

Building/Zoning & Engineering Permit Re-submittal Process

Pitkin County Community Development has developed a simpler resubmittal process for our Building and Zoning & Engineering permits. This document will outline how you can upload new or revised files to your project in response to deficiencies.



Under the **Building** or **Zoning/ Engineering** sections of Sages homepage, there are now **Building Department Resubmittal** and **Zoning/Engineering Resubmittal** tiles. To submit files in response to deficiencies, you will need to use the **Building Department Resubmittal** tile or the **Zoning/Engineering Resubmittal** tile, depending on the project type as listed below:

Building Department Resubmittal

- Building Permit
- Manufactured Housing Permit
- Demo Permit
- Change Order Permit
- Electrical Permit
- Mechanical Permit
- Plumbing Permit
- Fire Sprinkler Permit
- Roof Permit
- Tent Permit

Zoning/Engineering Resubmittal

- Earthmoving Permit
- Access Permit
- Floodplain
- Tree Removal Permit
- Sign Permit
- Fence Permit

Once the correct Resubmittal tile is selected, you will need link the Resubmittal to the original project in one of the methods outlined below:

1. Project Number Search

- a. Enter the project number of the project you are resubmitting for. (EX: BLDG.XXXX.2021, ELEC.XXXX.2021, MECH.XXXX.2021, etc.) Do not enter anything in the Address or Parcel fields if you use this method.

Building Department Resubmittal

1 Enter Project Number (BLDG, ELEC, MECH, etc.) 2 Application Forms 3 Upload files 4 Confirm & Submit

Enter Project Number (BLDG, ELEC, MECH, etc.) or (An exact match search occurs on this field)

Address or

Parcel

- b. Click the search button and the desired project should appear below in the search results below. Select the project using the radio button on the left of the Project Name and click "Save and Continue".

Enter Project Number (BLDG, ELEC, MECH, etc.) Application Forms Upload Select shown

Enter Project Number (BLDG, ELEC, MECH, etc.) (An exact match search occurs on this field)

Address

Parcel

#	Project/Case Name	Status	Address
<input checked="" type="radio"/>	BLDG.1198.2021 - Building Permit Application	In Progress	1236 FARAWAY, SNOWMASS VILLAG 81615

2. Address or Parcel Search

- a. When using this method, it is recommended to fill out only the street number or street name, like the example below.

Project Number (BLDG, ELEC, MECH, etc.) *(An exact match search occurs on this field)* **or**

Address **or**

Parcel

Project/Case Name	Status	Address	Parcel #
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- b. Click the search button and the desired project should appear below in the search results. Select the project using the radio button on the left of the Project Name and click "Save and Continue".

Enter Project Number (BLDG, ELEC, MECH, etc.) *(An exact match search occurs on this field)*

Address

Parcel

	#	Project/Case Name	Status	Address
<input type="radio"/>	ELEC.1215.2021 - Electrical Permit Application		Waiting For Intake	1236 FARAWAY, SNOWMASS VIL CO 81615
<input type="radio"/>	BLDG.1198.2021 - Building Permit Application		In Progress	1236 FARAWAY, SNOWMASS VIL CO 81615

In the next page, you will need to select which deficiencies you are responding to. If you aren't sure, select Round 1 Review. Click save and continue.

The screenshot shows the 'Building Department Resubmittal' page. At the top, it says 'Building Department Resubmittal'. Below that is a progress indicator with a green circle containing the number '1'. Underneath the progress indicator is the text 'Enter Project Number (BLDG, ELEC, MECH, etc.)'. The main content area is titled 'Application Form'. A yellow box highlights a dropdown menu with the text 'What deficiencies are you responding to in this upload?' and the selected option 'Round 1 Review'. At the bottom of the page are three buttons: 'Back', 'Cancel', and 'Save & Continue'.

The screenshot shows the 'Building Department Resubmittal' page. At the top, it says 'Enter Project Number (BLDG, ELEC, MECH, etc.)'. Below that is a yellow box with the text 'Upload New Files' and a button that says 'Select files to upload'. Below the yellow box is the text 'Optional files: [view](#)'. At the bottom of the page are three buttons: 'Back', 'Cancel', and 'Save & Continue'.

In the next page, you will be able to select files that will be uploaded to the project.

Review the application and submit the project.

The screenshot shows the 'Building Department Resubmittal' page. At the top, it says 'Building Department Resubmittal'. Below that is a progress indicator with two green circles containing the numbers '1' and '2'. Underneath the progress indicator is the text 'Enter Project Number (BLDG, ELEC, MECH, etc.)' and 'Application Forms'. The main content area has two expandable sections: 'Application Form' and 'Uploaded Files'. At the bottom of the page are three buttons: 'Back', 'Cancel', and 'Submit'.