

# How to Apply for Permits

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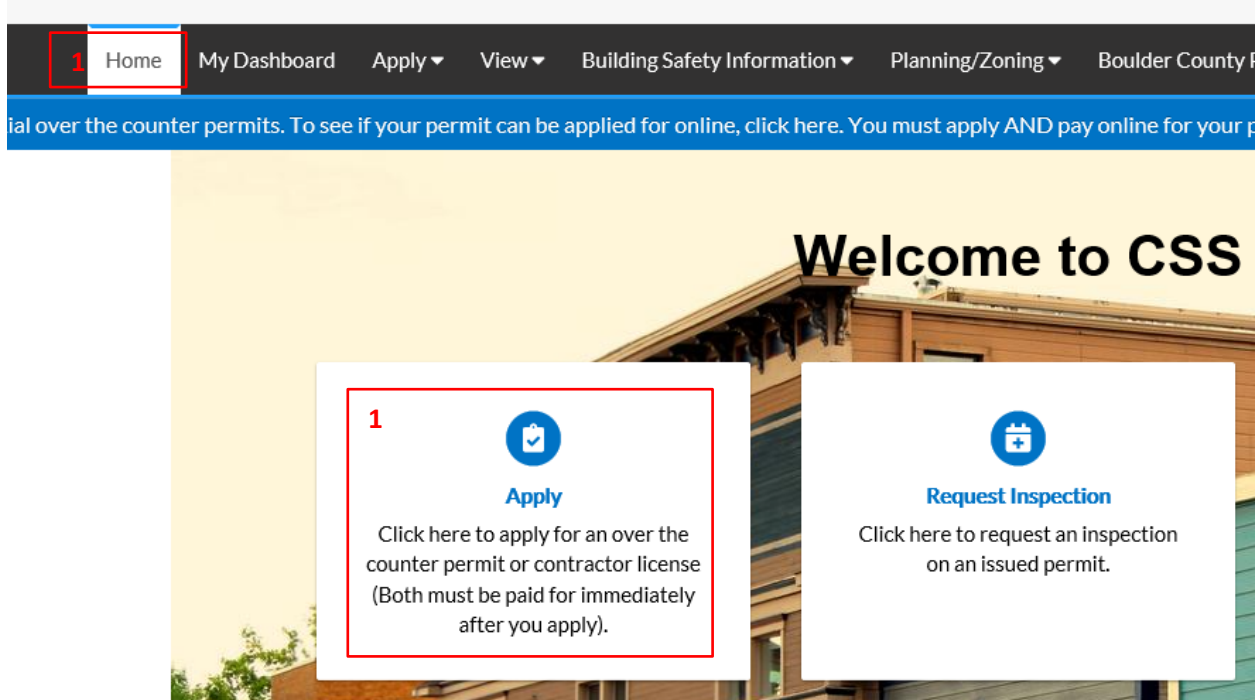
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### *Information to Know*

1. You must have a login to apply for any permits
2. If you are unsure which permit type to choose for your scope of work, please see our handout Permits you can Apply for Online
3. Please note that when you go through the application process, the Applicant contact type will receive all emails from CSS and the building staff including the invoices.
4. Once you submit your permit application, you must immediately pay your permit fees. The Building Department will not receive your application until the fees have been paid for.

## Ways to Apply for Permits

### Home – Apply



1. Click on the Apply tile under Home

## Application Assistant

Search for application names and keywords



All

**2** Trending

PERMITS

**2** [Show Categories](#)

### Re-Roof

Apply

Category Name:  
Minor Permit

Description:  
A complete or partial re-roof

### A/C, Furnace/Boiler, Water Heater

Apply

Category Name:  
MEP - Single Trade

Description:  
An installation, alteration, repair and/or replacement of a furnace, air conditioner, and/or water heater.

