

TENANT IMPROVEMENT

Portal Entry for a Commercial Alteration / Tenant Improvement 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 center of the page.

Step 1 Permit Application – Description and Type

1. Application Type -select **Commercial Alteration**
2. Nature of work being done– Auto fills - **SKIP**
3. Describe Work –**Type in a brief description of the work to be performed including tenant name.** Example: Tenant finish for XYZ Shoes
4. Building Use – Auto fills - **SKIP**
5. Model – **SKIP**
6. Subdivision – **SKIP**
7. Phase – **SKIP**
8. Number of Stories – **enter 1**
9. Number of Units – **enter 1**
10. Total Sq. Ft. - **enter total sq. ft.**
11. Basement Finish check box- **leave blank**
12. Filing – **SKIP**
13. Type of Work – select **Tenant Improvement**
14. Tap Meter Number– **SKIP**
15. Meter Size– **SKIP**
16. Owner Builder – **Select No**
17. Click on **Next Step**

Step 2 Work Items

1. Building Permit – Scroll down and **ONLY check mark the Tenant Improvement (BDG) box.**
2. Electrical Permit – **Check mark the Electrical (Commercial) box.**
3. Mechanical Permit - **Check mark the Mechanical (Commercial) box.**
4. Plumbing Permit - **Check mark the Plumbing (Commercial) box.**
5. Click on **Next Step**

INSTRUCTIONS CONTINUE ON THE NEXT PAGE

Step 3 Description of Work

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

1. Building Permit Work Items, Sq Ft: **Enter total square footage**
2. Labor Cost: **Enter the total labor cost** for the project (including electrical/mechanical/plumbing).
3. Material Cost: **Enter the total material cost** for the project (including electrical/mechanical/plumbing).
4. Under the **Electrical, Mechanical, and Plumbing Work Items**, please **enter the Valuation for that trade and the breakdown of Labor Cost and Material Cost**. The valuation will be the sum of the Labor cost and Material cost.
5. Click on **Next Step**

Step 4 Location of Work Being Done

1. Begin typing the street address and **when it appears on the drop down select it from there.**
2. Click on **Next Step**

Step 5 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.
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"
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 the Building Contractor even if you are already listed as the Applicant.
5. Click on **Next Step**

Step 6 Upload Files

1. Please combine all files including the **Construction Plans** and **Building Key Plan** 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**. You will get a confirmation page with an application number when done.

This completes the submittal process.