

# Make a Building Permit Application Request

☐ Accessibility Support   Register for an Account   REPORTS AND STATISTICS (6) ▾   Login

Search Boulder County permit records such as Building Permits, Planning Applications, Onsite Wastewater Treatment Systems (Septic), Code Enforcement and Special Events.

Search All Records...

Home

Building

Planning

Code Enforcement

Public Health

Special Events

Advanced Search ▾

### Boulder County Permit Records

Registration is not required to view records.  
Registration is required for payment of permit fees.

### To Register

If you need to make a payment for a permit please [register](#).

Register Now »

### Login (Not required for viewing permit records)

User Name

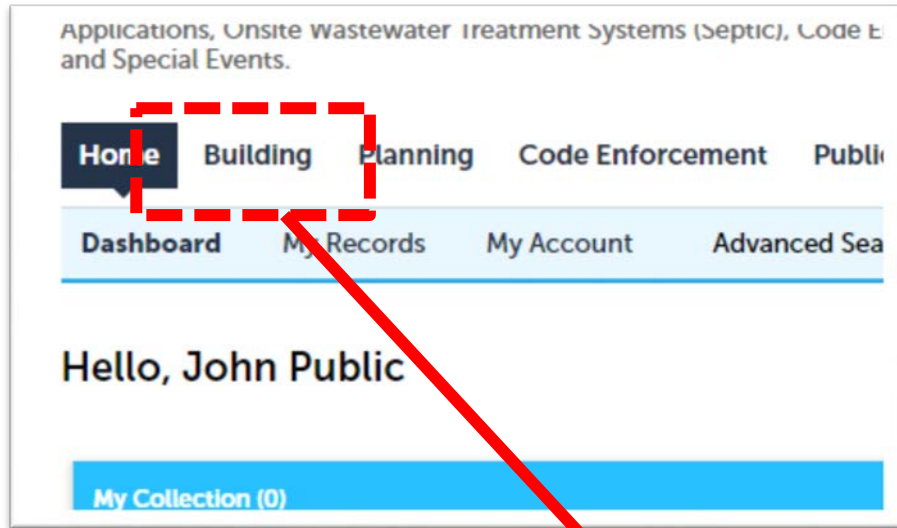
Password:

Login »

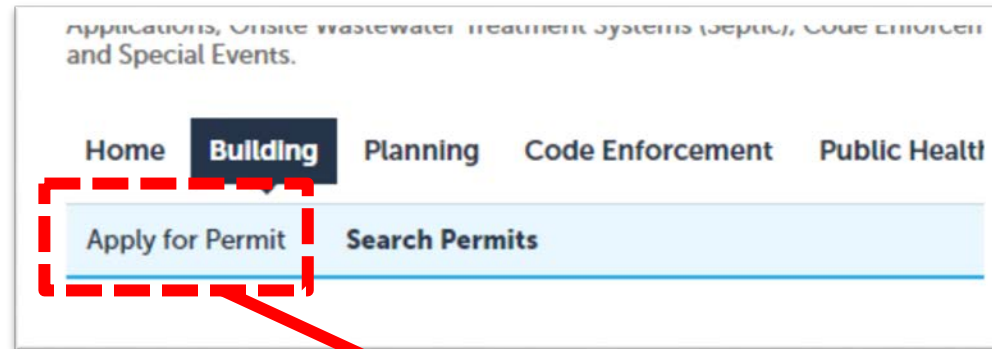
☐ Remember me on this computer  
[I've forgotten my password.](#)  
**New Users:**  
[Register for an Account.](#)

Login if you're not  
already logged in.

# Make a Building Permit Application Request



Click on the Building tab



Click on Apply for Permit

# Make a Building Permit Application Request

[Home](#) **[Building](#)** [Planning](#) [Code Enforcement](#) [Public Health](#) [Special E](#)

[Apply for Permit](#) [Search Permits](#)

## Online Application

Please "Allow Pop-ups from This Site" before proceeding.

This online process **starts** the permit application process, it does not complete it. An application will be consider acceptable upon receipt of payment.

1. Please ensure you have a complete application. Review the [building permit publications and forms](#) to verify you have the documents and plan required for your type of permit.