### Re-Siding

Apply

Category Name:  
Minor Permit

Description:  
A complete or partial re-siding

2. You will be defaulted to the Trending page. To see all the permit categories, click on Show Categories.

## Application Assistant

Search for application names and keywords

All

[Hide Categories](#)

**3** All

Re-  
Cate  
Min

🏠 All

< Hide Categories

– All

**4** + PERMITS 7

A/C  
Cate  
MEP

< Hide Categories

– All

– PERMITS 7

All 7

MEP - Single Trade 5

**5** Minor Permit 2

### Application Assistant

Search for application names and keywords 🔍

🏠 All      📈 Trending      **PERMITS**

< Hide Categories

– All

– PERMITS 7

All 7

MEP - Single Trade 5

**5** Minor Permit 2

**Re-Roof** **6** Apply

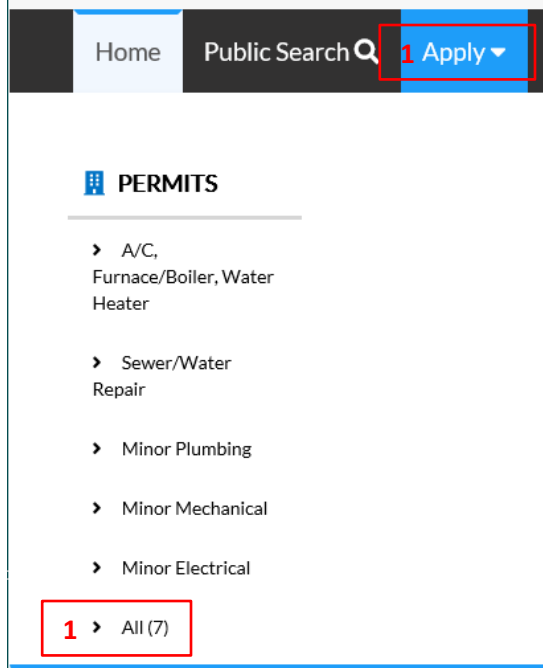
Category Name: Minor Permit      Description: A complete or partial re-roof

**Re-Siding** Apply

Category Name: Minor Permit      Description: A complete or partial re-siding

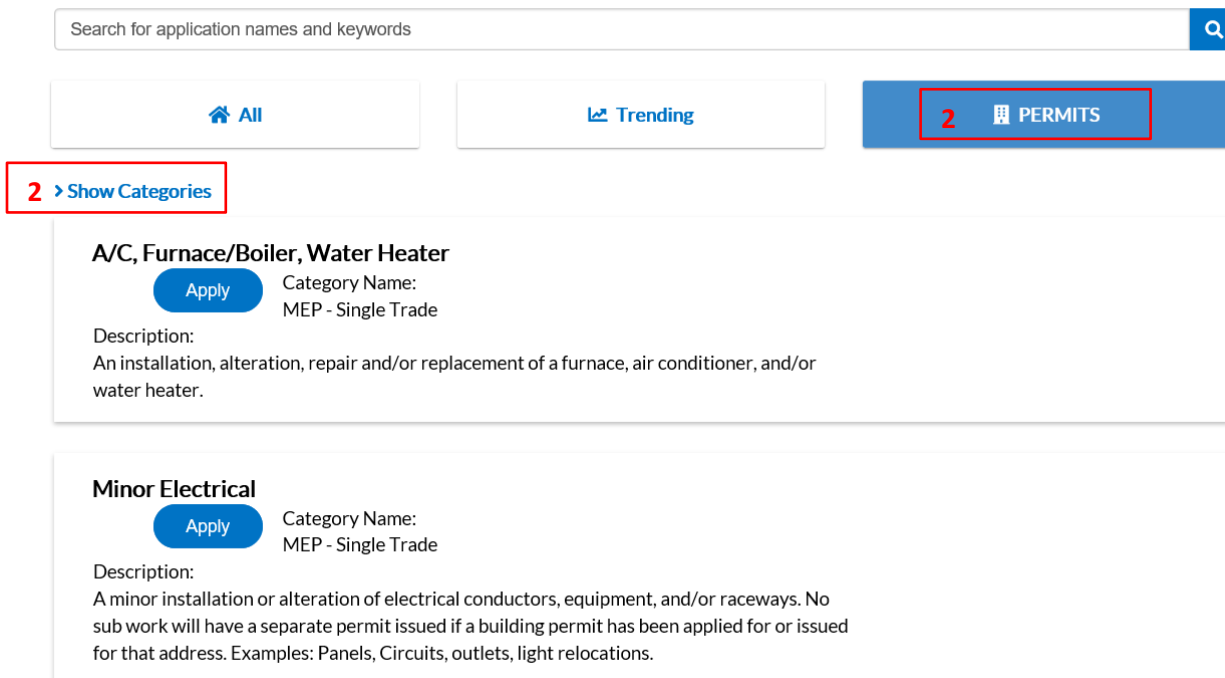
3. Click on All
4. Click on Permits
5. Select the type of permit category your scope of work is associated
  - a. If you are unsure what to choose, see our handout Permits you can Apply for Online
6. Click on Apply

