

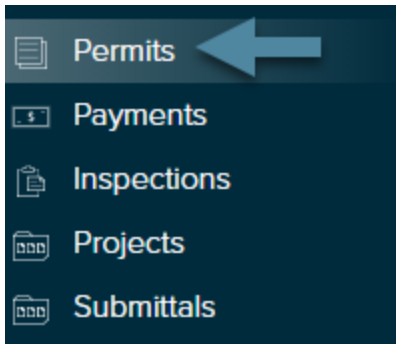
How to apply for a permit online

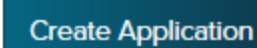
communitycore.zendesk.com/hc/en-us/articles/360048937314-How-to-apply-for-a-permit-online



Create Application

- Click Permits



- Click 

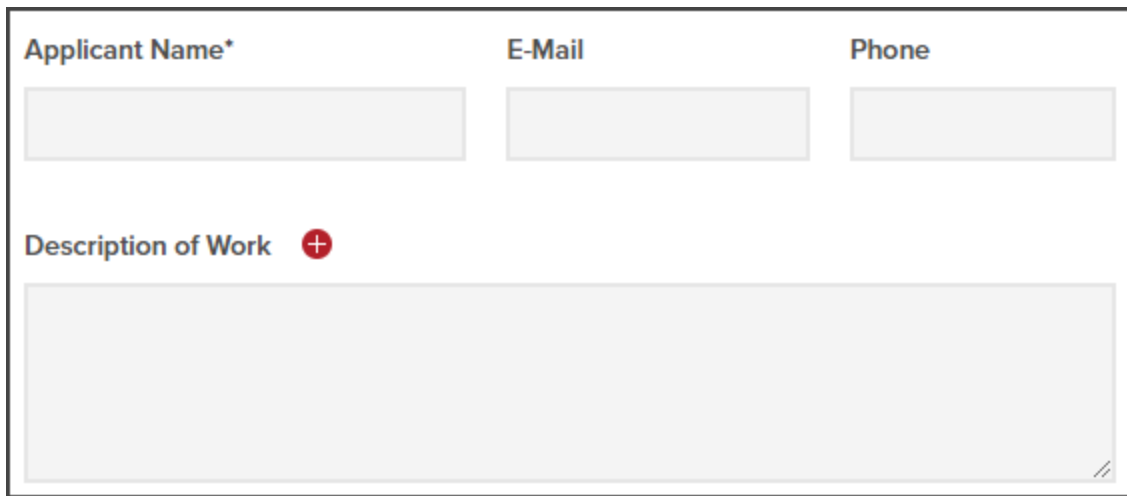
- Select a Category to narrow down the permit types (optional - selecting a category will help you narrow down the list of permit type options)
- Select the Permit Type
- Click Next

A screenshot of a web form. On the left, a box labeled 'Optional' has a blue arrow pointing to the 'Category' dropdown menu. The 'Category' dropdown is labeled 'Category' and contains the text 'Select item...' with a downward arrow icon. To its right is the 'Permit Type*' dropdown, labeled 'Permit Type*' and also containing 'Select item...' with a downward arrow icon. Below these dropdowns are two buttons: 'Cancel' and 'Next'. To the right of the 'Next' button is a checkbox labeled 'Test Permit'.

Add applicant information

The fields marked with "*" are required fields and must be filled out to complete the application.

