



## Applying for a Building Permit

### BEFORE YOU BEGIN ...

**NOTE: The 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 and navigating to My Items > My Permit Applications.**

The system will time out after 30 minutes of inactivity and your information will be lost if the application has not been submitted. Make sure you have the following applicable information on hand before you begin the application:

- Project Address
- Property Owner's Name and Address
- Valuation of project
  - Labor and Material cost breakdown
- Measurements and/or Dimensions (square footage)
- Site Plan
- Complete Construction Plans
- Subcontractor permission forms if required
- Notarized bids (for commercial projects only)
- Any additional documentation or information that would support your application

\*If you exit the portal at any time before submitting your application, your progress will be lost and you will need to start over.

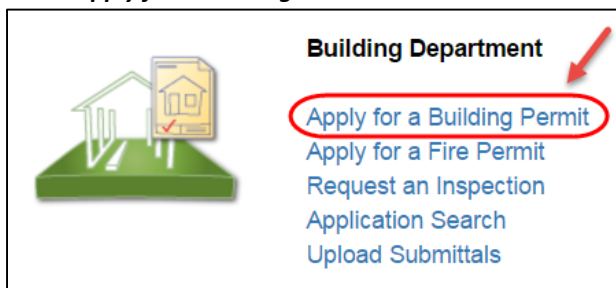
\*Required information will be indicated by an asterisk (\*) and you will not be able to proceed unless the information is entered.

\*As you navigate through the screens enter as much information as applies to your project. Missing information will delay the review and/or approval of your application.

\*If you cannot see all the information that should be displayed under a section title, look to the left of the section title for the following symbol: ▶ . By clicking on it, the symbol will change to this: ▼, and will expand the section to make all the information visible on the screen.

### NOW YOU ARE READY TO BEGIN...

1. Sign in to the *CityView Portal* using the email address and password you used to register for an account.
2. Select **Apply for a Building Permit**.





3. **Step 1:** Application Type

- A.** Select the **Application Type** from the drop-down menu (Examples: Commercial Accessory, Residential Addition, Electrical, Mechanical, Plumbing, etc.). If you are unsure of which Type to choose please refer to the Work Type Tables in the Help Section
- B.** Select the **nature of the work** from the drop-down menu (Addition, Alteration, Demolition, or New).
  - i. Note: This field might automatically populate based on your prior selection. Verify that the information is correct and change it if needed.
- C.** Describe the **type of work being done**. In this box, provide a detailed explanation of the project, including dimensions, square footage, type of material being used, etc.
- D.** Select the correct **Building Use** from the drop-down menu (Residential, or Commercial).
  - i. Note: This field could automatically populate based on your prior selections.
- E.** In the **Application Details** section, enter any other information that applies to your project.
- F.** Select the **Type of Work** based on the project you are doing (Ex: Covered Deck, Water Heater, Re-Roof, etc.)
  - i. Note: Your options here are based on what you selected above under **A:** Application Type. If you do not see anything that applies, scroll up and try changing the Application Type.
- G.** Select whether the **property owner is doing the work:** Yes, or No.
- H.** Select **Next Step: Permit Type**.

**Step 1:** Application Type

**Step 2:** Permit Type

**Step 3:** Work Items

**Step 4:** Description of Work

**Step 5:** Location

**Step 6:** Contacts

**Step 7:** Upload Files

**Step 8:** Review & Submit

**Step 9:** Submitted

**Permit Application - Description and Type**

Required information is indicated with an asterisk (\*).

Choose the application type:\* Residential Addition **A**

Please categorize the nature of the work being done:\* Addition **B**

Please describe the work being done:\* 20 x 10 x 2 foot deck in back of home. **C**

Limit 4000 characters

**Application Details**

**Building Use:** Residential **D**

**Number of Stories:**

**Number of Units:**

**Total Square Feet:**

**Residential Addition**

**Type Of Work:** Covered Deck **F**

**Owner Builder**

**Is the property owner doing work?:**  **G**

Cancel Next Step: Permit Type **H**



4. **Step 2:** Permit Type

- A. The Permit Type will be automatically selected based on the information you entered on the prior step. Make sure to select any additional permit types that apply to the project for which you are applying.
  - i. Note: Based upon your Permit Type you may or may not have the option to select additional items.
- B. Select **Next Step: Work Items**.

Step 1: Application Type   Step 2: Permit Type   Step 3: Work Items   Step 4: Description of Work   Step 5: Location  
Step 6: Contacts   Step 7: Upload Files   Step 8: Review & Submit   Step 9: Submitted

**Permit Application - Select Permit Types**  
Required information is indicated with an asterisk (\*).

\* Please choose as many Permits as are appropriate.

- Building
- Electrical
- Fire
- Mechanical
- Plumbing

Previous Step: Application Type   Next Step: Work Items

5. **Step 3:** Work Items

- A. Select the appropriate **Work Item** that applies to your project.
- B. Select **Next Step: Description of Work**.