## Apply – Permits



1. By clicking All under Apply, you will be taken to a screen that lists all the permit types.

### Application Assistant



2. You will be defaulted to the Permits page. To see all the permit categories, click on Show Categories.

## Application Assistant

Search for application names and keywords

 All

< Hide Categories

3 + All

Re-  
Cate  
Min

< Hide Categories

- All

4 - PERMITS 7

All 7

MEP - Single Trade 5

5 Minor Permit 2

## Application Assistant

Search for application names and keywords



 All

 Trending

 PERMITS

< Hide Categories

- All

- PERMITS 7

All 7

MEP - Single Trade 5

5 Minor Permit 2

### Re-Roof

Category Name:  
Minor Permit

Description:  
A complete or partial re-roof

6 Apply

### Re-Siding

Category Name:  
Minor Permit

Description:  
A complete or partial re-siding

Apply

3. Click on All
4. Click on Permits

5. Select the type of permit category your scope of work is associated
  - a. If you are unsure what to choose, see our handout Permits you can Apply for Online
6. Click on Apply



## Permit Application Breakdown

### Locations

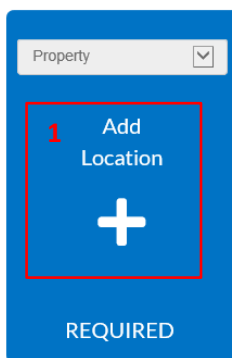
Apply for Permit - A/C, Furnace/Boiler, Water Heater

**REQUIRED**



#### LOCATIONS

If you find no results while searching, this means that it is either not within Louisville's jurisdiction or it is a new property that has not been addressed yet. If you have any questions, please contact us at 303-335-4584 or email at [building@louisvilleco.gov](mailto:building@louisvilleco.gov).



Save Draft

Next

1. You must first add the property location that your permit is taking placing. Click on Add Location.
  - a. This field is required and will not let you click Next until you have completed this.

[◀ Back to Application](#)

### Add Location

Address Parcel

Add Address As

Search

### Address Information

2 Search

2. In the Search bar, enter the property address and click on the magnifying glass
  - a. You do not have to enter any pre or post directionals (N, S, E or W) or street types (St, Pkwy, etc.) in the search bar in order to find the address.
  - b. If you are not finding the address or you are looking for unit numbers and no results are populating, please contact the Building Department.

