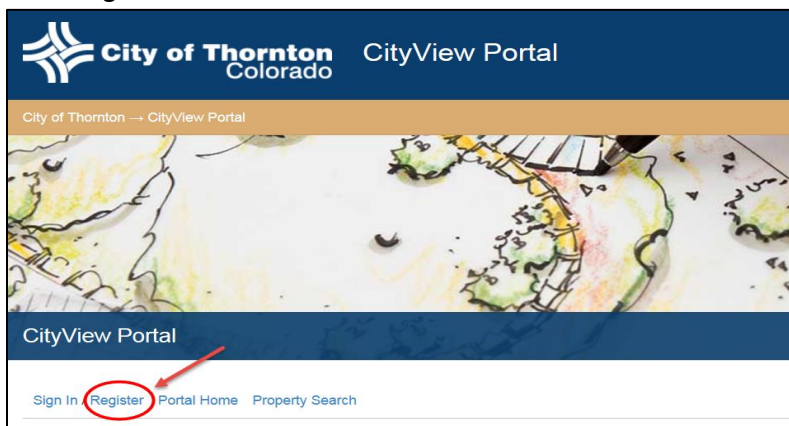**City of Thornton**
Building Inspection Division

Registering for a CityView Portal Account – Individual/Homeowner or Third Party

BEFORE YOU BEGIN ...

- **Once you have successfully completed the portal registration you can use your login information to search for permits, apply for permits, access permit documentation, schedule inspections etc.**
- **If you are a contractor, do not proceed. Follow the instructions for portal registration as a Contractor.**
- **These instructions apply to homeowners and other interested third parties (insurance agents, realtors, etc.)**

1. Open a web browser and in the navigation bar enter: https://cityviewportal.cityofthornton.net/

2. Select **Register**

3. **Step 1**: Create Account
   - **A.** Enter your **Email Address**
   - **B.** Create a **Password**, then retype that password under **Confirm Password** (minimum 8 characters)
   - **C.** Select *Next Step: Contact Information*

4. **Step 2**: Contact Information - **IF YOU ARE AN INDIVIDUAL (HOMEOWNER)**
   A. Are you trying to register as a contractor? Select NO.
   B. Are you trying to register as a business owner? Select NO.

5. **Step 3**: Enter Contact Information
   A. Enter your **Name** and select your **Preferred Contact Method**
   B. Use the *Address* section to search for your address if you are located in the city of Thornton. Begin typing the address in the **Search for address** box and select from the options listed
   C. If your mailing address is not within the city of Thornton, please manually enter your mailing address under the *Mailing Address* section
      i. Please note: Only click on the **Same as Location Address** box if you found your address on Section B, and the address listed on Section B is also your mailing address
   D. Enter your contact phone number(s) and select the type (Primary, Cell, etc.)
   E. Select Next *Step: Complete Registration*

6. **REGISTRATION IS COMPLETE!** You will receive a confirmation email to the email address used to register for the account. The email will contain a hyperlink to activate your account. Make sure to check your spam or junk email folder if you do not receive the email.

    Please note that the email address used to register is also your login ID

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