

# BEEKEEPING

## Portal Entry for a Residential Miscellaneous / Beekeeping 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 Miscellaneous**
2. Nature of work being done- **SKIP (this defaults to Alteration)**
3. Describe Work – **Type in a brief description.(ex: Beekeeping permit)**
4. Building Use – **SKIP (this defaults to Residential)**
5. Number of Stories – **SKIP**
6. Number of Units – **SKIP**
7. Total Sq. Ft. - **enter the square footage of hive(s)**
8. Code Year – **SKIP (this defaults to the current code year)**
9. Project Name – **SKIP (not required)**
10. Type of Work – select **Beekeeping**
11. Owner Builder – **Select Yes if the property owner is the applicant**  
**Select No if the property owner is not the applicant**
12. Click on **Next Step**

### Step 2 Description of Work

**NOTE:** Do not enter a dollar sign.

1. Type of Work (BDG) Quantity: **enter 1**
2. Labor Cost: **Enter 0 for labor cost** . The application fee is a flat fee.
3. Material Cost: **Enter 0 for material cost**. The application fee is a flat fee.
4. Click on **Next Step**

### Step 3 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.**
2. Click on **Next Step**

### Step 4 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 on **Next Step**

**INSTRUCTIONS CONTINUE ON THE NEXT PAGE**

#### Step 5 Upload Files

1. Under the **Site Plan** file type, **click the Browse button, find and double click to select and upload your plan(s).**
2. Under **Postal Service Receipts** **click the browse button, find and double click to select your certified mail receipts and [Completed/Signed Application](#).**
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.**

#### 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