[◀ Back to Application](#)

### Add Location

Address Parcel

Add Address As

Search

### Address Information

Search

Address	Action
749 MAIN ST LOUISVILLE CO	3 <input type="button" value="Add"/>

Results per page:  1 - 1 of 1 << < 1 > >>

3. Once you have found the address you want for the permit, click Add

Apply for Permit - A/C, Furnace/Boiler, Water Heater

\*REQUIRED



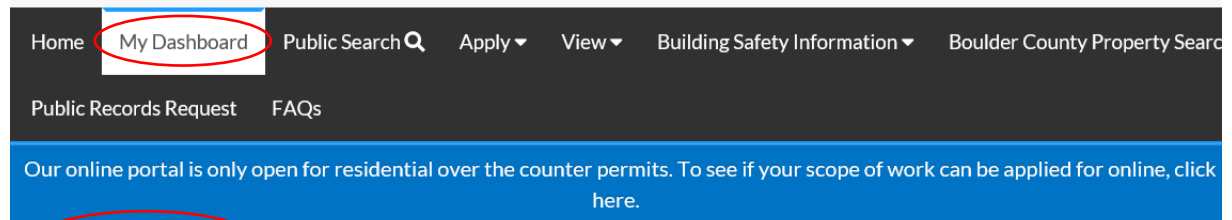
LOCATIONS

If you find no results while searching, this means that it is either not within Louisville's jurisdiction or it is a new property that has not been addressed yet. If you have any questions, please contact us at 303-335-4584 or email at [building@louisvilleco.gov](mailto:building@louisvilleco.gov).

The 'Locations' form is split into two panels. The left panel shows details for a property: 'Type: Property', address '749 MAIN ST, LOUISVILLE, CO,,', 'Main Address' checked, 'Parcel Number' 157508424001, and 'Main Parcel' checked. A red box highlights a '4 Remove' button. The right panel is a blue card with a dropdown menu set to 'Property', the text 'Add Location', and a large white plus sign.

Two buttons are shown: a grey 'Save Draft' button and a blue 'Next' button with a red '5' next to it. The 'Next' button is highlighted with a red box.

- 4. If you need to remove the address you just added, click Remove
- 5. If you are ready to move to the next step, click Next
  - a. At any point during the application process, you can click Save Draft and resume the application at a later time. You will find your Drafts here:



The 'My Permits' dashboard is titled 'My Permits' (circled in red). It features four cards representing permit statuses: 'Attention' with a count of 1 (red circle), 'Pending' with a count of 0 (grey circle), 'Active' with a count of 1 (blue circle), and 'Draft' with a count of 0 (grey circle, circled in red). Each card also lists 'Re-Roof' with a count of 1.

b.

## Type

### Apply for Permit - A/C, Furnace/Boiler, Water Heater

**\*REQUIRED**



#### PERMIT DETAILS

Please summarize a description of the scope of work you are applying for. If this field is not completed, your application will be rejected. When inputting the valuation, please note that the valuation must include your labor, materials, and profit.

<b>1</b> * Permit Type	A/C, Furnace/Boiler, Water Heater <input type="button" value="v"/>
<b>2</b> Description	<input type="text"/>
<b>3</b> * Valuation	<input type="text"/>

**4**

1. If you need to change the permit type, click on the drop down option and select the appropriate permit type for your scope of work.
2. Input a summary of your scope of work in the Description field
  - a. Please note that if this field is left blank, your permit application will be rejected and you will be required to resubmit a new application.
3. Input the job cost in the Valuation field
  - a. Valuation is based on your labor, materials, and profit
  - b. All permit fees will be generated based on the valuation
4. If you are ready to move to the next step, click Next

## Contacts

### Apply for Permit - A/C, Furnace/Boiler, Water Heater

\*REQUIRED



#### CONTACTS

The contact type "Contractor" is used for either the plumbing, mechanical, or electrical contractor (depending on your type of work). If you are still bidding for contractors, you can search for the contact "TBD" in the search field and list that as your temporary general or subcontractor. If you are searching for a contact and are not getting any results, you may be either: Incorrectly spelling the name (The system is very case sensitive. Try spelling it with/without punctuation) or the contact is not in the Building Department's permitting system. You may manually add a contact but please note that that contact may need a contractor license since they could not be found in the permitting system.

