

# Pool or Spa (Hot Tub)

## Portal Entry for a Residential Accessory / Pool or Spa 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 Accessory**
2. Nature of work being done- **SKIP (this defaults to New)**
3. Describe Work – **Type in a brief description of the project (including dimensions and material)**
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**
8. Code Year – **SKIP (this defaults to the current code year)**
9. Project Name – **SKIP (not required)**
10. Type of Work – select **Pool/Spa**
11. Owner Builder – **Select No if a contractor is doing the work**  
**Select Yes if the property owner is doing the work**
12. Click on **Next Step**

### Step 2 Description of Work

**NOTE:** Do not enter a dollar sign. If the labor and material costs have not yet been determined, enter 0

1. Pool/Spa (BDG) Valuation: **enter total valuation (labor+material)**
2. Labor Cost: **Enter the total labor cost** for the project (including electrical). If homeowner is doing the work enter 0
3. Material Cost: **Enter the total material cost** for the project (including electrical).
4. Under the **Electrical Work Item**, please **enter the Valuation for that trade and the breakdown of Labor Cost and Material Cost**. If homeowner is doing the work for any trade enter 0 for labor under that trade
5. 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**

**INSTRUCTIONS CONTINUE ON THE NEXT PAGE**

#### 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. 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 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 5 Upload Files

1. Under the **Construction Plans** file type, **click the Browse button, find and double click to select and upload your plan(s).**
  - a. **For a hot tub upload: a Site Plan, and Specs for the pool and locking cover.**
2. For an **inground pool a Soils Report** is also required to be uploaded, browse under that file type.
3. If a contractor is doing the work: A subcontractor permission form will be required for the Electrical Subcontractor if there is one. Browse and attach under **Other**.
  - a. This step can be skipped but the form(s) will be required before permit issuance.
4. Click on **Next Step**
5. 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