Login if you’re not already logged in.
Click on the Building tab

Click on Apply for Permit
Check the box

Click Continue Application
Enter the house number of the worksite

Enter the first two letters of the street name

Click Search button

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.
Click the circle next to the worksite address.

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

The Parcel Number, and the Property Owner for that address will then display. You may need to scroll down. Click the Select Button.
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
Click this button, if the Primary Contact person for this permit is either you (as you registered for a login), or the property owner.

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

To edit a contact, click the 'Edit' link.

- **Contact added successfully.**

  John Public
  4321 Oak St
  johnpublic@bouldercounty.org
  303-555-5555

Click Continue Application
Enter a brief description of what the permit is for. For example, “New 500 sq ft greenhouse”
Click Add a Document

TIP

Be sure to include your filled out Building Permit Application Form, along with any required documents and plans.

PDF files are the preferred format for documents and plans.

(optional) If you have many documents, you can “Zip” them into one file.
Click Add a Document

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

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 documents you have select will be shown here

Enter a brief description for each of the documents

When finished entering descriptions, click Upload Documents

Upload Documents  Add A Document  Remove All

Continue Application »
The uploaded documents will be shown here.

Click Continue Application

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