

PITKIN COUNTY STANDARDS for ELECTRONIC DRAWINGS and DOCUMENTS SUBMISSION

DOCUMENT SUBMISSION

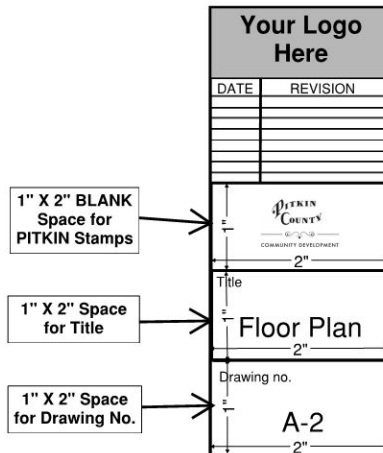
For Building Permit Submittal: Applicants bring Permit Application, Digital Drawings, and Supporting Documents to the Pre-Submittal meeting with the Community Development Department via a USB flash drive.

For all other Permit Submittals: Applicants submit Permit Application, Digital Drawings, and Supporting Documents to Community Development via email to permits@pitkincounty.com. If submission files are larger 25MB, applicant must obtain permission from Community Development as well as instructions for the method of upload.

PLANS SHEETS AND OTHER DRAWINGS

COUNTY PLANS SHEETS/ DRAWINGS SUBMITTAL STANDARDS

- Submitted plans shall NOT use the color “RED” for plans, drawings, notations, etc.
- Drawings must be Vector (Native) PDF, not scanned or Raster PDF
- Truetype fonts are required, SHX fonts are not always recognized by BlueBeam and will cause script errors. *If SHX fonts are submitted, the application will be rejected. For a list of acceptable fonts, [click here](#).*
- ALL Plans Sheets/Drawings must be submitted as 24” x 36”, with **all viewports removed**. *Plans Sheets/Drawings will be rejected if not sized appropriately.*
- All Plans Sheets/Drawings must be submitted as one combined file. Any document that requires a verified stamp, such as Engineering drawings, may be submitted separately.
- For All Plans Sheets/Drawings:
 - A 1” x 2” blank space must be reserved below the revisions box for Pitkin County stamps.
 - Title** must be placed in a 1” x 2” space under the space for Pitkin Stamps. *Pitkin County requires the space to be this size in order to be properly processed using Bluebeam. If you do not make these spaces the correct size, your permit may take longer to review.*
 - Drawing No.** must be placed in a 1” x 2” space below the Title space. *Pitkin County requires the space to be this size in order to be properly processed using Bluebeam. If you do not make these spaces the correct size, your permit may take longer to review.*
- Title block naming information will be based on National CAD Standards version 5.
- The required Title Block fields are Revisions Box, Drawing Title, and Sheet Numbering:



- Sheet numbering standards will be as follows:

SHEET ORGANIZATION

Example: A.1.001

Additional guidance for sheet naming is provided below.

Plans Sheets/Drawings will follow the naming standards found in the [United States National Cad Standards, Module 1 – Drawing Set](#). Pitkin County has supplemented with a few County specific designators. At this time the County does not accept layered drawings, therefore the Layer Name Format standards are not required.

Following the cover sheet, sheets should be organized into discipline-specific subsets in the order illustrated below. All of the subsets may not apply, or a project may require more categories depending on its size, scope, and complexity. These subset letters are to be used as discipline designators in standard sheet identification.

Example: **A**.1.001 - Discipline Designator

Examples of commonly used designators are provided below, along with several County specific designators. County specific designators are in **RED**.

SHEET DISCIPLINE DESIGNATORS

DISCIPLINE	DESIGNATOR
Title Cover Sheet Summary	1-COVER
Index Sheet Cover Sheet	2-COVER
General (Table of contents-Index)	G
Survey/Mapping	V
Geotechnical	B
Civil (24" x 36"; preferred scale 1" = 20')	C
<ul style="list-style-type: none"> • Survey • Recorded Site Plan • Excavation/Grade 	
Landscape/Irrigation (24" x 36"; scale 1" = 20')	L
<ul style="list-style-type: none"> • Landscaping Existing • Landscaping Proposed 	
Lighting – Exterior (24" x 36"; preferred scale 1" = 20')	LIGHT
Architectural (24" x 36"; preferred scale is ¼"= 1'; minimum accepted scale is 3/16" = 1')	A
<ul style="list-style-type: none"> • Includes Zoning FAR sheets • Floor Area Existing • Floor Area Proposed • Roof Plan on Topo • Elevations with Grade • Below Grade Compliance • Building Gross Floor Area (per IBC definition) • Hazardous Materials • Operations • Resource 	
Structural (24" x 36"; preferred scale is ¼"= 1'; minimum accepted scale is 3/16" = 1')	S
<ul style="list-style-type: none"> • Elevations with Grade • Below Grade Compliance 	

