

Portal Entry for a Residential Accessory Pool/Spa

NOTE: 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.

<https://cityviewportal.cityofthornton.net/>

After you sign in click on “Apply for a Building Permit” under the Building Department heading.

Step 1 Permit Application – Description and Type

1. Application Type - **Residential Accessory**
2. Nature of work being done-Skip this as it self-populates
3. Describe Work – A brief description of the project including dimensions and material
4. Building Use – Auto fills
5. Model – Skip
6. Subdivision – Skip
7. Phase – Skip
8. Number of Stories – skip
9. Number of Units – skip
10. Total Sq. Ft. - enter total sq. ft.
11. Basement Finish check box- leave blank
12. Filing – Skip
13. Type of Work – Select **Pool/Spa**
14. Owner Builder – Select Yes if the homeowner is doing the work, No if a contractor is doing the work
15. Next Step

Step 2 Work Items

1. Under Building Permit, check the box adjacent to **Pool/Spa**. Under Electrical Permit, check the box adjacent to **Pool/Spa**.
2. Next Step

Step 3 Description of Work

1. Building Permit Work Items – Pool/Spa (BDG)
 - a. Valuation: Enter the total valuation without a dollar sign or period
 - b. Enter the total labor and material cost for the project
 - i. Enter 0 for labor if the homeowner is doing the work
2. Electrical Permit Work Items – Pool/Spa (EL)
 - a. Valuation: Enter the total valuation without a dollar sign or period
 - b. Enter the total labor and material cost for the project
 - i. Enter 0 for labor if the homeowner is doing the work.
3. Next Step

Step 4 Location of Work Being Done

1. Enter the street address for the project slowly. Select it from the drop down.
2. Next Step

Step 5 Contacts

1. The applicant will auto populate using your registration information as will the property owner.
2. Click the Add Business/Contact From Address Book hyperlink to add the Building or Electrical Contractor if there is one to be added. Select the name from the address book. DO NOT USE THE ADD NEW CONTACT LINK.

NOTE: If you are applying as a contractor you still need to add your company as the Building or Electrical Contractor even if you are already listed as the Applicant.

3. Next Step

Step 6 Upload Files

1. Please combine all files including the Site Plan of your property showing the location with respect to your house and all property borders. Also include the specs for the pool and any locking cover. They can be uploaded as a single PDF to the Construction Plans section. If you do not upload any documents, you will receive a reminder box. **You must submit these documents to have your permit reviewed.** If you have uploaded them, you will again receive a reminder. Then select OK.
2. Next Step

Step 7 Review and Submit

1. Review your application and make any corrections
2. Read and sign the application using the "Do you agree?" drop down box
3. Type the characters that you see in the box.
4. Click Submit application. Write down the application number.

This completes the submittal process.