Step 1: Application Type   Step 2: Permit Type   Step 3: Work Items   Step 4: Description of Work   Step 5: Location  
Step 6: Contacts   Step 7: Upload Files   Step 8: Review & Submit   Step 9: Submitted

**Permit Application - Work Items**

\* Building Permit

\* Please choose as many work items as are appropriate.

- Carport (BDG)
- Covered Deck (BDG)
- Deck (BDG)
- Garage (BDG)
- Patio Cover (BDG)
- Patio Enclosure (BDG)
- Room Addition (BDG)

Previous Step: Permit Type   Next Step: Description of Work



6. **Step 4:** Description of Work

The **Building Permit Work Items** section requires the total amounts for the entire project. Depending on the type of project you are doing, you may also see subsections (Electrical Permit Work Items, Plumbing Permit Work Items, etc). The amount required in the subsections is the breakdown of the total amount previously entered.

- A. Enter the square footage in the **SQ FT** field. If this does not apply to your project, leave blank.
- B. Enter the **TOTAL Labor cost** for the project. Enter the number 0 if not applicable
- C. Enter the **TOTAL Material cost** for the project. Enter the number 0 if not applicable
- D. Based on your permit type you may see additional sections (Electrical, Plumbing, Mechanical, etc.).
  - i. Enter all the information required and applicable to your project.
  - ii. Note: The Valuation, Labor cost and Material cost amounts on all these subsections are a breakdown of the total amount you entered in the Building Permit Work Items section.
- E. Select **Next Step: Location**.

Step 1: Application Type   Step 2: Permit Type   Step 3: Work Items   **Step 4: Description of Work**   Step 5: Location  
Step 6: Contacts   Step 7: Upload Files   Step 8: Review & Submit   Step 9: Submitted

**Permit Application - Description of Work**

**Building Permit Work Items**

Basement Finish (BDG)

SQ FT: 0 **A**  
Please enter the quantity for this work item in the units specified

Labor cost: \* **B**

Material cost: \* **C**

**Electrical Permit Work Items**

Basement Finish (EL)

Valuation: 0 **D**  
Please enter the quantity for this work item in the units specified

Labor cost: \* **B**

Material cost: \* **C**

Previous Step: Work Items   Next Step: Location **E**



7. **Step 5: Location**

Only select one of the three following options:

- A. Click this box only if the property address of this project is your location.
  - i. This will populate the address linked to your portal account.
- B. OR you may search for the property address in the **Search for address** box. Start typing the street address or Parcel number and select the correct address from the options list.
- C. OR you may search by clicking the **Find Locations Near Me** button. Select the correct address from the list.
- D. The address you selected will appear on the **The location you have selected** box.
- E. ONLY use the Add Another Location button if you select the incorrect location.
  - i. This button will allow you to add the correct address. Then you will have to delete the incorrect address, which will appear on the top of the screen. Clicking on the “X” to the left of the incorrect address previously selected will allow you to delete it.
- F. Select **Next Step: Contacts**.

8. **Step 6: Contacts**

- A. Your contact information will be displayed here and you will be listed as the Applicant.
- B. Use the Add Business or Contact From Address Book to link additional contacts to this permit application.
  - i. If you are a homeowner and are hiring a licensed subcontractor (Plumber, Electrical, Mechanical) this is where you can add their information. A search box will appear where you can select the contractor.
  - ii. If you are a contractor, this is where you can link the homeowner(s) and any subcontractors.
- C. Select **Next Step: Upload Files**.



9. **Step 7:** Upload Files

Refer to the first page of this document for a list of the documents required to be submitted. For additional information, please visit <http://www.cityofthornton.net/government/citydevelopment/Pages/building-inspection.aspx>. The required documents depend on the type of permit for which you are applying. Failure to provide the required documentation will hold up the issuance of your permit.

- A.** Review and follow the **Guidelines for Electronically Submitting Documents**, listed on the top of the webpage (see below).
- B.** Upload the required documentation. Click the **Browse** button next to each document you want to upload to find and attach the file from your computer.
  - i. Please note: You do not need to upload an Application Form when applying through the portal.
- C.** Upload any **Additional Documents** through the **Browse** button and provide a description of the document(s).
- D.** Select **Next Step: Review and Submit**.
  - i. If no documents are uploaded a pop-up will appear as a reminder that you can provide those at a later date either in person or by using the Upload Submittals link from the main page
    - a. NOTE: Missing documentation will delay the processing of your application.

