Construction or Sales Trailer

Portal Entry for a Temporary Use / Sales-Construction Trailer Permit

A 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.

- **Sign In** to your portal account at https://cityviewportal.thorntonco.gov/
- Click on **Apply for a Building Permit** under Building Department on the top left of the portal home.

*NOTE1: An Approved TUP from Planning is required prior to submitting for the building permit.
**NOTE2: Before applying submit a site plan to buildings@thorntonco.gov requesting a .5 address for the trailer. This temporary address will be used for the temp meter release.

Step 1 Permit Application – Description and Type
1. Application Type -select **Temporary Use**
2. Nature of work being done- **SKIP (this defaults to New)**
3. Describe Work – **Type in a brief description of the trailer and type of power (generator/temp/etc.)**
4. Building Use – **SKIP (this defaults to Commercial)**
5. Number of Stories – **SKIP**
6. Number of Units – **SKIP**
7. Total Sq. Ft. - **enter the square footage**
8. Code Year – **SKIP (this defaults to the current code year)**
9. Project Name – **enter the project name**
10. Type of Work – select **Sales/Construction Trailer**
11. Owner Builder – **Select No (a contractor is required)**
12. Click on **Next Step**

Step 2 Work Items
1. Under the Building permit, **select Sales/Construction Trailer (BDG)** for the work item.
2. Under the Electrical permit, select **Electrical** for the work item.
3. Click on **Next Step**

Step 3 Description of Work
NOTE: Do not enter a dollar sign.
4. Type of Work (BDG) Quantity: **enter 1**
5. Labor Cost: **Enter 0.** A flat fee applies.
6. Material Cost: **Enter 0.** A flat fee applies.
7. Under the **Electrical Valuation, Labor and Material Cost enter 0.** A flat fee applies.
8. Click on **Next Step**

INSTRUCTIONS CONTINUE ON THE NEXT PAGE

Step 4 Location of Work Being Done
1. Search for an Address: **Start typing the street address for the project, then select it from the drop down.**
   a. NOTE: A .5 address will be assigned and the temp meter release, if applicable, will be sent under that address.
2. Click on **Next Step**

Step 5 Contacts
1. The Applicant name will auto populate using your registration information.
2. The Property Owner(s) will auto populate. If there is a discrepancy you may proceed but remember to notify the Building Inspection Division if the information needs to be updated.
3. Click the Add Business/Contact From Address Book hyperlink.
   a. Select "Building Contractor" as the contact type for the General Contractor.
   b. Search for and select the contractor's business name from the address book.
   c. Click "Add This Contact"
4. Repeat the process above to add the Electrical Contractor.
   NOTE: If you are applying as a contractor, you still need to add your company as a contractor even if you are already listed as the Applicant.
5. Click on **Next Step**

Step 6 Upload Files
1. Under the **Site Plan** file type, **click the Browse button, find and double click to select and upload your documents:**
   a. The approved **Temporary Use Permit from Planning**.
   b. The **Site Plan**.
   c. Document showing trailer **set up and tie down details** as well as **landing and stairs details**.
2. Click on **Next Step**
3. An **Uploads Complete** reminder box will pop up, click **OK**.

Step 7 Review and Submit
1. Review your application. If you need to make any corrections click on the "Previous Step" button at the bottom of the page.
2. Read and sign the application using the "Do you agree?" drop down box. Select **Yes**.
3. Click on **Submit Application.**

This completes the submittal process.

To track the status of your application:
- Sign into your portal account
- Click on the My Items link at the top of the portal home page
- Click on the My Permit Applications heading
- Find the permit application to view the status