

DECK

Portal Entry for a Residential Addition / Deck 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.

Step 1 Permit Application – Description and Type

1. Application Type -select **Residential Addition**
2. Nature of work being done-**SKIP**
3. Describe Work –**Type in a brief description of the work to be performed including dimensions**
4. Building Use – Auto fills - **SKIP**
5. Model – **SKIP**
6. Subdivision – **SKIP**
7. Phase – **SKIP**
8. Number of Stories – **enter # of stories**
9. Number of Units – **enter 1**
10. Total Sq. Ft. - **enter total sq. ft. of work being done**
11. Basement Finish check box- **leave blank**
12. Filing – **SKIP**
13. Type of Work – select **Deck**
14. Owner Builder – **Select No if a contractor is doing the work**
Select Yes if the property owner is doing the work
15. Click on **Next Step**

Step 2 Description of Work

1. Sq Ft: **Enter total square footage**
2. **Enter the total labor cost** for the project. If homeowner is doing the work enter 0
3. **Enter the total material cost** for the project
4. Click on **Next Step**

Step 3 Location of Work Being Done

1. Enter the street address for the project. Select it from the drop down.
2. Click on **Next Step**

Step 4 Contacts

1. The Applicant 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.

INSTRUCTIONS CONTINUE ON THE NEXT PAGE

3. If a contractor is doing the work click the Add Business/Contact From Address Book hyperlink.
 - a. Select "Building Contractor" as the contact type.
 - b. Search for and select the contractor's business name from the address book.
 - c. Click "Add This Contact"

NOTE: If you are applying as a contractor you still need to add your company as the Building Contractor even if you are already listed as the Applicant.

4. Click on **Next Step**

Step 5 Upload Files

1. Please combine all files including the **Site Plan** and **Building Guide or Construction Plans** into a single PDF for upload.
 - a. Under the Construction Plans file type, **click the Browse button, find and double click to select the file to upload.**
 - b. An Application Form is not required.
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" box.
2. Read and sign the application using the "Do you agree?" drop down box. Select **Yes**.
3. Complete the Captcha. **Type the characters you see in the image under the box below it.**
4. Click on **Submit Application**

This completes the submittal process.