City of Thornton
Building Inspection Division
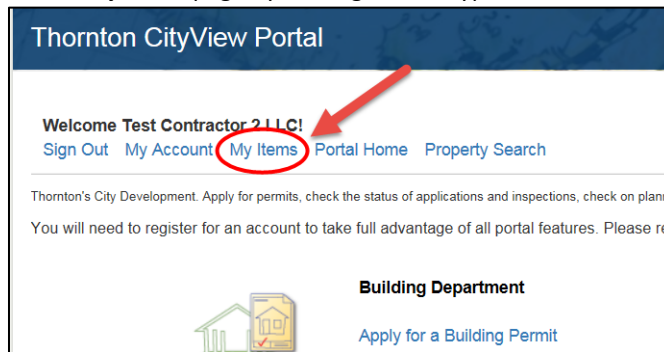
Searching for Permit information in CityView Portal

BEFORE YOU BEGIN …

- **You must be registered in the CityView Portal to view permit information. Use your login to sign in. If you are not yet registered, follow the registration instructions before you proceed.**
- **There are two primary ways to search for permit information: through the My Items page, or through the Application Search page. Both options will be described below.**
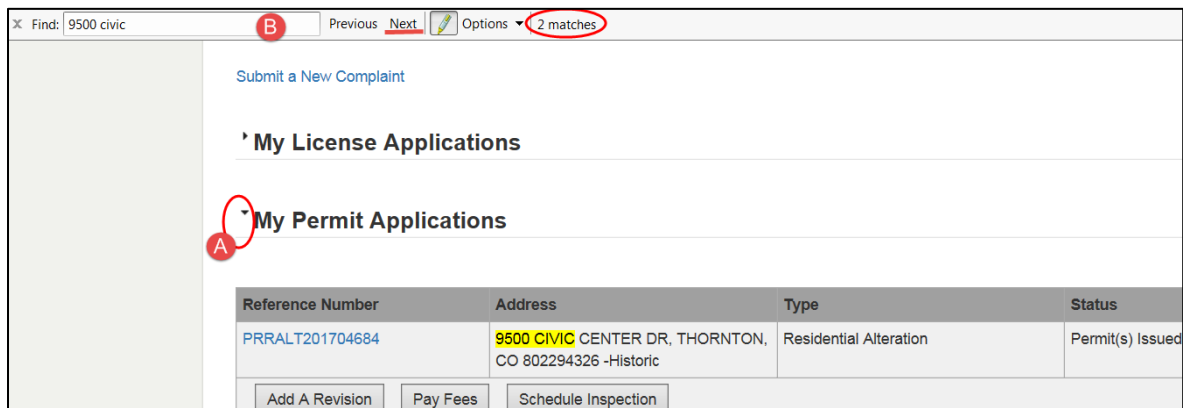
<div style="border:1px solid black; text-align:center;">

OPTION 1: SEARCHING FOR A PERMIT FROM THE MY ITEMS PAGE

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The My Items page will only display permits that you have applied for and are attached to as a contact. If you do not see a permit listed which you have applied for please contact our office.

1. *Log in to your CityView Portal account.* https://cityviewportal.cityofthornton.net/

2. Navigate to the **My Items** page by clicking on the hyperlink as indicated below.

3. Find the permit

   A. Click on the triangle ▸ to the left of **My Permit Applications** to view all your permits.
   B. Find the permit by scrolling through the applications OR press Ctrl + F to open a search bar on your browser.
      i. If you press Ctrl + F, a search bar will appear. Type in any part of the permit number or address and then click next to view any results. The results will be highlighted on the screen. The more exact you are the less results you will have. If the first highlighted item is not what you are looking for click the Next button or Arrow.
         1. Note: The search bar location and appearance may be different depending on your browser.
         2. If you type in information that matches more than one permit, you may have to click on the Next button to find the specific permit you are searching for.

