

Make a Planning 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.

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:

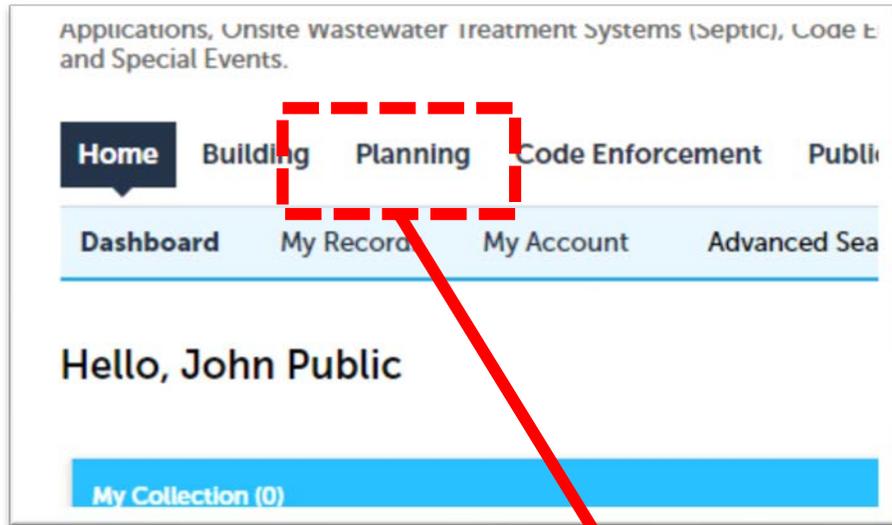
[Login »](#)

Remember me on this computer

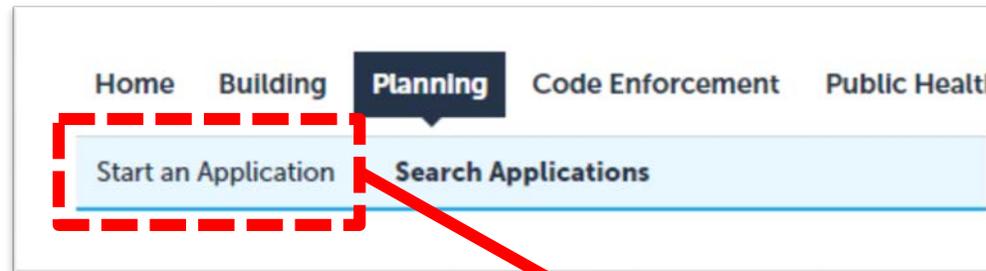
[I've forgotten my password.](#)
[New Users: Register for an Account.](#)

Login if you're not already logged in.

Make a Planning Application Request



Click on the Planning tab



Click on Start an Application

Make a Planning Application Request

Home Building **Planning** Code Enforcement Public Health Spec

Start an Application Search Applications

Online Application

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

Please note: Many types of planning applications (such as Site Plan Review -SPR) are accepted pursuant to dates on a submittal schedule. For those proposals, please hold off on submitting your application online unless you have been given the go-ahead from our department to submit. Applications will be processed in the order on our schedule. Contact CPUP if you have questions (303-441-3930 / planner@bouldercounty.org).

This online submittal initiates the planning application process, it does not complete the review. Payment must be received in order to continue processing the application.

1. Please ensure your application is complete. Refer to the Checklist from your pre-application conference and/or review the [planning publications and forms](#) to verify all required materials are included.

2. Once you submit this application request online, you will receive an email 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 Planning 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

Enter the house number of the project location

Enter the first two letters of the street name

Click Search button

TIP

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

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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 for this project.

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 project.

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 Planning Application Request

Step 1: Project Location > Lookup

Site Address

1) Enter the Address Number and the first four 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: *Street Name: Street Type: STREE 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: 14633333001
[Search] [Clear]

Owner

*Owner Name: COUNTY OF BOULDER
Address Line 1: 100 1000 471
Address Line 2:
City: BOULDER State: CO Zip: 8050471
Phone:
E-mail:
[Search] [Clear]

[Continue Application >] [Save and resubmit to]

Verify the project location 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

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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.

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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 Planning Application Request

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

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

[Continue Application »](#)

Click Continue Application

Make a Planning Application Request

Application Information

TYPE

Please note: Many types of planning applications (such as Site Plan Review proposals, please hold off on submitting your application online unless you will be processed in the order on our schedule. Contact CPP if you have q

* Are you on the submittal schedule: Yes No

What is your submittal date:

* Planning Application Type:

--Select-- 

Continue Application »

Many types of planning applications (such as Site Plan Review (SPR)) are accepted pursuant to dates on a submittal schedule. For those proposals, please hold off on submitting your application online unless you have been given the go-ahead from our department to submit. Applications will be processed in the order on our schedule.

