

## How to Submit a Roof Permit

1. Under **Building**, select “**General Permit**”

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**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

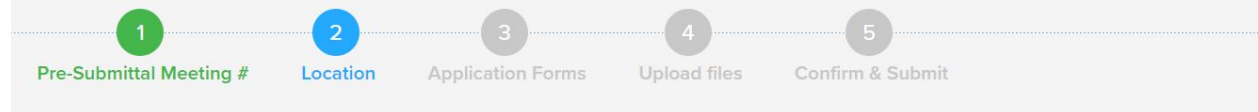
Enter approved Pre-Submittal Meeting Number  Yes  No

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



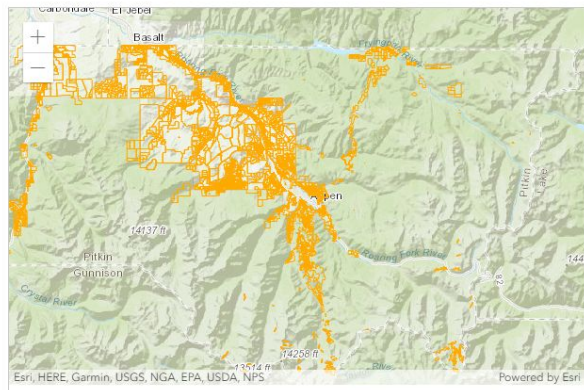
### Location

Please provide details about the location.

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:



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 (**Roof Permit Radio Button**)

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

This screenshot shows the 'Description of Work' section of the form. The label reads 'Description of Work (include Main Bldg Permit # if it is a change order)\*'. A large text area contains the word 'test'. Below the text area, there is a row of radio buttons for selecting the permit type: Building Permit, Demo, Fence, Fires Sprinkler, Manufactured Housing, Roof (highlighted in yellow), Sign, and Tent. At the bottom of the form, there are two buttons: 'Cancel' and 'Save & Continue' (highlighted in yellow).

5. The Roof 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 » Roof Permit App Form » Location Information

ROOF PERMIT

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Back   Cancel   Save & Continue

6. The Location Information Window will automatically populate based on the property information entered earlier.

Press "SAVE & 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 » ✓ Roof Permit App Form » Location Information

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**  
Brush Creek Metropolitan District

**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

1 Pre-Submittal Meeting #   2 Location   3 Application Forms   4 Upload files   5 Confirm & Submit

Upload Electronic Plan Files and Supporting Documents (as required)

File Name	Size	File Type	Comment	
<input checked="" type="checkbox"/> 04_SOV (1).pdf	183.0 KB	Cut Sheets		DELETE
<a href="#">Choose File</a> No file chosen		<a href="#">Upload</a>		

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:**

- Cut Sheets

Optional files: [view](#)

[Back](#)   [Cancel](#)   [Save & Continue](#)

8. 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
- Roof Permit App Form
- Location Information
- Electronic Plan Files and Supporting Documents (as required)

Back   Cancel   **Submit**



9. 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.