C. Click on the blue **Reference Number (permit number)** hyperlink to view more detailed information for that specific permit.
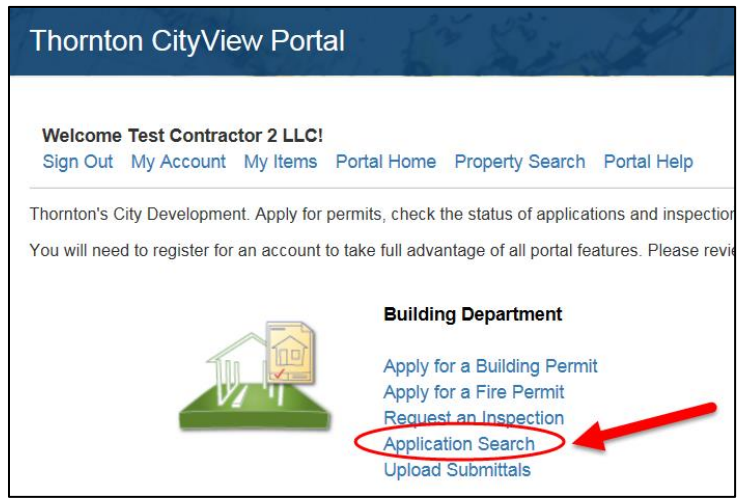

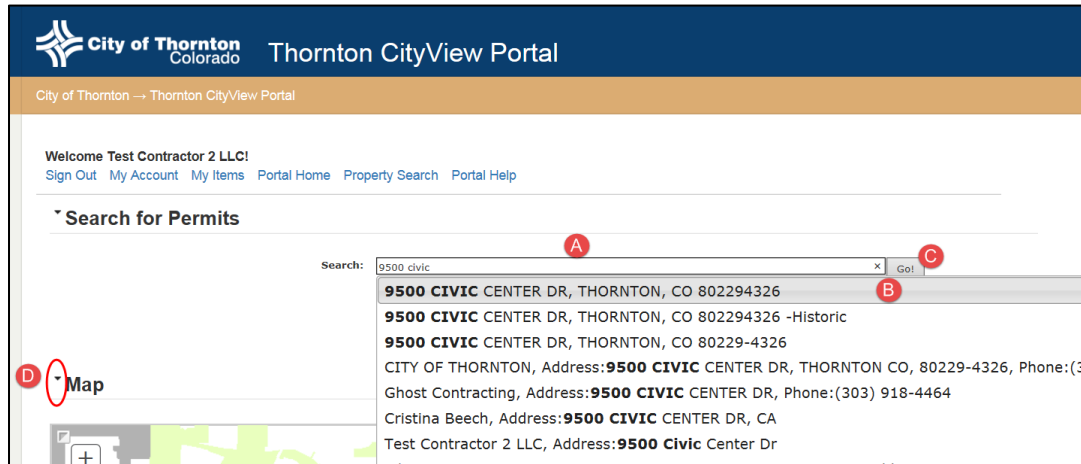## OPTION 2: SEARCHING FOR A PERMIT FROM THE APPLICATION SEARCH PAGE

The Application Search page will display any permits on our system that match your search criteria. Here you can search for a specific permit or for permit history under an address or contact (contractor, subcontractor, or homeowner). Please note that the history available through the portal search only goes back to 1993. If you are looking for records older than that or if you cannot locate a record that you believe should exist, you will need to contact our office or submit a Public Records Request.

1. *Log in to your CityView Portal account.* https://cityviewportal.cityofthornton.net/

2. From the Portal Home page, navigate to the **Application Search** page by clicking on the hyperlink as indicated below.

3. Find the permit
   A. A search bar will appear where you can search by permit number, address, or contact name (contractor, subcontractor, or homeowner).
   B. As you start typing, the screen will display any matches. Select the permit#, address or contact from the drop down.
      i. The more specific you are in the information you enter, the less results you will have to choose from.
   C. Click the **Go!** Button.
   D. If there is only one permit that matches your search, you will be taken directly to the Permit Application Status page.
      i. If there is more than one result that matches your search, a list of permits will appear at the bottom of the screen. Either scroll down or close down the Map by clicking on the triangle to the left.
         1. The most recent permit should appear at the top of the list.

   E. Click on the Permit Status hyperlink below the permit information to access a specific permit.

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