

# Townhouse or Duplex Unit

## Portal Entry for a Residential New / Townhouse or Duplex Unit 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.  
**\*\*DO NOT APPLY FOR THE UNIT PERMIT UNTIL THE SHELL PERMIT IS SUBMITTED AND MASTER PLAN HAS BEEN APPROVED\*\***

### Step 1 Permit Application – Description and Type

1. Application Type -select **Residential New**
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.**  
**Permit Type: TOWNHOME UNIT OR DUPLEX UNIT**  
**Shell Permit#**  
**MP permit#**  
**Code year:**  
**Model:**  
**Elevations:**  
**Garage:**  
**Basement: (Finished, Unfinished, Partial Finish, Crawl space only, etc.)**  
**Other options: (Deck, Covered Deck, Bonus Room, etc.)**  
**Model Home/Sales Office (if applicable)**
4. Building Use – **SKIP (this defaults to Residential)**
5. Number of Stories – **Enter the Number of Stories**
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. Type of Work – select **Townhouse/Duplex**
11. SFD Details – **enter all the information in this section that applies to this townhouse/duplex**
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: **Start typing the street address for the townhome or duplex unit, then select it from the drop down.**
2. Click on **Next Step**

**INSTRUCTIONS CONTINUE ON THE NEXT PAGE**

### 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.
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 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, Mechanical and Plumbing Contractors.  
**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. Make sure to select the contractor name with the ~ at the end of the name.**
5. Click on **Next Step**

### Step 4 Upload Files

**There are no uploads required.**

1. Click on **Next Step**
2. An **Uploads Complete** reminder box will pop up, click **OK**.

### Step 5 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