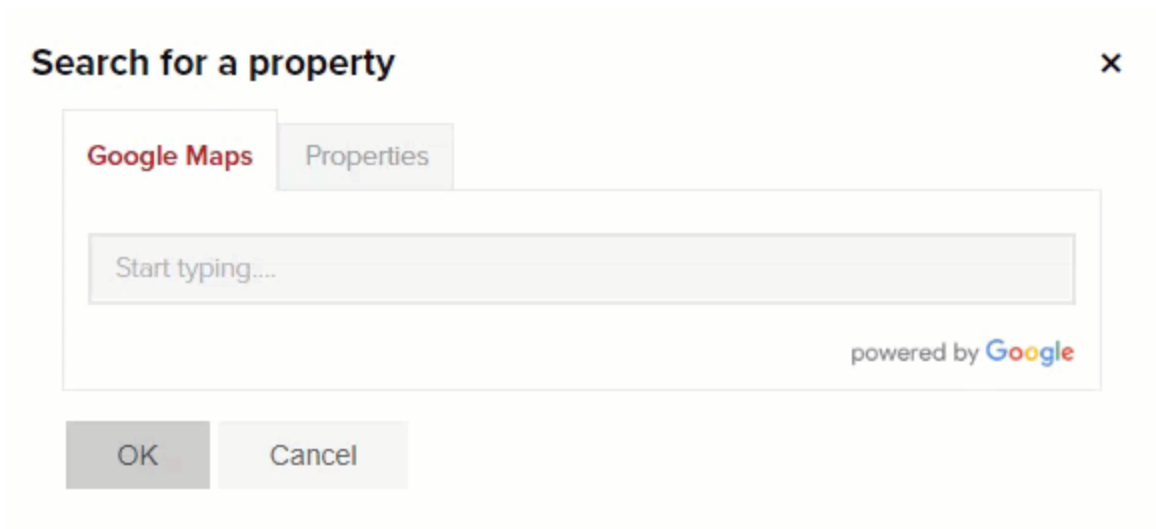
- Add Applicant Name (required)
- Add Email (optional, but recommended so we can email your inspection results)
- Add Phone number (optional)
- Add a Description of Work (required in most cases, indicated by a * when required)



The form contains three input fields for 'Applicant Name*', 'E-Mail', and 'Phone'. Below these is a larger text area for 'Description of Work' with a red plus icon to its right, indicating it is a required field.

Add jobsite address

- Click **Change address: Search** to search for the address in Google Maps
- Start typing the address and then select the jobsite address



The dialog box has a title 'Search for a property' and a close button 'x'. It features two tabs: 'Google Maps' (selected) and 'Properties'. A search input field contains the placeholder text 'Start typing...'. At the bottom right, it says 'powered by Google'. At the bottom, there are 'OK' and 'Cancel' buttons.

- You can also manually enter the jobsite address without searching

Add property owner info

Please fill out this information as completely as possible

Property Owner

Name *Same as Applicant*

Address *Same as Property Address* Address 2

City State Zip code

Owner Primary Phone Owner Secondary Phone E-mail

Add additional application info

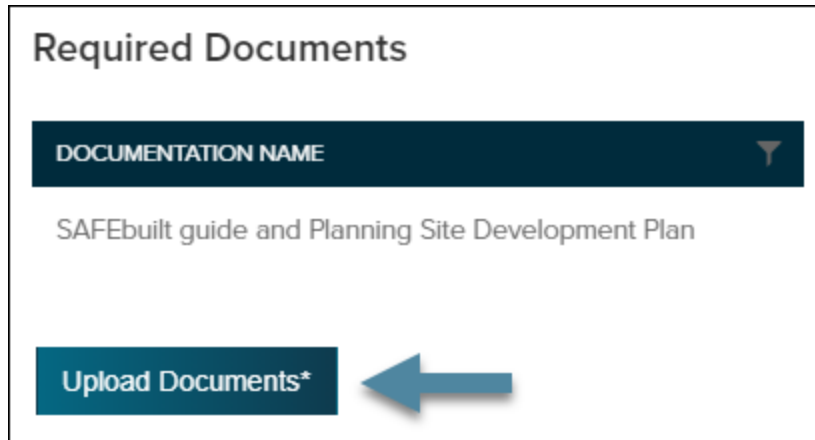
Add additional application info (the information to be filled out will vary based on permit type and a * indicates required fields)

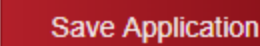
Additional Floors SqFt	Construction Type
<input type="text" value="Decimal"/>	<input type="text" value="Select item..."/>
Estimated Valuation	Main Floor SqFt
<input type="text" value="Decimal"/> Required	<input type="text" value="Decimal"/>

Please always include estimated evaluation

View list of required documents and upload documents

- Click the **Upload Documents** button to add documents to your application:

