
HOW TO: Obtain A Building Permit

1. **[CREATE AN ACCOUNT]** in Citizenserve by [clicking here](#). Fill out general contact information and create a password to set up your account. Email and phone are required. Contractors must obtain a business license with the City by [clicking here](#) prior to setting up a Citizenserve account (the City does not issue contractor licenses and only a business license is required). Plumbing and electrical contractors must provide Colorado State licensing information when creating a Citizenserve account.
2. If the project is being completed by a contractor, the contractor must submit the application and be the main point of contact for the project. Homeowners performing their own work will submit their own applications and be the main point of contact for the project. Commercial projects must be completed by professional contractors and may not be completed by the property owner or tenant.
3. **[SELECT PERMIT TYPE]**. [Click here](#) for an overview of permit types.
4. **[FILL OUT INFORMATION]** in Citizenserve that pertains to your project. Please include a thorough work description – this should allow the Building team to understand what the project will entail before reviewing any plans. **Click here** for examples of work descriptions.
5. **[ADD VALUATION]**. The valuation of the project refers to the assed value that the project will add to a property. A homeowner may save money by performing their own work, however, that will not lower the valuation of the project and will not affect the permit cost.
6. **[UPLOAD PLANS]**. **Click here** for required submittal documents.
7. Depending on the permit type, the Building team may perform a review. Review periods for residential projects may be up to 10 business days while commercial projects may be up to 20 business days, however, we strive to complete reviews as soon as possible.
8. **[RECEIVE INVOICE]** An invoice notification will be sent via Citizenserve when the permit is ready for payment.
9. **[PAY ONLINE]** make a payment in Citizenserve with a credit card or e-check
10. **[PERMIT IS ISSUED]** Once the permit fees are paid, the permit will be issued and the project may begin. No work should commence prior to the permit being issued.

[INSPECTIONS] Inspections will be requested by the permit holder via Citizenserve. **Click here** to see the inspection process.