2. Once you submit this application request online, you will receive an email from [ezbp@bouldercounty.org](mailto:ezbp@bouldercounty.org) with instructions on how to pay the application fee/deposit. Usually you will receive this email within one business day.

View Boulder County's online [Privacy Policy and Legal Information](#)

☐ I have read and accepted the above terms

[Continue Application »](#)

Check the box

Click Continue Application

# Make a Building Permit Application Request

## Site Address

1) Enter the Address Number and the first few characters of the Street Name.

2) Click Search.

3) You will then shown a list of the valid address. Select the one you want.

If the worksite does not have an address, scroll down and enter the parcel number instead.

\* Street #.:

Direction:

--Select--

\* Street Name:

Street Type:

--Select--

Unit No.:

Search

Clear

Enter the house number of the worksite

Enter the first two letters of the street name

Click Search button

TIP

Less is better! If the worksite address is 123 Main Street, enter "1234" into the Street # field, and only enter "ma" into the street name field.

# Make a Building Permit Application Request

**TIP**

If the system finds an exact match this step is skipped.

2) Click Search.

### Address Search Result List

Choose the address where the work is being done.

### Addresses

Select an Address and then SCROLL DOWN

Showing 1-3 of 3

Address
<input type="radio"/> 2045 11TH AVENUE, LONGMONT CO 80501
<input type="radio"/> 2045 13TH STREET, BOULDER CO 80302
<input type="radio"/> 2045 17TH AVENUE, LONGMONT CO 80501

Select Cancel

146330323001

Click the circle next to the worksite address.

☐ 2045 11TH AVENUE, LONGMONT CO 80501

☒ 2045 13TH STREET, BOULDER CO 80302

☐ 2045 17TH AVENUE, LONGMONT CO 80501

### Parcel Number

If more than one listed, choose an Parcel Number

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivis
<input checked="" type="radio"/> 146330323001	1	9	BOULDE

### Property Owners

If more than one listed, choose the primary owner/contact for this

Showing 1-1 of 1

Name
<input checked="" type="radio"/> COUNTY OF BOULDER

Select Cancel

Scroll Down

The Parcel Number, and the Property Owner for that address will then display. You may need to scroll down. Click the Select Button

# Make a Building Permit Application Request

**Step 1: Project Location > Lookup**

Site Address

1) Enter the Address Number and the first few characters of the Street Name.  
2) Click Search.  
3) You will then shown a list of the valid address. Select the one you want.

\* Street #: 1040 Direction: South \* Street Name: 12TH Street Type: STREET Unit No.:  
[Search] [Clear]

Site Parcel Number

If you entered an address above, verify the correct parcel number is shown.  
If the worksite does not have an address, please enter the parcel number and click Search.

\* Parcel Number: 14030102001  
[Search] [Clear]

Owner

\* Owner Name: [?] COUNTY OF BOULDER  
Address Line 1: 100 400 E 171  
Address Line 2:  
City: BOULDER State: CO Zip: 805012471  
Phone:  
E-mail:  
[Search] [Clear]

[Continue Application >] [Save and resume later]

Verify the worksite address is correct

Most people do not know the parcel number for a property, it's ok to assume it's correct.

The property owner's mailing address is shown (this may be a different address than the worksite). Verify this information is correct. The Phone and/or email of the owner can optionally be entered.

Click Continue Application

Scroll Down to  
See Whole Page

# Make a Building Permit Application Request

## Step 2: Contact Information > Applicant

### Applicant

Add the primary contact for this application.

Click on the Select Yourself Or Owner button, if you want the primary contact, or the property owner to be the primary contact.

Click on the Enter New Contact button to add a different primary contact.

To edit a contact, click the Edit link.

Select Yourself Or Owner

Enter New Contact

Continue Application »

Click this button, if the Primary Contact person for this permit is either you (as you registered for a login), or the property owner.

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Type	Category	Name
<input checked="" type="radio"/> Individual	Associated Contact	John Public
<input type="radio"/>	Associated Owner	COUNTY OF BOULDER

Continue

[Discard Changes](#)

In the box that appears, select the contact you want and click Continue

Click this button, if the Primary Contact person for this permit is someone else.

