

## How to View Permits

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## Information to Know

1. You must have a login in order to view your permits.
2. Please note that the Applicant contact type is receiving all emails from CSS and the building staff including the invoices for the permit record.
3. To access your building permit, click the print icon in the permit record.

Permit Number: COM-0264-2019



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

**Type:** Commercial Addition      **Status:** Issued

- [Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) 1 | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [Holds](#) | [Meetings](#) | [More Info](#)

### Progress

4% Completed

- Completed
- In Progress
- Not Started

### Workflow

- ✓ Building Safety Plan Review - Passed : 03/18/2019
- ✓ Planning/Zoning Plan Review - Passed : 04/11/2019
- ✗ Planning/Zoning Plan Review - Failed : 04/11/2019

### Actions

- Request Inspection - Electrical Ufer Ground
- Request Inspection - Electrical Underground
- Request Inspection - Mechanical Rough Gas
- Request Inspection - Mechanical Final
- Request Inspection - Building Ledger Backing

### Fees

\$0.00

[View Details](#) | [Add to Cart](#)

- a.
4. To access your inspection card and building plans, go to the Attachments tab in the permit record.

Permit Number: COM-0264-2019



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**Type:** Commercial Addition      **Status:** Issued

- Summary
- Locations
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- Inspections
- Attachments**
- Contacts
- Sub-Records
- Holds
- Meetings
- More Info

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

**Attachments**

Sort: Needs Action

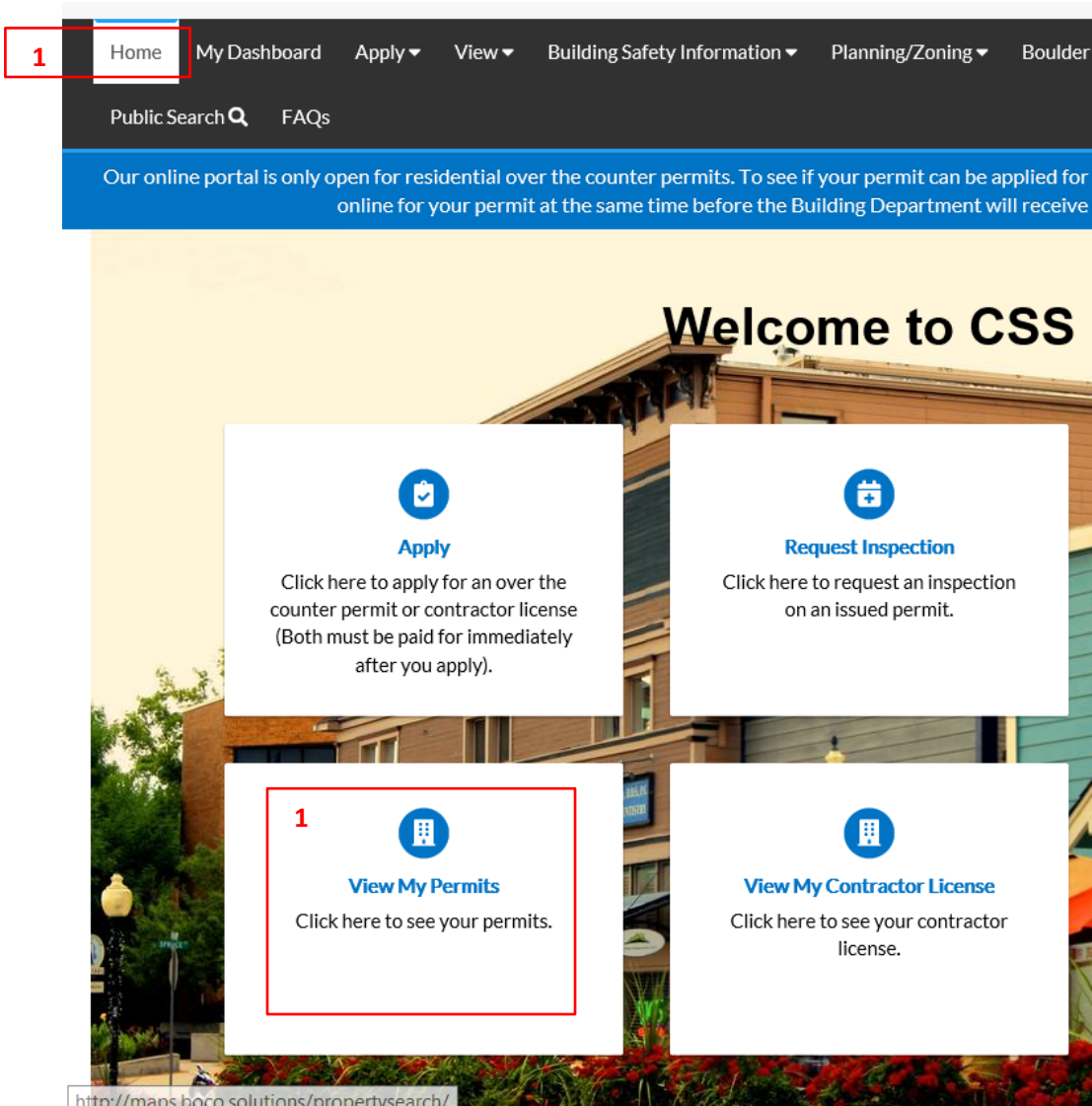
 <b>Attachment</b> CL-Impact Fire.pdf Uploaded: 03/19/2019 Notes: Uploaded via CSS	 <b>Attachment</b> PM_Inspection Report_v2_11-4-2019_08-41-24_184b28c9- Uploaded: 04/11/2019 Notes: System generated attachment	<p>Building Plans (Arch/M) <input type="checkbox"/></p> <p><b>Add Attachment</b></p> <p>+</p> <p>Supported: pdf, jpg, png, jpeg, tiff, doc, docx, xls, xlsx, csv</p>
---	--	--

