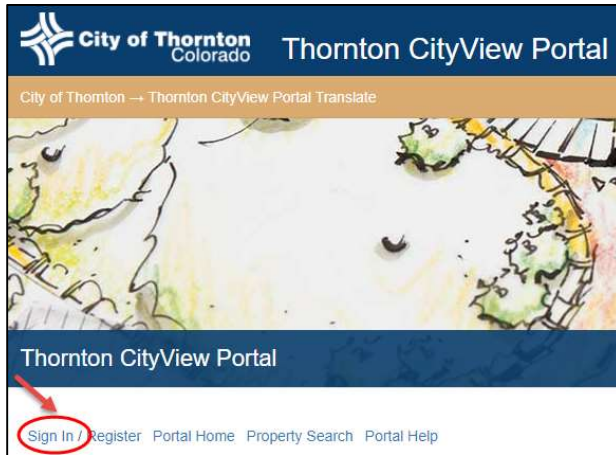


ADDING CONTRACTORS OR CONTACTS TO AN EXISTING PERMIT APPLICATION BEFORE YOU BEGIN...

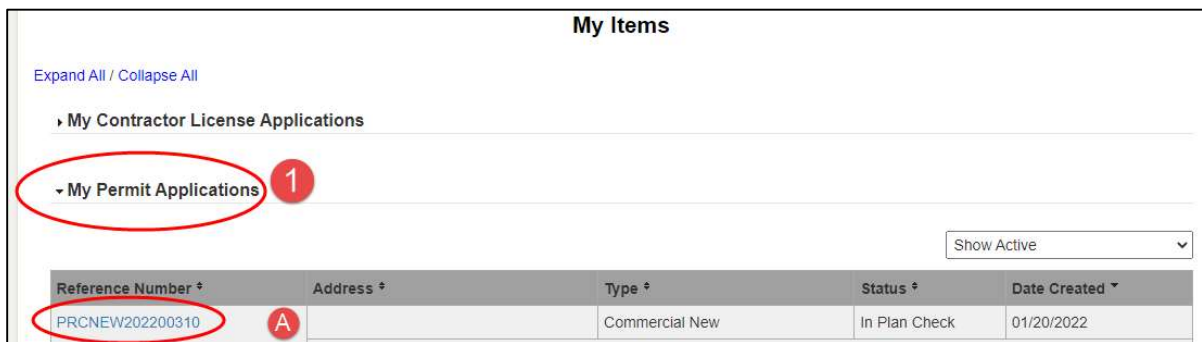
- Only the Applicant can edit a submitted application to add contractors or contacts.
 - If you are a contractor make sure to sign in using your company login.
 - **DO NOT create a new contact or contractor. If you cannot find the business or person in our address book email or call our office for further assistance.**
1. Sign in to your portal account: <https://cityviewportal.thorntonco.gov/>



2. Click on the **My Items** link



3. Click on the **My Permits Application** heading
 - A. Find the permit and **click on the permit/reference number.**



My Items

Expand All / Collapse All

- My Contractor License Applications
- My Permit Applications** 1

Show Active ▾

Reference Number †	Address †	Type †	Status †	Date Created †
PRCNEW202200310	A	Commercial New	In Plan Check	01/20/2022

4. From the [Permit Application Status](#) page click on the **Edit Permit Application Details** link

Permit Application Status
PRRALT201704684

You will only be able to view fees if you are a contact on the permit application.

[Expand All / Collapse All](#)
Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

Summary

[Send Email Request](#)
[Edit Permit Application Details](#)

Application Number: PRRALT201704684
Application Type: Residential Alteration
Application Status: Permit(s) Issued
Property Owner's Full Name: CITY OF THORNTON
Category of Work: Alteration
Description of Work: Roofing Permit test from portal**TEST PERMIT**

5. Scroll down to the Add A Contact section

- A. Select the [Contact Type](#)
 - i. The most common options are: Building Contractor for GC, Electrical Contractor, Mechanical Contractor, Plumbing Contractor
 - ii. If adding a person such as a superintendent that needs access a common option is Project Manager
- B. Start typing the business or person's name in the [Search for a person box](#)
- C. **Select the correct business or person from the results that appear**
 - i. If nothing comes up first check your spelling. Check with the subcontractor to find out under what name they are licensed with our jurisdiction. Contact our office with any questions.
- D. Click on the [Add This Contact button](#)

	Applicant	Test Contractor 2 LLC (CB), Address:9500 Civic Center Dr, Phone:(303) 538-7417
<input checked="" type="checkbox"/>	Property Owner	CITY OF THORNTON, Address:9500 CIVIC CENTER DR, THORNTON CO 80229-4326
<input checked="" type="checkbox"/>	Electrical Contractor	Testing Portal Contractor Category Type LLC, Address:9500 CIVIC CENTER DR

Add A Contact

Contact Type* A

Search for a person* B

Test Contractor 2 LLC, Address:9500 CIVIC CENTER DR, CA C

Test Contractor 2 LLC (CB), Address:9500 Civic Center Dr, Phone:(303) 538-7417 C

D

6. Repeat the previous step for all the contractors/contacts that need to be added.