# Make a Building Permit Application Request

## Contact Information

\* Full Name:

John Public

Organization Name

\* Address Line 1:

4321 Oak St

Address Line 2:

\* City:

Niwot

\* State:

CO

\* Zip:

80503-

\* Phone 1

303-555-5555

Phone 2

Phone 3

Fax:

\* E-mail:

johnpublic@bouldercounty.org

Continue

Discard Changes

Verify and enter the contact information for the primary contract. The mailing address (not the project worksite) for the contact should be used. Note that the address, phone number, and email is required.

Click Continue when all information is entered.

# Make a Building Permit Application Request

Click on the Enter New Contact button to add a di

To edit a contact, click the Edit link.

✓ Contact added successfully.

John Public

4321 Oak St

johnpublic@bouldercounty.org

303-555-5555

[Edit](#) [Remove](#)

[Continue Application »](#)

Click Continue Application

# Make a Building Permit Application Request

Application Request

1 Project Location	2 Contact Information	3 Project	4 Doc
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Step 3: Project > Information

Project Description

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Description of Work

Continue Application »

Enter a brief description of what the permit is for. For example, "New 500 sq ft greenhouse"

Click Continue Application

# Make a Building Permit Application Request

## TIPS

### Upload

Please attach Building Permit application form and other required plans.

If there is more than one structure on the property, please sketch out work is being applied for.

#### Instructions:

1. Click Add A Document button,
  - In the screen that opens, click Add A Document again.
  - Select the document(s) you want to upload.
  - Click Continue.
2. Enter a brief description for each document.
3. Click Upload Documents
4. Click the Continue Application button.

The maximum file size allowed is 150 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Size	Description	Document
No records found.			

Add A Document

Continue Application »

Upload required plans and documents in PDF format.