Submit

a.

## Ways to Apply for Permits

### Home – View My Permits



1. Click on the View My Permits tile under Home

### My Permits

**2**    
Exact Match

Display

Select Case Type

Sort

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<b>3</b> <a href="#">COM-0154-2017</a>		1955 Washington AVE Louisville, CO 80027	Commercial Footing/Foundation	Active, Attention	<a href="#">Failed Inspections</a>
<a href="#">COM-0261-2019</a>			Commercial Addition	Active	
<a href="#">COM-0262-2019</a>		749 MAIN ST Louisville, CO 80027	Commercial Addition		<a href="#">Failed Inspections</a>
<a href="#">COM-0263-2019</a>		314 DIAMOND CIR Louisville, CO 80027	Commercial Addition	Pending	

2. In the search bar, enter your permit number or address
3. Click on the inspection number you want to view

## My Dashboard – My Permits

The screenshot shows the 'My Permits' section of a dashboard. At the top, there is a navigation bar with 'Home' and 'My Dashboard' (highlighted with a red box and the number 1). Below the navigation bar is a blue banner with office hours and a disclaimer. The main content area is titled 'My Permits' (highlighted with a red box and the number 1). It features five large circular gauges representing different permit stages: 'Attention' (13, red), 'Pending' (51, blue), 'Active' (33, blue), 'Draft' (0, grey), and 'Recent' (44, blue). Each gauge is numbered 2 through 6. Below each gauge is a table of permit types and their counts. A 'View My Permits' link is located at the bottom of the section.