Contact CPP if you have questions (303-441-3930 / planner@bouldercounty.org).

Enter whether you're on the submittal schedule, and if so enter your submittal date given to you by our department.

Select the type of planning application

Click Continue Application

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TIP

Be sure to include your filled out Planning 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.

Please attach the Planning Application form and other required pla

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.

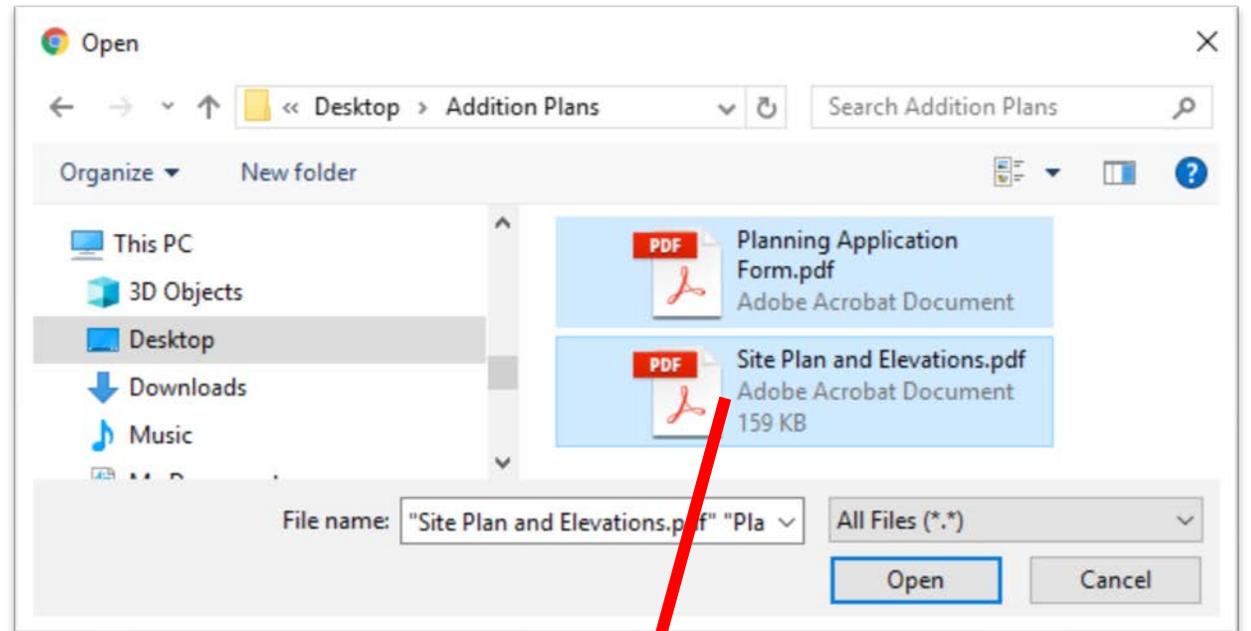
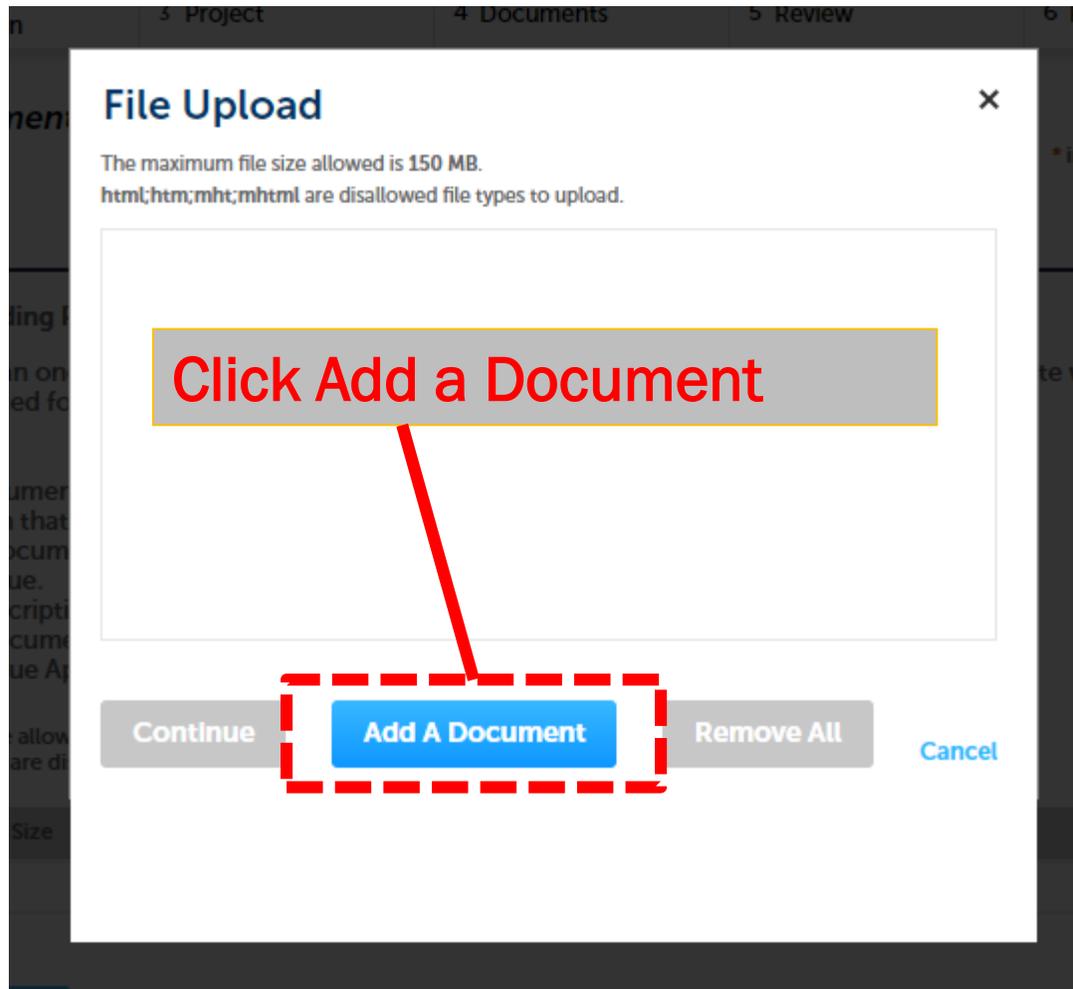
Name	Type	Size	Latest Update
No records found.			

