

How to Submit a Complaint

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

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. 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.

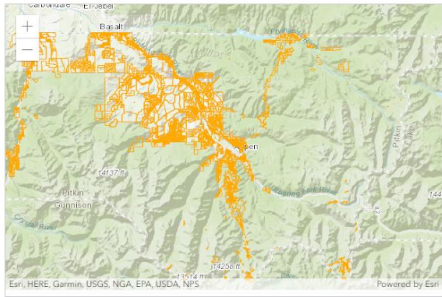
Complaint

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



Cancel Save & Continue


The form is titled "Complaint" and features a progress bar with four steps: "1 Location", "2 Application Forms", "3 Upload files", and "4 Confirm & Submit". The "Location" step is currently active. Below the progress bar, there are three input fields: "Address:" with an "Advanced Search" link, "Parcel Number(s):", and "Location Details:" with an example "Ex. Corner of 5th and Main". To the right of these fields is a map of Pitkin County, Colorado, showing parcel boundaries in orange and terrain in green. The map includes a scale bar and is powered by Esri. At the bottom left, there are two buttons: "Cancel" and "Save & Continue".

3. The “Citizen Complaint Form” screen will open. Please fill out all the information requested on every line.

Complaint

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Application Form » Location Information

		Pitkin County Community Development Department	
Citizen Complaint Form			
The Colorado Open Records Act states that public records such as this complaint form may be open to public inspection. Therefore, you may not wish to provide any information you consider confidential.			
Primary Contact - First Name	<input type="text"/>	Primary Contact - Last Name	<input type="text"/>
Primary Contact - Phone #	<input type="text"/>		
Primary Contact - Street Address	<input type="text"/>	Primary Contact - State	<input type="text" value="-- Select --"/>
Primary Contact - Zip	<input type="text"/>		
Request Contact after follow up	<input type="radio"/> No <input type="radio"/> Yes		
Complaint Information:			

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

4. The Location Information window will automatically populate based on the property information entered earlier.

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

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

City of Aspen Water Service Area

Zone District Code

R-15A

Caucus Name

5. 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.

The screenshot shows a web interface for a 'Complaint' form. At the top, there is a progress bar with four steps: 1. Location, 2. Application Forms, 3. Upload files (highlighted in blue), and 4. Confirm & Submit. Below the progress bar is a white box containing the text 'Upload Electronic Plan Files and Supporting Documents (as required)'. Inside this box, there is a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. Below the upload area, there is a note: 'Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.' and a link for 'Optional files: view'. At the bottom of the interface, there are three buttons: 'Back', 'Cancel', and 'Save & Continue'.

6. The next window allows you to review your application and make any changes. Once reviewed, press **submit** at the bottom.

Complaint

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

• Location

• Application Form

• Location Information


• Electronic Plan Files and Supporting Documents (as required)

Back Cancel Submit

7. Once your application is submitted, you will see the final window stating it was submitted successfully.

Someone from the Code Enforcement Department will be in touch with you after submittal.

Complaint



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

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