Category	Count
Attention	13
Pending	51
Active	33
Draft	0
Recent	44

Category	Sub-category	Count
Attention (2)	Re-Roof	5
	Commercial Addition	4
	Other	4
Pending (3)	Residential Addition	20
	Re-Roof	19
	Other	12
Active (4)	Re-Roof	13
	Commercial Addit...	12
	Other	8
Recent (6)	Re-Roof	24
	Residential Addition	15
	Other	5

[View My Permits](#)

1. The My Permits section under the My Dashboard shows your permits in various stages of the permitting process.
2. Attention – Permits that are unresolved in some way during the permitting or inspection process that needs to be corrected by the applicant. For example:
  - a. Unpaid fees
  - b. A failed inspection that has not passed yet
  - c. A failed plan review that requires a resubmittal
  - d. Any holds on your permit
    - i. You may have a hold on your permit that does not require any further action from you. Some holds are used as just information that the applicant or the Building Department needs to know for the permit.
3. Pending – Permits that are under review and have not been issued yet
4. Active – Permits that are issued and have not been finalized yet
5. Draft – Permits you saved as a draft during the application process
6. Recent – Permits you have recently viewed

### My Permits

**7**    
Exact Match

Display

Select Case Type

Sort

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<b>8</b> <a href="#">COM-0154-2017</a>		1955 Washington AVE Louisville, CO 80027	Commercial Footing/Foundation	Active, Attention	<a href="#">Failed Inspections</a>
<a href="#">COM-0261-2019</a>			Commercial Addition	Active	
<a href="#">COM-0262-2019</a>		749 MAIN ST Louisville, CO 80027	Commercial Addition		<a href="#">Failed Inspections</a>
<a href="#">COM-0263-2019</a>		314 DIAMOND CIR Louisville, CO 80027	Commercial Addition	Pending	

7. In the search bar, enter your permit number or address
8. Click on the permit number you want to view

View – My Permits

Home My Dashboard Public Search Apply **1 View**

Public Records Request FAQs

PERMITS

**1** > My Permits

INSPECTIONS

> Request an Inspection

> Today's Inspections

> My Inspection History

INVOICES

> My Invoices/Payments

1. By clicking My Permits under View, you will be taken to a screen that lists all your permits.

My Permits

**2**   Exact Match

Display

Select Case Type

Export

Sort

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<b>3</b> COM-0154-2017		1955 Washington AVE Louisville, CO 80027	Commercial Footing/Foundation	Active, Attention	<a href="#">Failed Inspections</a>
COM-0261-2019			Commercial Addition	Active	
COM-0262-2019		749 MAIN ST Louisville, CO 80027	Commercial Addition		<a href="#">Failed Inspections</a>
COM-0263-2019		314 DIAMOND CIR Louisville, CO 80027	Commercial Addition	Pending	

2. In the search bar, enter your permit number or address
3. Click on the inspection number you want to view



## Permit Record Breakdown

### Summary tab

Permit Number: COM-0264-2019



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

Type: Commercial Addition

Status: Issued



[Locations](#)

[Fees](#)

[Reviews](#) 1

[Inspections](#)

[Attachments](#)

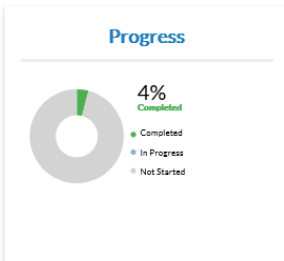
[Contacts](#)

[Sub-Records](#)

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[Meetings](#)

[More Info](#)



#### 3 Fees

\$0.00

[View Details](#) [Add to Cart](#)

#### 4 Workflow

✓	Building Safety Plan Review - Passed : 03/18/2019
✓	Planning/Zoning Plan Review - Passed : 04/11/2019
✗	Planning/Zoning Plan Review - Failed : 04/11/2019

#### 5 Actions

Request Inspection	Electrical Ufer Ground	<a href="#">Request</a>
Request Inspection	Electrical Underground	<a href="#">Request</a>
Request Inspection	Mechanical Rough Gas	<a href="#">Request</a>
Request Inspection	Mechanical Final	<a href="#">Request</a>
Request Inspection	Building Ledger Backing	<a href="#">Request</a>

