Re-Roof (Commercial)

Portal Entry for a Commercial Alteration / Re-Roof Permit

A permit is not automatically issued. After you submit the application we will review for approval, once approved you will be able to make a payment. After payment is made, we will process and issue the permit. You can check the status of your permit application by returning to the portal.

- **Sign In** to your portal account at https://cityviewportal.thorntonco.gov/
- Click on **Apply for a Building Permit** under Building Department on the top left of the portal home.

Step 1 Permit Application – Description and Type

1. Application Type -select **Commercial Alteration**
2. Nature of work being done- **SKIP (this defaults to Alteration)**
3. Describe Work – **Type in a brief description of work (ex: full reroof, or reroof ## squares, membrane roof, tile roof, etc.)**
4. Building Use – **SKIP (this defaults to Commercial)**
5. Number of Stories – **Enter the Number of Stories**
6. Number of Units – **enter 1**
7. Total Sq. Ft. - **enter the square footage (multiply the # of squares by 100)**
8. Code Year – **SKIP (this defaults to the current code year)**
9. Project Name – **SKIP (not required)**
10. Name of the business – **enter the name of the business located at this address**
11. Details on business- **summarize what the business does**
12. Type of Work – select **Re-Roof**
13. Construction Type – **SKIP (not required)**
14. Owner Builder – **Select No (a contractor is required)**
15. Click on **Next Step**

Step 2 Description of Work

NOTE: Do not enter a dollar sign.

1. Type of Work (BDG) Valuation: **enter total valuation (labor+material)**
2. Roofing Type: **select the manufacturer from the list (for membrane or tile select other)**
3. Shingles Type: **select the type of shingle from the list (for membrane or tile select other)**
4. Labor Cost: **Enter the total labor cost** for the project.
5. Material Cost: **Enter the total material cost** for the project.
6. Click on **Next Step**

Step 3 Location of Work Being Done

1. Search for an Address: **Start typing the street address for the project, then select it from the drop down.**
2. Click on **Next Step**

INSTRUCTIONS CONTINUE ON THE NEXT PAGE

Step 4 Contacts

1. The Applicant name will auto populate using your registration information.
2. The Property Owner(s) will auto populate. If there is a discrepancy you may proceed but remember to notify the Building Inspection Division if the information needs to be updated.
3. Click the Add Business/Contact From Address Book hyperlink.
    a. Select "Building Contractor" as the contact type for the Roofing contractor.
    b. Search for and select the contractor's business name from the address book.
    c. Click "Add This Contact."

    NOTE: If you are applying as a contractor, you still need to add your company as a contractor even if you are already listed as the Applicant.
4. Click on **Next Step**

Step 5 Upload Files

1. Under the **Construction Plans** file type, **click the Browse button, find and double click to select and upload your documents**.
    a. **Product cut-sheet and either an FM or UL listing, or, ICC ES report shall be included with the permit application.**
    b. **There are no uploads required for shingle roofs**.
2. Click on **Next Step**
3. An **Uploads Complete** reminder box will pop up, click **OK**.

Step 6 Review and Submit

1. Review your application. If you need to make any corrections click on the "Previous Step" button at the bottom of the page.
2. Read and sign the application using the "Do you agree?" drop down box. Select **Yes**.
3. Click on **Submit Application.**

This completes the submittal process.

To track the status of your application:

- Sign into your portal account
- Click on the My Items link at the top of the portal home page
- Click on the My Permit Applications heading
- Find the permit application to view the status