

How to Submit a Sign Permit

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

Building		Environmental Health	
Pre-Submittal Meeting	General Permit Application	OWTS Change Order Application	OWTS Contractor Licensing Application
Change Order	Electrical Permit Application	OWTS New Construction Permit Application	OWTS Repair Permit Application
Mechanical Permit Application	Plumbing Permit Application	OWTS Use Permit Application	OWTS Use Permit Inspection Form
Code Enforcement	Complaint		
Flood Plain Permit Application	Tree Removal Permit Application		
Earthmoving / Driveway Access Permit Application			

How-to Videos 12/15/2019

- **Navigation Overview:** <https://youtu.be/n6OUF7GUSMO>
- **Submit a New Application:** <https://youtu.be/rVeD5HFc-KI>
- **Issue Permits in SagesGov:** <https://www.youtube.com/watch?v=yOw-9mjUcK0>
- **Inspections Management:** https://www.youtube.com/watch?v=WojE_9HGgIE
- **SagesGov Mobile Inspections App:** <https://www.youtube.com/watch?v=FM8mnbt1Lm8>

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

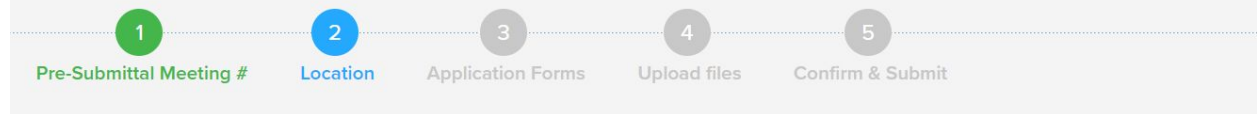
Enter approved Pre-Submittal Meeting Number Yes No

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



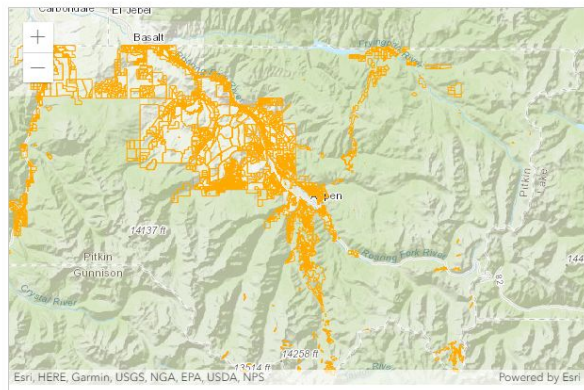
Location

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.

General Permit Application

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

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

Owner Last Name

Owner Email Address

Owner Address

Owner Phone Number Owner City Owner State Owner Zip

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

test

Building Permit Demo Fence Fires Sprinkler Manufactured Housing Roof Sign Tent

Back Cancel **Save & Continue**

5. The Building Permit Application Form window will appear. Please enter all the information requested.

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

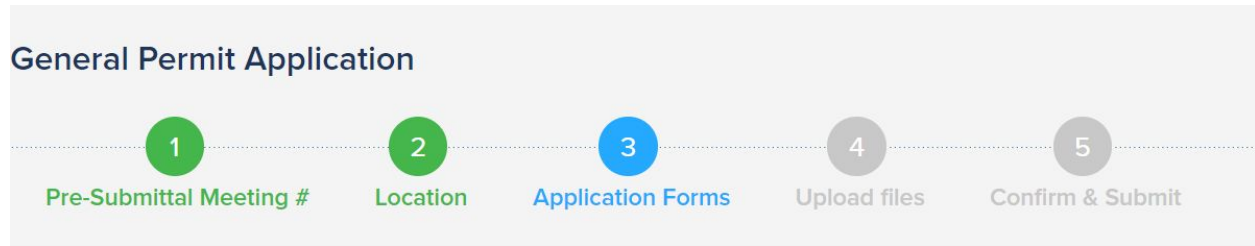
1 Pre-Submittal Meeting # 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

✓ Application Form » Sign Permit App Form » Location Information

SIGN PERMIT	
Is the proposed identification sign new or a replacement	-- Select --
Is the proposed sign temporary or permanent?	-- Select --
Does more than one business occupy this site?	-- Select --
Will the proposed sign be illuminated? if yes, indicate the proposed light fixture. <small>*Fixture must comply with all applicable sections of the county code</small>	-- Select --
Does your application include plans of your proposed site and sign which indicates all of the following? 1. Dimensions of the proposed sign and any other existing identification signs on site. 2. Proposed text as situated on the sign, and that the first letter does not exceed 18" in height and all other letters do not exceed 12" in height. 3. Compliance with the requirements of County code and all applicable section(s). 4. Site Plan showing location for all existing and proposed identification signs on site, AND distances from proposed sign to property boundary lines, and any adjacent waterways and/or right-of-ways.	-- Select --

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 » ✓ Sign 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"/> Deconstruction-Plan.pdf	146.7 KB	Site Plan		DELETE

[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:

- Site Plan

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

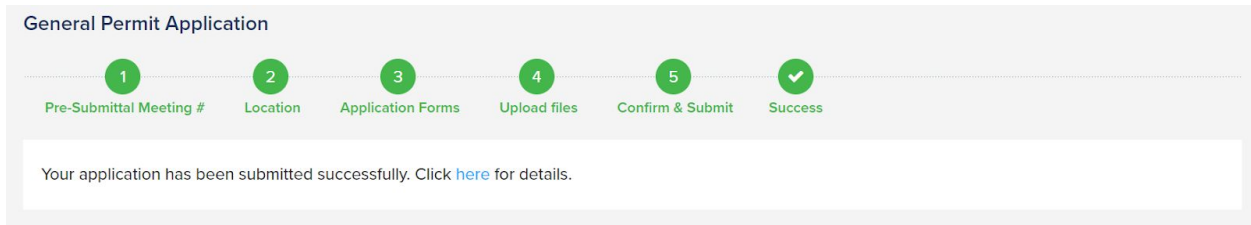
1 Pre-Submittal Meeting # 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

- Location
- Application Form
- Sign 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.