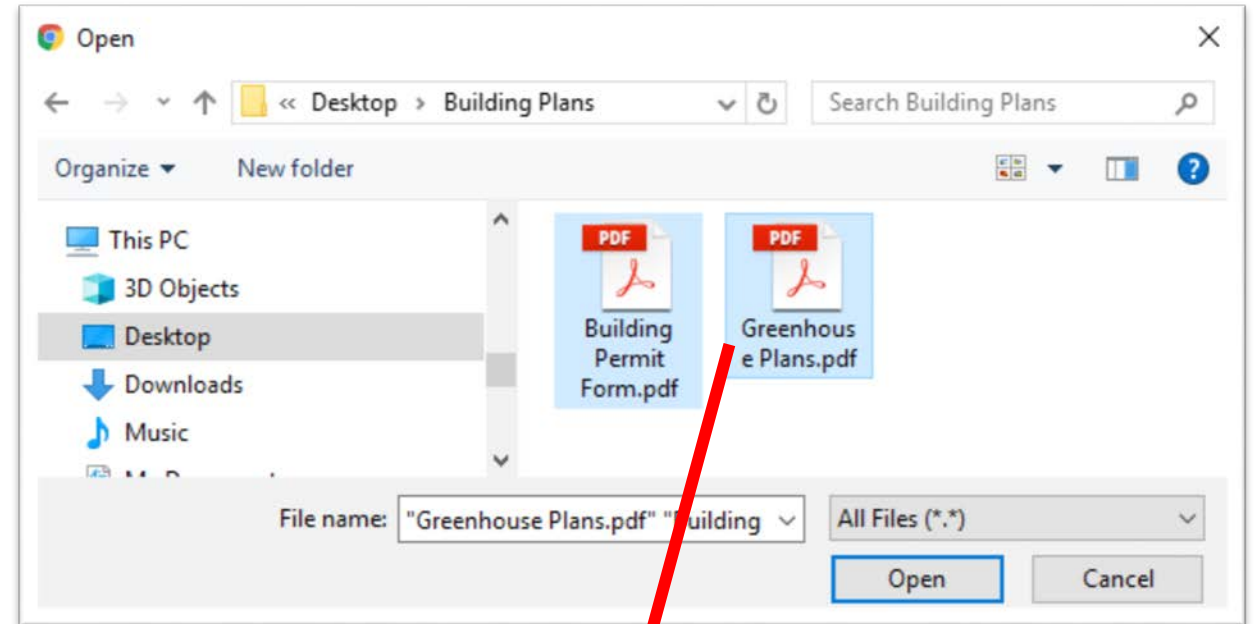
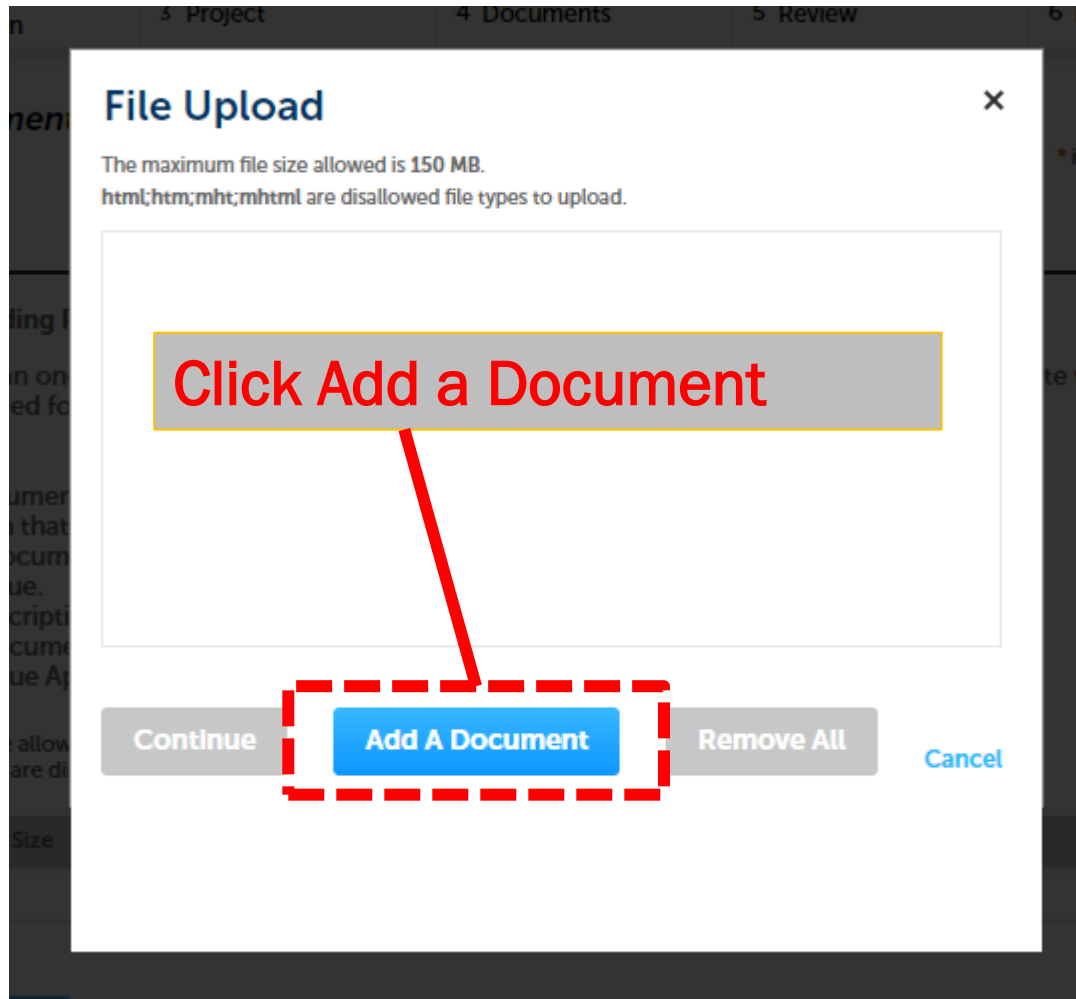
Keep each PDF file that is upload to 20MB or less. Split into separate files if need – for example:

*Plans 1 of 2.PDF*

*Plans 2 of 2.PDF*

Click Add a Document

# Make a Building Permit Application Request



A new dialog box will open. Navigate to where your documents are stored and select them. Note you may be able to select more than one document. Click Open.  
(This dialog box may differ based on the browser / computer you are using)

