Residential Re-Roof

Portal Entry for a Residential Alteration / Re-Roof 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 **Residential Alteration**
2. Nature of work being done- **SKIP**
3. Describe Work –**Type in a brief description of work (example: full reroof or re-roof XX squares)**
4. Building Use – Auto fills - **SKIP**
5. Number of Stories – **enter # of stories**
6. Number of Units – **enter 1**
7. Total Sq. Ft. - **enter total sq. ft. of work being done (multiply the # of squares by 100)**
8. Code Year – **SKIP**
9. Type of Work – select **Re-Roof**
10. Owner Builder – **Select No if a contractor is doing the work**
    Select Yes if the property owner is doing the work
11. Click on **Next Step**

Step 2 Description of Work
1. Valuation: **Enter total project value**
2. Roofing Type: **Select from the drop down menu**
3. Shingles Type: **Select from the dropdown menu**
4. **Enter the total labor cost** for the project. If homeowner is doing the work enter 0
5. **Enter the total material cost** for the project
6. Click on **Next Step**

Step 3 Location of Work Being Done
1. Enter the street address for the project. Select it from the drop down.
2. Click on **Next Step**

Step 4 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.

INSTRUCTIONS CONTINUE ON THE NEXT PAGE

3. If a contractor is doing the work, click the <u>Add Business/Contact From Address Book</u> 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"
    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.
4. Click on **Next Step**

Step 5 Upload Files
    1. No plans are required for this type of project. Click on **Next Step**

Step 6 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. Click on **Submit Application**

This completes the submittal process.