the Application form.

Please fill in all the required information.

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

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

✓ Application Form » OWTS Repair Permit App Form » Residences » Location Information

Onsite Water Treatment System Repair Permit Form

System Type * -- Select --	Type of Permit * Existing System Repair Application	Repair Type * -- Select --	Previous OWTS Permit Number [ ]
Residences * [ ]	Number of Bedrooms * [ ]		
Are there Additional Structures served by this system? <input type="radio"/> No <input type="radio"/> Yes			
Is this a multi-family structure? <input type="radio"/> Yes <input type="radio"/> No			
Lot Size(Acres) * [ ]	Living Area Square Footage * [ ]		
Additional Information or Comments [ ]			

Back    Cancel    Save & Continue

6. This page asks for information regarding Residences and Square Footage.

Enter the numbers requested and press SAVE & CONTINUE to proceed to the following page.

OWTS Repair Permit Application

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

✓ Application Form » ✓ OWTS Repair Permit App Form » Residences » Location Information

Residences:  Total Square Footage:

Back Cancel Save & Continue

7. The Location Information window will automatically populate by using the information entered earlier.

Press SAVE & CONTINUE to proceed.

OWTS Repair Permit Application

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

✓ Application Form » ✓ OWTS Repair Permit App Form » ✓ Residences » 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**

8. 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.**

The screenshot shows the 'OWTS Repair Permit Application' interface. At the top, a progress bar indicates five steps: 1. OWTS Construction Project Number, 2. Location, 3. Application Forms, 4. Upload files (highlighted in blue), and 5. Confirm & Submit. Below the progress bar, the main heading is 'Upload Electronic Plan Files and Supporting Documents (as required)'. There is a file selection area with a 'Choose File' button (showing '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 titled 'Mandatory files required for this submission:' lists five items with red asterisks: Architectural Site Plan, Copy of Well Permit (Well Permit or Proof of Water Supply), Floorplan, Soils Report, and System Design. Below this list, it says 'Optional files: [view](#)'. At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Save & Continue' (highlighted in yellow).

Press SAVE & CONTINUE to proceed to the next page.



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

Once it is ready, press “SUBMIT”

OWTS Repair Permit Application

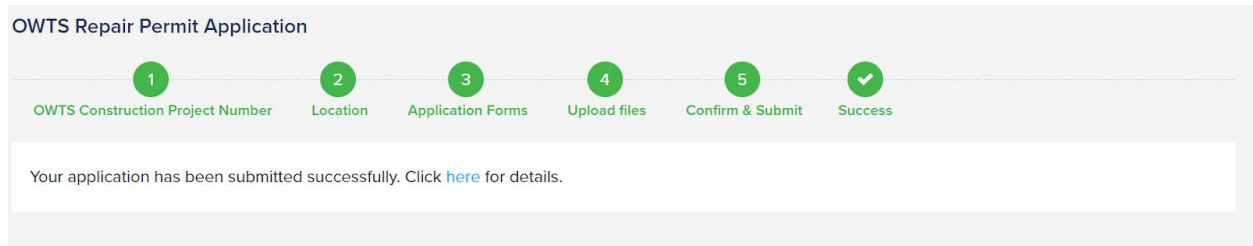
1 2 3 4 5  
OWTS Construction Project Number Location Application Forms Upload files Confirm & Submit

- Location
- Application Form
- OWTS Repair Permit App Form
- Residences
- Location Information
- Electronic Plan Files and Supporting Documents (as required)

Back Cancel Submit

10. The final window lets you know that your application has been submitted successfully.

Someone from Environmental Health will be contacting you.



The screenshot displays a progress bar for the 'OWTS Repair Permit Application' process. The progress bar consists of six steps, each represented by a green circle with a number or checkmark. The steps are: 1. OWTS Construction Project Number, 2. Location, 3. Application Forms, 4. Upload files, 5. Confirm & Submit, and 6. Success. The 'Success' step is the final step and contains a checkmark. Below the progress bar, a white box contains the text: 'Your application has been submitted successfully. Click [here](#) for details.'