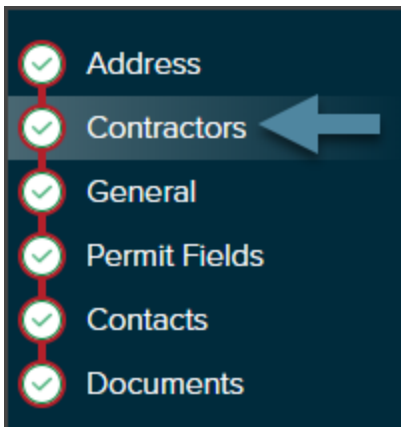



- Click 

Add trade contractors (optional)

As a Contractor Applicant, the system will assign you as the Primary Contractor. If you have separate trade contractors working on this permit, please complete the following steps:

- Click Contractors



- Click 

- Select Contractor Trade type by clicking on the dropdown arrow
Start typing the Company Name and select them from a dropdown
- Select the Contractor Name (optional)

- Click OK

Trade Contractors [Close]

Contractor Trade Type
Building [1] [Dropdown Arrow]

Company Name
Nelson Nelson Nelson [2]

Contractor Name
Peyton Manning [3]

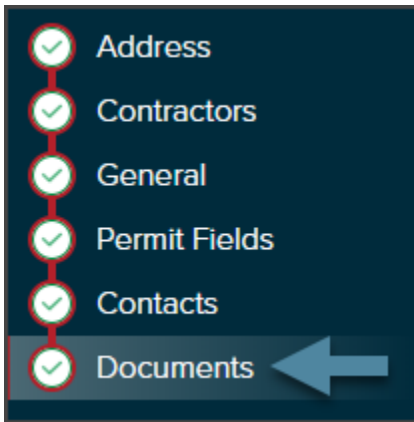
OK Cancel

Quick Tips


- If your trade contractor is not listed they may need to be added to the system by the jurisdiction.
Please have your trade contractors contact your jurisdiction for jurisdiction-specific licensing/registration requirements and to be added to the system.
- If the trade contracting company has multiple contractors working for that company you can select an individual, but this is not a required field.

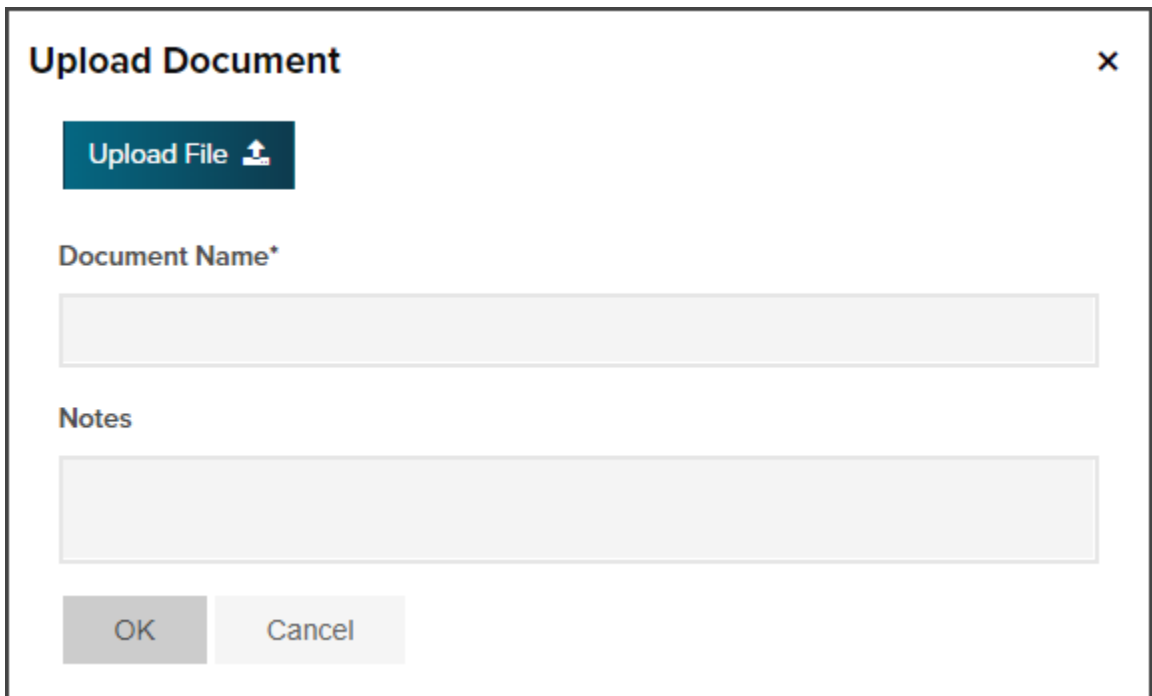
Upload additional documents (optional)