1. The summary page is to showcase a quick overview of the permit.
2. The print icon will show up once the permit status has been changed to Issued. You will be able to view your building permit by clicking on the print icon.
3. This shows your invoiced fees that are available to pay.
4. If a workflow step is activated (meaning it is no longer grey), this shows the departments conducting the plan review and the plan review statuses.
5. Actions are an overview of items that might need to be completed. For example:
  - a. Unpaid fees
  - b. Inspections

### Locations tab

Permit Number: COM-0264-2019



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**Type:** Commercial Addition      **Status:** Issued

- Summary
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#### Locations

Main	Address
<input checked="" type="checkbox"/>	2323 DOGWOOD CIR Louisville, CO 80027

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

#### Parcels

Sort: Main

Main	Parcel	Section	Township	Range
<input checked="" type="checkbox"/>	157505325032			

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

1. The locations page shows the permit's property address.

Fees tab

Permit Number: COM-0264-2019



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**Type:** Commercial Addition      **Status:** Issued

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[Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

2 Remaining Fees

Sort Fee

Fee	Invoice	Computed	Amount Due
No records to display.			

3 Paid Fees

Sort Fee

Fee	Invoice	Computed	
Boulder County Use Tax .985% - Materials	00012075	\$0.05	
Building Permit Fee (Building) 0-2,000	00012075	\$3.00	
City Capital Improvement Use Tax 3.0% - Materials	00012075	\$0.15	
City Historic Preservation Use Tax .125%-Materials	00012075	\$0.01	
City Open Space/Parks Use Tax .375% - Materials	00012075	\$0.02	
Plan Review (In House) - Building	00012075	\$1.95	
Rec Center Use Tax 0.15% - Materials	00012075	\$0.01	

Results per page:  1 - 7 of 7    << < 1 > >>

1. The fees page shows the permit's paid and remaining fees.
2. Remaining Fees – Your invoiced, unpaid fees will be shown under this section.
  - a. If your fees have not been invoiced by the Building Department yet, those fees will not yet be viewable from CSS.
3. Paid Fees – Your paid fees will be shown under this section.

Reviews tab

Permit Number: COM-0264-2019



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Type: Commercial Addition Status: Issued

Summary Locations Fees **Reviews 1** Inspections Attachments Contacts Sub-Records Holds Meetings More Info

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Reviews

Sort

Review Type	Status	Version	Received Date	Due Date	Completed Date
<b>2</b> Building Safety	Approved	1	03/18/2019	04/08/2019	03/18/2019
Planning	Approved	2	04/11/2019	05/02/2019	04/11/2019
Planning	Needs Resubmittal	1	03/13/2019	04/03/2019	04/11/2019
Public Works	Not Required	1	04/11/2019	05/02/2019	04/11/2019

Results per page  1 - 4 of 4 << < 1 > >>

[Back](#)

Permit Number: COM-0264-2019

[Review Detail](#) | [Review Items](#) | [Main Menu](#)

**3** Review Type: Building Safety Status: Approved Version: 1  
 Received Date: 03/18/2019 Due Date: 04/08/2019 Completed Date: 03/18/2019

Review Items

Review Type	Status	Due Date	Completed Date	Assigned To	Review Item
Building Safety	Approved	04/08/2019	03/18/2019	Maralit Eleanor	<input type="button" value="Details"/>

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

1. The Reviews page shows the department’s plan reviews.
2. If you wish to see more information on your plan review, click on the department.
3. This shows you more detail on your plan review. Plan review comments are not available from this page. If you would like to see your review comments, go to the Attachments tab and view the document there.

