



Building Bulletin

Do you need to get a building permit but don't know where to start? Check out these steps and click on the link for a more in depth look at the process:

- If you are a contractor, ensure you have a current business license through our [Finance Department](#).
- Start by creating an account in our [Citizenserve online portal](#) with basic contact information (and your business license number if you are a contractor).
- Enter in the address and choose your permit type and subtype. Smaller projects like electrical upgrades, re-roofs, gas pipe tests and furnace replacements will go under the "Building One Stop" permit type.
- Enter a thorough project description - staff should be able to understand the project without viewing plans
- Add any required construction plans and plot plans and hit submit. The applicant will receive status updates throughout the process including when payment is needed and inspection results.
- Want a more in-depth look at the process? Visit the [story map](#) on our website for more details and pictures of each step.

QUESTIONS? Contact us at 970-475-1110
building@evanscolorado.gov | www.evanscolorado.gov