

## PERMIT INFORMATION AND DOCUMENTS IN THE PORTAL

To access a permit you have applied for, or are a contact on:

- Sign in to your portal account at: <https://cityviewportal.thorntonco.gov/>
  - a. Make sure to use your company login if you are a contractor
- Click on the **My Items** hyperlink at the top
- Click on the **My Permits Applications** heading
  - Only active permits are automatically displayed. Change the drop-down to Inactive or All to view permits that are not open/active (ex: closed/voided/withdrawn etc.)
- Click on the **Reference Number**(permit#) for the permit you need to access

### ONCE YOU ARE IN THE PERMIT APPLICATION STATUS PAGE ...

1. You can click the **Expand All** hyperlink at the top to view all information and documents, or you can click just on the section that contains the information you are looking for. Below is a summary of what information you will find under each section.

1. The **Summary** section shows you permit status, description, issue date, finalized date etc
2. The **Locations** section displays the property address, parcel number etc.
3. The **Contacts** section displays the contractor and subcontractors, homeowner(s) or any other party associated with the permit.
4. The **Permits** section displays the subpermits associated with the permit.
5. The **Submittals** section displays the dates of any documents you have uploaded.
6. The **Reviews** section will show you the status of any required reviews along with the name and contact information of the person assigned to the review, the estimated date of completion and/or the date completed.
7. The **Fees** section displays any fees owing and/or paid. \*Click on the blue hyperlink to **Pay Fees**
8. The **Inspections** section displays all inspection based on the permit type. Here you can request inspections, view outcome, confirm requested inspections, see assigned inspector, etc.
9. The **Conditions** section is not used at this time.
10. The **Related Permit Applications** section is not used at this time.
11. The **Documents & Images** section displays any documents associated with the permit such as approved plans, the permit, the inspection record, and any other uploaded documents.
  - a. Click and open the specific document you are wanting to view and/or print.
12. The **Upload Additional Documents** section allows you to upload additional documents you may have missed to provide when the application was submitted (plans, subcontractor permission/bid forms, etc)
  - a. Click on the **Click Here** hyperlink in blue to upload the documents. Remember to attach the document(s) before you submit. Any plans need to be uploaded as Construction Plans.