

Directions for Permit Submittals

Please scan all your documents as pdf attachments and send in one email, each address in one email and in the subject line to: msikes@carbondaleco.net

If a plan review deposit is required, we will contact you for payment which is due before we perform the plan review. When the permit is ready for pickup, we will notify you by email. You can make payment for the permit fees by check or by credit card.

INFORMATION FOR CONTRACTORS

1. The email address for submitting Building Permit Applications, Contractor's License Applications, Insurance Certificates, and Receipts for permits or licenses; msikes@carbondaleco.net
2. When filling in your application form, please use black type or black or dark blue pen. Pencil, red and turquoise do not reproduce well.
3. Please use the subject line of your email to identify;
 - o the address i.e. 1234 Main Street, and
 - o the project; Windows, roof, addition, etc.
4. If you are calling or sending an mail about a building permit application, please include
 - o the address in your inquiry and
 - o permit number if one has been assigned.
5. If you have several documents to scan for an application, please scan the permit application form as a separate attachment.
6. A Board of Examiners Standardized Testing (BEST) card is evidence that you have passed a written test on the code that applies to your contractor licensing category. The BEST card is recognized by cities and towns in the Roaring Fork Valley and west to the town of Silt. The City of Glenwood Springs gives the BEST test by appointment only. Call the Building Department at 970-384-6411 to schedule your appointment and the City of Aspen does the BEST test online.