City of Thornton
Building Inspection Division

Searching for permit history through Property Search 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.**
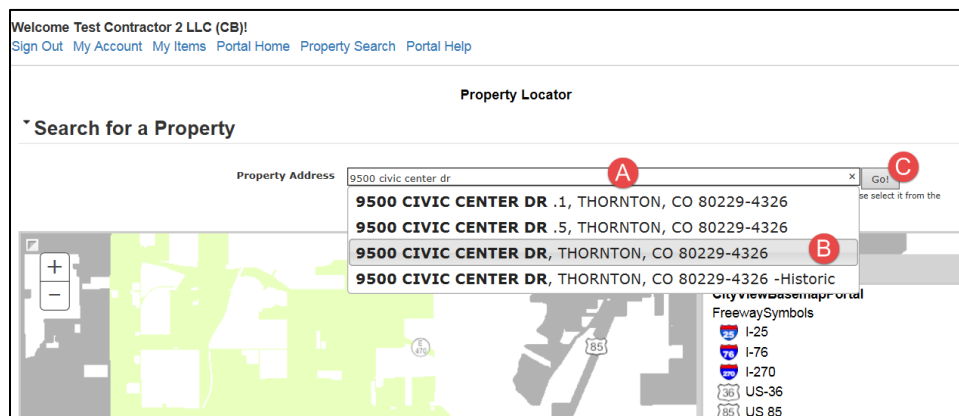
SEARCHING FOR PERMIT HISTORY FROM PROPERTY SEARCH

The Property Search will display information on properties in the City of Thornton or properties for which the City of Thornton provides water. Here you can search for permit history under an address. 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 **Property 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 address.
   - **B.** As you start typing, the screen will display any matches. Select the address from the drop down.
     - i. The more specific you are in the information you enter, the less results you will have to choose from.
     - ii. If the address shows up more than once it is due to a historic parcel change. You might have to check both the current and historic/inactive addresses to view all the permit history.
   - **C.** Click the **Go!** Button.

D. A Property Review page will appear that gives you a summary of the property.

    i. **In/Out City** shows you if the property is in or outside the city. If it is outside the city it is not within our jurisdiction and you will <u>not</u> see any building permits listed. Contact the county.

Property Review

Parcel Number: 0171922101005 Ⓓ

Printable

˅ Property Details

Parcel Number:	0171922101005
Status:	Active
Legal Description:	THORNTON MUNICIPAL CAMPUS SUBDIVISION LOT 1
DA Overall:	N/A
DA Phase:	N/A
E 470 1.5 Mile Fee Area:	No
Fire District:	2
Flood Plain:	No
In/Out City:	In
Police District:	3
Power Company:	
Subdivision:	414 - THORNTON MUNICIPAL CAMPUS SUBD
URA:	None
Section:	2.00S 68.00W6TH
Lot:	1

˅ Addresses

Street #	Pre-Direction	Street Name	Direction	Unit #	Status
9500		CIVIC CENTER DR			Active
9500		CIVIC CENTER DR		.5	Active

E. Scroll down to the Permit Applications section to see a history of the building permits applied for or issued.

F. You can click on any of the permit # to see additional details on that specific permit.

    i. Access the **Status Interpretation** document under Portal Help for a definition of the permit Status.

Zone Type:	City Center
Status:	Active

▾ Permit Applications Ⓔ

Permit #	Type	Work Class	Status	Date Issued
PRDE201800326 Ⓕ	Demolition	Demolition	Closed	01/16/2018
Permits: **Description:** Demo existing closet in legal department and move existing electrical outlet. .				
PRCALT201706134	Commercial Alteration	Alteration	In Plan Check	
Permits: **Description:** Test permit for Plan Review				
PRCALT201705855	Commercial Alteration	Alteration	In Plan Check	
Permits: **Description:** This is a test to see if the plan review letter is functioning correctly.				
PRFPT201705792	Fire Protection	New	Closed	12/05/2017

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Last updated 6/06/18