Add

Continue Application »

Click Add a Document

Make a Planning 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 and computer you are using)

Make a Planning Application Request

File Upload

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

Planning Application Form.pdf	100%
Site Plan and Elevations.pdf	100%

Continue **Add** **Remove All** Cancel

The documents you have select will be shown here

If you have additional documents to add, click Add.

Click Continue, when you are done adding documents

Make a Planning Application Request

File: Planning Application Form.pdf
100%

* Type: Public

* Description: Application Form

File: Site Plan and Elevations.pdf
100%

* Type: Public

* Description: Plans

Upload Documents Add 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 Planning 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.

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

Name	Type	Size	Latest
Planning Application Form.pdf	Public	128.14 KB	04/17
Site Plan and Elevations.pdf	Public	159.71 KB	04/17

The uploaded documents will be shown here

Add

Continue Application »

Click Continue Application

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Planning Application Request

1 Project Location 2 Contact Information 3 Project Information 4 Review 5 Record Issuance

Continue Application

Save and resume later

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

Record Type

Planning Application Request

Site Address

2045 13TH STREET

Site Parcel Number

Parcel Number: 146330323001

Owner

COUNTY OF BOULDER
PO BOX 471
BOULDER CO 803060471

Applicant

John Public
123 Main St
Boulder, CO, 80503

Phone: 1305-555-5555
E-mail: johnpublic@bouldercounty.org

Application Information

TYPE

Are you on the submittal schedule: No

What is your submittal date:

Planning Application Building Lot Determination
Type:

Attachment

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

Name	Type	Size	Last Update	Action
Planning Application Form.pdf	Public	128.14 KB	04/17/2020	Actions
Site Plan and Elevation.pdf	Public	159.71 KB	04/17/2020	Actions

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.

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Step 5: Record Issuance



Your application has been successfully submitted.

You will receive an email from Community Planning & Permitting with instructions. Usually you will receive this email within two business days.

Thank you for applying online.

Your Application Number is REQ-PLN-00010.

The application number can be used to track the status.

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

[View Record Details »](#) (Return to Application Details)

Congratulations! You have submitted your application request.

Please remember, your application is not complete until payment has been made.

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 fee/deposit.