Master Plan

Portal Entry for a Master Plan / New Residential

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 **Master Plan**
2. Nature of work being done- **SKIP (this defaults to New)**
3. Describe Work – **Enter all the information below in the description field, in that order.**
   Model:
   Type: (SFD, TH #-plex, Duplex, Paired Homes, etc)
   Code year:
   (If applicable enter prior code year MP#)
4. Building Use – **SKIP (this defaults to Residential)**
5. Number of Stories – **SKIP**
6. Number of Units – **Enter 1**
7. Total Sq. Ft. - **enter the finished square footage**
8. Code Year – **SKIP (this defaults to the current code year)**
9. Project Name – **Enter the subdivision name**
10. Master Plan – **select the type (SFD, SFA, Multifamily, Garage, or Carport)**
11. Model Name/Number – **enter the model number**
12. Owner Builder – **Select No (a contractor is required)**
13. Click on **Next Step**

Step 2 Location of Work Being Done
1. Search for an Address: **For master plans always use address 100 Civic Center Dr, Thornton, CO. Start typing the address then select it from the drop down.**

Step 3 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.

INSTRUCTIONS CONTINUE ON THE NEXT PAGE

3. Click the <u>Add Business/Contact From Address Book</u> 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"
    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. <u>Make sure to select the contractor name with the ~ at the end of the name.</u>
4. Click on **Next Step**

Step 5 Upload Files
*Remember to rename your files before uploading as:
   Architectural, Structural, MEP, Manual JDS, Soils Report, Foundation Plan, Trusses

1. Under the **Construction Plans** file type, **click the Browse button, find and double click to select and upload your plan(s)**.
    a. Architectural, Structural, Foundation Plan, Trusses)
2. Repeat the process above for **Energy Compliance Reports** (MEP, Manual JDS) and **Soils Report**.
3. Click on **Next Step**
4. An **Uploads Complete** reminder box will pop up, click **OK**.

Step 6 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.

<u>To track the status of your application:</u>
• 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