The screenshot shows a contact management interface. A red box labeled '1' encloses three contact cards: 'Applicant' (Liz Schettler), 'Contractor', and 'Owner'. Each of the latter two cards has a red box labeled '2' around its 'Add Contact' button. To the right is a fourth card with a dropdown menu set to 'Applicant' and an 'Add Contact' button. At the bottom are 'Back', 'Save Draft', and 'Next' buttons.

1. The Applicant, Contractor, and Owner contact types will always be required for any permit application.
  - a. Whoever is logged in will automatically be defaulted as the Applicant contact type
  - b. For the Contractor contact type, if there are no subcontractors for your permit type, please list the company doing the work as the Contractor contact type.
  - c. If you are unsure of who your contractor or subcontractors are, please enter TBD in the contact search bar to use as a placeholder for those contact types.
2. Click Add Contact for the contact type you want to add to the permit.

[← Back to Application](#)

### Add Contact

Add Contact As : Contractor

**3**

**3** Search

Sort  ▾

Favorite	First Name	Last Name	Company	Action
<input checked="" type="checkbox"/>	Liz	Schettler	Liz Schettler (TEST)	<b>4</b> <input type="button" value="Add"/>
<input type="checkbox"/>	Liz	Cassano		<input type="button" value="Add"/>
<input type="checkbox"/>	Liz	Tuzzolino		<input type="button" value="Add"/>
<input type="checkbox"/>	Liz and Bart	Watson		<input type="button" value="Add"/>

3. In the Search bar, enter the name or company name you would like to add to the permit
  - a. Once you have found the contact you want to add to the permit, by clicking the star icon, you can add that contact to your favorites.
4. Click Add

[Back to Application](#)

## Add Contact

Add Contact As : Contractor

[Search](#) **5** [Enter Manually](#) [My Favorites](#)

### Enter Manually

**5**

\* First Name

\* Last Name

Company Name

Email

\* Home Phone

\* Mobile Phone

\* Business Phone

**6** [Submit](#)

5. If the name or company name you searched for had no results, click on Enter Manually to create a contact for them so you can add them to your permit.
  - a. Please note that because you are creating a contact for that person, they most likely do not have a contractor license with the Building Department and will need to get licensed before the permit can be issued.
6. Click Submit to add the manually entered contact to your permit.

[Back to Application](#)

### Add Contact

Add Contact As : Contractor

Search Enter Manually **7** My Favorites

**My Favorites**

First Name	Last Name	Company	Action
Liz	Schettler	Liz Schettler (TEST)	<b>7</b> Add

Results per page: 10 1 - 1 of 1 << < 1 > >>

7. If you have added a contact to your favorites, you can click My Favorites and then click Add to have that contact for your permit.

Applicant Contractor Owner

**8** Remove

**9** Add Contact

Back Save Draft Next **10**

8. Click Remove if you need to remove any contacts from the permit
9. If you need to add any subcontractors or other contact types other than the ones required, click on the drop down button to select the contact type and click Add Contact.
10. If you are ready to move to the next step, click Next



## More Info

### Apply for Permit - A/C, Furnace/Boiler, Water Heater

\*REQUIRED



#### MORE INFO

If you have any questions about the fields below, please contact us at 303-335-4584 or email at [building@louisvilleco.gov](mailto:building@louisvilleco.gov).

#### 1 General Info [Next Section](#) | [Top](#) | [Main Menu](#)

\*Commercial or Residential

\*Work being permitted

<input type="checkbox"/>	AC
<input type="checkbox"/>	Furnace/Boiler
<input type="checkbox"/>	Water Heater

Work being permitted is required.

