Log in

Click on "Environmental Health"

Choose "create an application"
Click "I have read and accepted the above terms."

Click "continue application"
Click the triangle next to “Water Quality” to open the drop-down

Click "continue application"
Enter the address of the property you are applying for, then hit “search”:
After you find your address, the parcel number and owner information should be filled in. If there is any missing information on the owner information section, complete that, then click on “Continue Application”:
On the Contact Information page, you can either select the owner (or yourself, if you are already associated with the property), or add a new contact, such as a licensed professional or contractor – whoever needs to be contacted regarding the status of the application. To do that, click on either the "Select Yourself or Owner," or "Enter New Contact" button:

**Step 2: Contact Information > Contacts**

* Indicates a required field.

**Applicant**

Add the primary contact for this application.

If you want the person associated with your registration/login or the property owner to be the primary contact, click on the Select Yourself Or Owner button. Click on the Enter New Contact button to add a different primary contact.

To edit a contact, click the Edit link.

The contact information screen looks like this. If you chose “Select Yourself or Owner,” some of the information will already be filled out:
Contact Information

* First:  
* Last:  

Name of Business:  

* Address Line 1:  

* City:  
* State:  
* Zip:  

* E-mail:  

Phone:  
Work Phone:  
Mobile Phone:  
Fax:  

[Continue] [Clear] [Discard Changes]

Click “Continue Application” after reviewing.
Click “Add” to add a copy of your application and any other documents that are required:
Step 3: Attachments > Attachments

Make sure that the progress bar on each attachment reaches 100% before you try to move on. You can click on “Add” to add more attachments, “Remove All” if you want to change the attachments you have added, or “Continue” to continue with the application:

Add a brief description of your attachment/s, then click on “Save”. Click “Continue Application.” Review your application information, then click on “Continue Application”:
Click “Continue Application” after reviewing the fees.

Click on the radio button to choose whether you want to pay via a credit card or an electronic check.
You will be sent to the Colorado Official State Web Portal to complete the transaction. Scroll down to fill in your customer information, then click “Next.”
Click “Next” after entering your credit card information.
Click “Submit Payment” after reviewing the information.
Once the payment is processed, the system will send you back to Boulder County, where you can print a copy for your records, if you wish.
Step 7: Record Issuance

Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is LPF-2021-0007.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.