- Click Documents

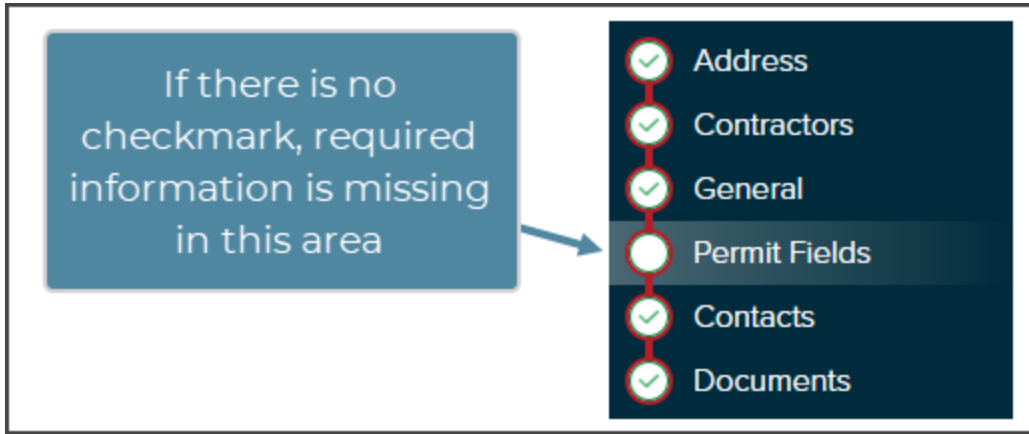


Quick Tip: Any required documents will be listed, along with a description. You will not be allowed to submit your application if the required documents are not uploaded.

- Click 
- Click Upload File
- Add a document name
- Enter optional notes
- Click OK

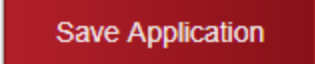


Is your application complete?



Save application or submit application

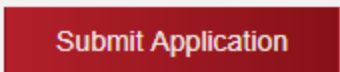
Save application

Click  if you would like to continue to work on your application over time before submitting it to the jurisdiction – this is shown as a 'Draft Application'.

- A permit number will not be assigned to this application until that application is accepted by the jurisdiction.
- Your application will not be visible to the jurisdiction until AFTER you have submitted your application.
- You will have the ability to delete an unsubmitted application if you choose.

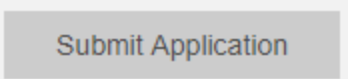
Submit application

If you have completed all the information on your permit application, click



Submit Application

If the button looks like this...



Submit Application

...there is a required field or information in your application that is still required. You will not be able to submit your application until all required information is provided.

What's next?

After submitting your application, the jurisdiction will receive your application and begin the review process. If the jurisdiction accepts your application, you will see a permit number get assigned.

If your application needs more information, you will see this in the Permit Status:

PERMIT NUMBER	ADDRESS	PERMIT TYPE	STATUS
Application	2345 North Shields Street, Fort Collins	Air Conditioner	Draft Application
Application	726 South Lemay Avenue, Fort Collins	Commercial New	 Draft Application

Click  to see the info that is still required

Needs Info ×

Please provide parcel and lot.

OK

If your application is denied, get a notice of the reason for the denial of the application.

Once a permit is accepted it will be assigned a permit number.