Must be completed if this permit includes an air conditioner

Tons

#### 2 Legal Agreement [Previous Section](#) | [Top](#) | [Main Menu](#)

This application becomes null and void if the permit is not issued within 180 days of application date. If a permit is issued for this application, the permit becomes null and void if the work or construction is not commenced within 180 days after issuance of the permit authorizing the work, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. Permit and tap fees are subject to change at the beginning of each calendar year. Pursuant to the issuance of a permit, building plans must be reviewed and approved by the City. All building plans approved are subject to a field inspection. All work completed is required to meet current code standards regardless if included or excluded on the approved set of plans or constructions documents. When required, a certification of occupancy must be obtained prior to structures or areas being occupied. A building permit confers no rights to use or occupancy, or otherwise, and in addition to any other powers, the building official is authorized to prevent occupancy or use where in violation of applicable laws or ordinances. The City's Planning and Building Safety Department is authorized to suspend or revoke a permit or require corrections wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of applicable laws or ordinances. In addition to building permits, all contractors working on construction projects within the City must obtain a contractor's license. A contractor is responsible for all work included in the contract, whether or not such work is performed directly by the contractor or by subcontractor(s). Further, contractors are responsible to assure that all subcontractors performing work on the project are properly licensed by the City. I hereby certify that if I am granted a permit, I understand that such permit does not give me any authority to violate or cancel the provisions of the Louisville Municipal Code, the City adopted International Building Codes, or any other federal, state or local law regulating construction or the performance of construction. I acknowledge my understanding of the above explanations of the code requirements and agree that I will comply with all provisions of law and ordinances, whether specified herein or not, which govern this type of work.

By signing below, I understand and will abide by the statement above

\*Electronic Signature of Owner or Authorized Agent:

Electronic Signature of Owner or Authorized Agent: is required.

1. The More Info section is for you to be more specific about your project based on information the Building Department is interested in knowing. Fields can be:
  - a. Required – Fields highlighted in red

- b. Automatically Completed – This saves the applicant time through the application process for items that are most often the answer. If what is filled out is not accurate for your project, please change the information.
  - c. Non-Required Fields – You do not have to fill these out, but the Building Department encourages all applicants to complete as many fields in order to know as much information as possible for your project.
- 2. For all permit applications, the applicant is required to read the legal agreement and give an electronic signature. Whomever is listed as the electronic signature for the permit application becomes the permit holder.
- 3. If you are ready to move to the next step, click Next

## Attachments

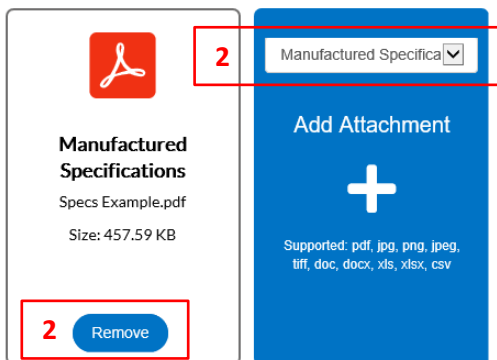
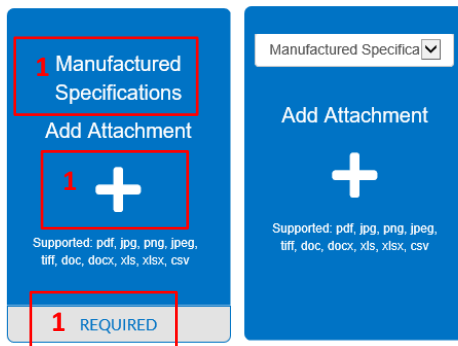
Apply for Permit - A/C, Furnace/Boiler, Water Heater

\*REQUIRED



### Attachments

If you need to attach a document that does not fit any of the drop down options, please choose the "Miscellaneous Document(s)" attachment option. If you need to add any more documents to the permit but have already submitted the application, you can attach new documents at anytime. Just go to the permit record and under the tab "Attachments," upload your documents there.