**Step 1:** Application Type    **Step 2:** Permit Type    **Step 3:** Work Items    **Step 4:** Description of Work    **Step 5:** Location  
**Step 6:** Contacts    **Step 7:** Upload Files    **Step 8:** Review & Submit    **Step 9:** Submitted

**Guidelines For Electronically Submitting Documents:**

- Submitted documents should be under 100MB in size.
- Accepted file extensions:
  - doc, docx, txt, rtf, xls, xlsx, jpg, gif, bmp, pdf, tiff, dwg, cad, ppt, pptx
- All plans shall be to scale.
- Recommended naming conventions:
  - Keep filename consistent.
  - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
  - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
  - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

**Once you have chosen the files you wish to upload, please click the button located at the bottom of the page, to complete your submission.**

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

**Current Submittal**

**Submittal #1) Permit Application Submittal (03/09/2017)**

Type	Status	Date Verified
- Application Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse"/>		
- Construction Plans	Pending	
Select a new document for this requirement: <input type="button" value="Browse"/>		

**Upload Additional Documents**

Select any additional documents you wish to provide:

Provide a short description of this set of documents:

Previous Step: Contacts    Next Step: Review & Submit



10. **Step 8:** Review & Submit

- A.** Review the application information you entered, uploaded documents, and fees. If you need to make changes, select the **Previous Step** button until you find the page with the information you need to change or correct.
- B.** Certification clause: You must agree to the certification in order to proceed. Select **YES** from the drop-down menu.
- C.** Complete the Character Recognition box. Enter the characters you see in the box. If you have trouble making out the letters/numbers you can click on the **Refresh** button to get a new set of characters.
- D.** Select **Submit Application**.

Step 1: Application Type   Step 2: Permit Type   Step 3: Work Items   Step 4: Description of Work   Step 5: Location  
Step 6: Contacts   Step 7: Upload Files   Step 8: Review & Submit   Step 9: Submitted

### Permit Application - Review & Submit

Please review the information below and if it is correct, press the submit application button to submit your application.

#### Permit Information

Permit Type: Residential Alteration  
Category of Work: Alteration  
Description of Work: 1000 sq ft basement finish, 1 bed, 1 bath  
Locations: 9500 CIVIC CENTER DR., THORNTON, CO 80229-4326  
0171922100002  
Contacts: Applicant  
Jim Bilyeu, Address: 9500 CIVIC CENTER DR., CA

#### Application Details

Building Use: Residential  
Number of Stories:  
Number of Units:  
Total Square Feet: 1000

#### Residential Alteration

Type Of Work: Basement Finish

By submitting this form you hereby certify that you have read and examined this permit and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume or give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Do you agree?: Yes

Type the characters you see in the image below to continue.

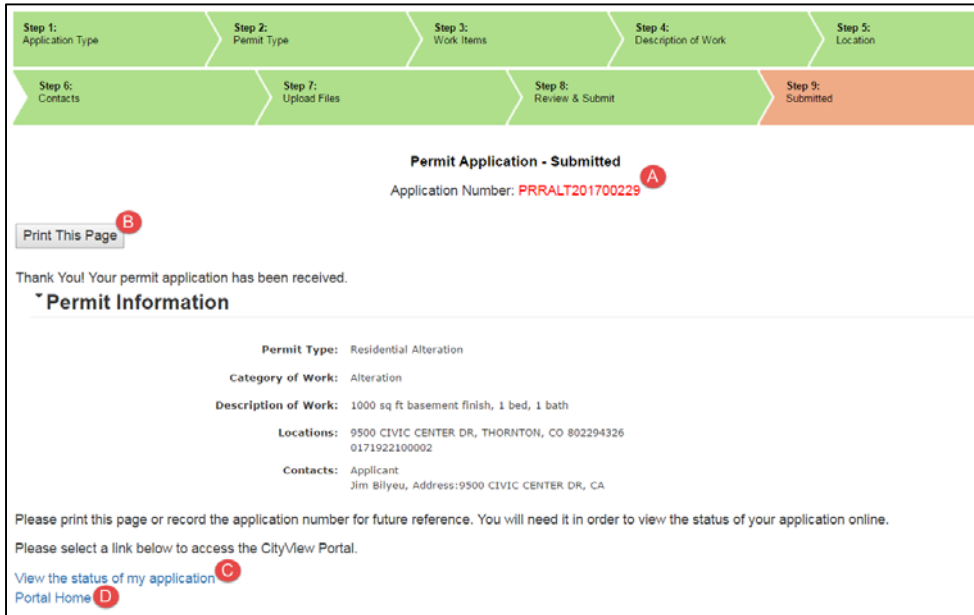
H8WA Refresh

Previous Step: Upload Files   Submit Application   Cancel Application



**11. Confirmation.**

- A.** If your application is processed successfully, the screen will display a confirmation message with an Application Number.
  - i. Note: This is not your permit number.
- B.** You can click the **Print This Page** button to print the confirmation page for your records.
- C.** From here, you can navigate to **View the status of my application** page.
  - i. This page will show your pending application.
- D.** Select the **Portal Home** link to navigate back to the main page of the portal.



- If there was a problem processing your application, an error message will appear. Make any corrections needed and then submit the application.
- You can view your application status by:
  - A.** Navigating to the **My Items** page.
  - B.** Scrolling down to the **My Permit Applications** section.

Please review the following information:

**Expiration**

- Your permit becomes null and void if work or construction authorized is not inspected within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All building permits expire 1 year after issue date.

**Responsibilities**

- Refer to the building inspection page for more information:  
<http://www.cityofthornton.net/government/citydevelopment/Pages/building-inspection.aspx>

**Permit Number**

- After you submit your online application the information and documents provided will be reviewed and if approved a permit can be paid for and then will be issued.