• Contractor Shop Drawings	
Interiors	I
Equipment	Q
Fire Protection	F
Plumbing (24" x 36"; preferred scale is ¼"= 1')	P
Mechanical (24" x 36"; preferred scale is ¼"= 1')	M
Electrical (24" x 36"; preferred scale is ¼"= 1')	E
Process	D
Telecommunications	T
Other	X
Zoning (24" x 36"; preferred scale 1" = 20')	Z

SHEET TYPE DESIGNATOR

All Sheet types can be used if appropriate with all disciplines, however, a given project may not need to use all of the sheet type designators. All sheets must have a sheet type designator. (See the section on Model Zoning Sheets for designators specific to additional zoning specific sheets)

Example: A.1.001 - Sheet Type Designator

SHEET TYPE DESIGNATORS	
SHEET TYPE	DESIGNATOR
General (symbol legends, notes, etc.)	0
Civil	1
Plans (horizontal view)	2
Elevations (vertical view)	3
Sections	4
Large Scale Views	5
Details	6
Schedules and Diagrams	7
User Defined	8
3D Representations (If provided)	9

SHEET SEQUENCE NUMBER

The sheet sequence number identifies each sheet in a series with the same discipline and type. All sheets must have a sequence number. Number sequencing starts at 001 and ends at 999. If additional sheets are later uploaded for plans review, their number will continue the sequence already started for a series.

Example: A.1.001 - Sheet Sequence Number

REVISIONS TO DRAWINGS

Revised drawings should be referenced in the revisions box in the Title Block.

NO.	DATE	REVISION

When re-submitting electronic plan revisions, only submit revision pages as well as any additional pages required for the needed corrections.

- Re-submitting a full set of plans or construction documents, unless requested by the plans examiner, will result in rejected plans.

SUPPORTING DOCUMENTS

Documents that are not drawings must also follow County naming standards:

- Supporting Documents should be uploaded as individual files
- The County requires page numbers at the bottom right of the page (Example: 1 of 10)
- Blank space at the upper right hand side of all pages for stamping
- Drawings scaled as indicated below and in the Building Permit Application Form.
- All documents should be submitted in PDF format. No other formats are accepted.

To keep sheets and documents in a standard order, following the Building Permit Submittal Checklist, files should be organized in the order illustrated below. The numbers of the sheet should appear at the BEGINNING of the file name. Some of the documents may not apply, or a project may require additional information depending on its size, scope, and complexity.

Example: 01.Permit Application Form
 02.Contact Form
 28.Soils Report
 33.Floor Area Summary

01. **Permit Application Form**
02. **Contact Form**
03. **Affidavit of Owner Acknowledgement and Affidavit of Cost of Construction Form**
04. **Schedule of Values**
05. **City of Aspen Development Review Receipt**
06. **Land Use Approval(s)**
07. **Receipt of TDR: (when applicable)**
08. **Covenant Agreement**
09. **Deed Restriction**
10. For Duplex and Multi-Family projects that fall under **CCIOA (Colorado Common Interest Ownership Act)**, provide a supporting statement. **CRS 38-33.3**
11. **Address Application**
12. **Proof of adequate and legal water supply.**
13. **Aspen Water Tap Fee and Fixture Count Review by the City Water Department (not Development Review Fee). Contact the City Utilities Permit Coordinator, Rob Gregor at 970-429-1993 or robert.gregor@cityofaspen.com**
14. **Environmental Health Checklist Form**
15. **Aspen Sanitation**

16. **Other Sanitation District**
17. **Energy Code Compliance Documents**
18. **Efficient Building Program Checklist Form** per adopted code. (Residential construction only)
19. **REMP Calculation Form**
20. **Snowmelt Plan** (if applicable)
21. **Mechanical equipment locations** (Plans required if equipment is located outside of a dedicated mechanical room and is installed in a crawlspace or attic)
22. **Manual J or other Equipment Sizing Program**
23. **Elevator or Dumbwaiters**
24. **Fireplace Registration Form**
25. **Asbestos Report** (if remodel or repair)
26. **Snowload Engineering Form**
27. **Signed Special Inspection Form** (if applicable)
28. **Soils Report** (If required by your engineer or land use approval)
29. **Engineering Requirements**
30. **Access Permit Application Form**
31. **Earthmoving Permit Application Form**
32. **Public Right of Way Permit**
33. **Floor Area Summary** with calculations.
34. **Survey:** (24" x 36" maximum size; preferred scale is 1" = 20')
35. **Height analysis**
36. **Recorded Site Plan & Activity Envelope per the land use approval.**
37. **Architectural Site Plan:** (24" x 36" maximum size; preferred scale is 1" = 20')
38. **Building Plans (per currently adopted codes, policies and standards).**
39. **Exterior Lighting Plan:** (24"x 36" maximum size; preferred scale is 1/4"= 1'; minimum accepted scale is 3/16" = 1')
40. **Landscaping Plan:** (if required in Land Use Approval Conditions) (24"x36" maximum size; preferred scale is 1/4"= 1'; minimum accepted scale is 3/16" = 1')
41. **Exterior Building Material and Color Representation**
42. **Historical Preservation review**