1. This section is for attaching any documents needed for the permit application. You will see what is required and what type of document is needed based on the document type listed.
2. Once you have uploaded the required documents, you will be able to remove them if needed or you can click on the drop down option to add more attachments.
  - a. If the document you want to upload does not fit any of the document types, please choose the Miscellaneous Document(s).
3. If you are ready to move to the next step, click Next

## Review and Submit

### Apply for Permit - A/C, Furnace/Boiler, Water Heater

**\*REQUIRED**



Submit

**1**

#### Locations

<b>Property</b>	749 MAIN ST, LOUISVILLE, CO.,
<b>Parcel Number</b>	157508424001

#### Basic Info

<b>Type</b>	A/C, Furnace/Boiler, Water Heater
<b>Description</b>	
<b>Valuation</b>	50
<b>Applied Date</b>	08/01/2019

#### Contacts

<b>Applicant</b>	Liz Schettler Liz Schettler (TEST) 749 Main St., Louisville, CO., 80027
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**2**

#### Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Boulder County Use Tax .985% - Materials	\$24.62
Building Permit Fee (Minor) 2,000.01 +	\$130.00
City Capital Improvement Use Tax 3.0% - Materials	\$75.00
City Historic Preservation Use Tax .125%-Materials	\$3.12
City Open Space/Parks Use Tax .375% - Materials	\$9.38
Rec Center Use Tax 0.15% - Materials	\$3.75

Total: \$245.87

**1**

#### Attachments

<b>Manufactured Specifications (Installation Instructions Only)</b>	Specs Example.pdf
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Back

Save Draft

Submit **3**

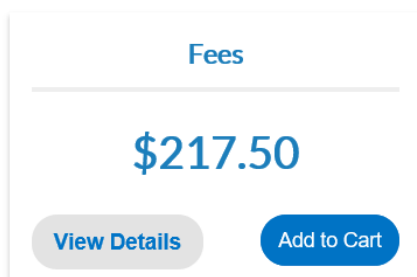
1. This review page will show you all the fields you've completed and give you an overview of the information you are submitting for your permit application. If there is any information you would like to change, click Back.
2. The Estimated Fees portion of the review is showing all the fees you will be required to pay immediately after you submit your application. If you are not tax exempt, all the use taxes will be applied. If you are city tax exempt, no use taxes will be listed in your estimated fees.
  - a. Please note that you must pay your permit fees immediately after you submit your application. The Building Department will not receive your application until the fees have been paid for.
3. If you are ready to submit your application, click Submit

**4**  **Your permit was successfully created!**

**\*\*YOU MUST PAY FOR YOUR PERMIT BEFORE YOUR APPLICATION IS REVIEWED BY THE BUILDING DEPARTMENT.\*\*** We will not receive your application until payment has been made so please click Add to Cart to proceed with payment. It can take 1-3 business days to review your application, but you will be emailed once your permit has been issued to you. (Please note that the applicant's email will be receiving all correspondences).

**6** [Continue to permit](#)

**5**



The screenshot shows a white card with the title "Fees" at the top. Below the title, the amount "\$217.50" is displayed in a large, bold, blue font. At the bottom of the card, there are two buttons: "View Details" in a light blue rounded rectangle and "Add to Cart" in a dark blue rounded rectangle.

**6** **Permit Number: MEP-1469-2019**

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

**Type:** A/C, Furnace/Boiler, Water Heater

**Status:** Applied - Online

[Summary](#)

[Locations](#)

[Fees](#)

[Reviews](#)

[Inspections](#)

[Attachments](#)

[Contacts](#)

[Sub-Records](#)

[Holds](#)

[Meetings](#)

[More Info](#)

4. Please read the success message displayed once you have clicked Submit for your application.
  - a. Please notice that if your message says **\*\*YOU MUST PAY FOR YOUR PERMIT BEFORE YOUR APPLICATION IS REVIEWED BY THE BUILDING DEPARTMENT,\*\*** you will need to pay for permit after you submit your application in order for the Building Department to review it.

5. If you need to pay for your application, click Add to Cart
6. If you would like to go the permit record that you just applied for, click Continue to permit.
  - a. You can pay for your permit by viewing the permit record by clicking Pay Now or Add to Cart.
  - b. If you would like to know how to view your permit, please see our user guide How to View Permits.