# Make a Building Permit Application Request

**File Upload** [X]

The maximum file size allowed is 150 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Building Permit Form.pdf	100%
Greenhouse Plans.pdf	100%

[Continue] [Add A Document] [Remove All] [Cancel]

The documents you have select will be shown here

If you have additional documents to add, click Add a Document

Click Continue, when you are done adding documents

# Make a Building Permit Application Request

The screenshot shows a web form for uploading documents. It contains two document entries. The first entry, 'Building Permit Form.pdf', has a progress bar at 100% and a description field containing 'Application Form'. The second entry, 'Greenhouse Plans.pdf', also has a progress bar at 100% and a description field containing 'Building Plans'. At the bottom, there are four buttons: 'Upload Documents', 'Add A Document', 'Remove All', and 'Continue Application »'. Red dashed boxes highlight the 'Upload Documents' button and the description fields of both document entries. Red arrows point from text boxes on the right to these specific elements.

File: Building Permit Form.pdf  
100%

\*Type: Public

\*Description: Application Form

File: Greenhouse Plans.pdf  
100%

\*Type: Public

\*Description: Building Plans

Upload Documents Add A Document Remove All

Continue Application »

The documents you have select will be shown here

Enter a brief description for each of the documents

When finished entering descriptions, click Upload Documents

# Make a Building Permit Application Request



The attachment(s) has/have been successfully uploaded.  
It may take a few minutes before changes are reflected.

When the upload is finished, a banner will appear. Large files will take longer to upload.

5. Click Upload Documents
4. Click the Continue Application button.

The maximum file size allowed is 150 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Size	Description	Document Status
<a href="#">Building Permit Form.pdf</a>	128.14 KB	Application Form	Uploaded
<a href="#">Greenhouse Plans.pdf</a>	159.71 KB	Building Plans	Uploaded

Add A Document

Continue Application »

The uploaded documents will be shown here

Click Continue Application

# Make a Building Permit Application Request

Home **Building** Planning Code Enforcement Public Health Special Events

Apply for Permit Search Permits

Application Request

Captured screenshot 1 Project 4 Documents 5 Review 6 Record Issuance

**Step 5 - Review**

**Continue Application »** Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Application Request

**Site Address** [Edit](#)

2045 13TH STREET

**Site Parcel Number** [Edit](#)

Parcel Number: 146530323001

**Owner** [Edit](#)

COUNTY OF BOULDER  
PO BOX 471  
BOULDER CO 80506-0471

**Applicant** [Edit](#)

John Public Phone 1303-555-5555  
1234 Oak St E-mail johnpublic@bouldercountry.org  
Niwot, CO, 80503

**Project Description** [Edit](#)

Description of Work New 500 sq ft greenhouse

**Upload** [Edit](#)

The maximum file size allowed is 150 MB.  
htm,html,htm,htm are disallowed file types to upload

Name	Size	Description	Document Status
<a href="#">Building Permit Form.pdf</a>	128.14 KB	Application Form	Uploaded
<a href="#">Greenhouse Plans.pdf</a>	159.71 KB	Building Plans	Uploaded

**Continue Application »** **Save and resume later**

A final review page will open that shows all of the information you have entered. If you need to make any changes, click the edit button for that section.

Click Continue Application. This submits your application request.

# Make a Building Permit Application Request

## Step 6: Record Issuance



Your application has been successfully submitted.

You will receive an email from [ezbp@bouldercounty.org](mailto:ezbp@bouldercounty.org) with instructions on how to pay the permit fee/deposit. Usually you will receive this email within one business day.

Thank you for applying online.

**Your Application Number is REQ-BP-00014.**

If you do not hear from a permit specialist, the application number can be used to track the status of your application.

This application is not complete until the permit fee/deposit has been paid.

[View Record Details »](#)

[Return to Permit details](#)

**Congratulations! You have submitted your application request.**

**Please remember, your application is not complete and your permit has not yet been issued. Do not start work.**

**You will be contacted if we have any questions about your application.**

**You will receive an email within one or two business days with instructions on how to pay the application deposit.**