Portal Entry for a Residential Accessory Shed

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
3. Describe Work – A brief description of the work to be performed including dimensions
4. Building Use – Auto fills
5. Model – Skip
6. Subdivision – Skip
7. Phase – Skip
8. Number of Stories – skip
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 **Shed**
14. Tap Meter Number – enter 0
15. Meter Size – enter 0
16. Owner Builder – Select Yes if the homeowner is doing the work, No if a contractor is doing the work
17. Next Step

Step 2 Work Items
1. Check the box adjacent to **Shed**.
2. Next Step

Step 3 Description of Work
1. Shed (BDG)
    a. Sq Ft: Enter total square footage
    b. Enter the total labor and material cost for the project
        a. Enter 0 for labor if the homeowner is doing the work
2. Next Step

Step 4 Location of Work Being Done
1. Enter the street address for the project. Select it from the drop down.
2. Next Step

Step 5 Contacts
1. The applicant will auto populate using your registration information.
2. Click the Add Business/Contact From Address Book hyperlink to add the Building Contractor. 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 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 and Building Guide or Construction Plans into a single PDF for upload and upload the document to the Construction Plans section. If you do not upload to the Application Form you will receive a reminder box select OK
   a. Use the Building Guide for a Detached Garage. We do not have a specific guide for a shed.
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. Complete the Captcha.
4. Submit application

This completes the submittal process.