Inspections tab

Permit Number: COM-0264-2019



Permit Details | Tab Elements | Main Menu

Type: Commercial Addition Status: Issued

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- Reviews !
- 1 Inspections
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- The Inspections page shows the inspections completed, the available inspections to request, and inspections that are optional to choose from if you do not see the inspection you want to request under the Request Inspections section

2 Existing Inspections

Sort Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
<a href="#">033556-2019</a>	Building Other	Not Required	08/01/2019	08/01/2019	Huizar Isaias	
<a href="#">033555-2019</a>	Electrical Rough	Failed	08/02/2019			
<a href="#">033557-2019</a>	Electrical Ufer Ground	Rolled	08/01/2019			
<a href="#">012701-2018</a>	Electrical Underground	Partial Approval	01/03/2018	01/04/2018	Spear Joe	
<a href="#">012666-2018</a>	Electrical Underground	Failed	01/02/2018	01/03/2018	Spear Joe	
<a href="#">012581-2017</a>	Electrical Underground	Partial Approval	12/22/2017	12/27/2017	Spear Joe	
<a href="#">033559-2019</a>	Plumbing Sewer	Not Required	08/01/2019	08/02/2019	Burm Tristan	
<a href="#">033561-2019</a>	Plumbing Underground	Partial Approval	08/01/2019			
<a href="#">033562-2019</a>	Plumbing Underground	Requested	08/02/2019	08/02/2019	Harman Jon	
<a href="#">033560-2019</a>	Plumbing Water Service	Scheduled	08/01/2019	08/02/2019	Diaz David	

Results per page  1 - 10 of 16 << < 1 2 > >>

**3 Request Inspections**

Sort

Description	Reinspection	Action
Building Footings/Piers	Yes	<input type="checkbox"/>
Building Foundation	No	<input type="checkbox"/>
Building Damp Proofing	No	<input type="checkbox"/>
Building Perimeter Drain	No	<input type="checkbox"/>
Building Structural Floor	No	<input type="checkbox"/>
Electrical Underground	Yes	<input type="checkbox"/>
Electrical Ufer Ground	Yes	<input type="checkbox"/>
Electrical Rough	Yes	<input type="checkbox"/>
Electrical Temporary Meter Release	No	<input type="checkbox"/>
Electrical Other / Fire Alarm	Yes	<input type="checkbox"/>

Results per page  1 - 10 of 57 << < 1 2 3 4 5 > >>

[Request Inspection](#)

**4 Optional Inspections**

Description	Action
Building Damp Proofing	<input type="checkbox"/>
Building Drywall	<input type="checkbox"/>
Building Final	<input type="checkbox"/>
Building Footings/Piers	<input type="checkbox"/>
Building Foundation	<input type="checkbox"/>
Building Framing	<input type="checkbox"/>
Building Insulation	<input type="checkbox"/>
Building Ledger Backing	<input type="checkbox"/>
Building Masonry/Veneer/EIFS	<input type="checkbox"/>
Building Midroof	<input type="checkbox"/>

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

[Request Inspection](#)

2. Existing Inspections – Inspections that have been requested, scheduled, or have been completed
3. Request Inspections – Available inspections to request so they can be scheduled by the Building Department.
4. Optional Inspections – Available inspections to choose from in case the inspection you want is not showing up under the Request Inspections section.
  - a. Please note that you should always request your inspection type under the Request Inspections first. If you then do not see the inspection type you want under that section, go to the Optional Inspections and request it from there.

## Attachments tab

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### Attachments

Sort: Needs Action

 <b>Attachment</b> CL-Impact Fire.pdf Uploaded: 03/19/2019 Notes: Uploaded via CSS	 <b>Attachment</b> PM_Inspection Report_v2_11-4-2019_08-41-24_184b28c9- Uploaded: 04/11/2019 Notes: System generated attachment	<div style="border: 1px solid red; padding: 5px;"><p>Building Plans (Arch/MI) <span>2</span></p><div style="background-color: #0070C0; color: white; padding: 10px; text-align: center;"><p><span>2</span> Add Attachment</p><p>+</p><p>Supported: pdf, jpg, png, jpeg, tiff, doc, docx, xls, xlsx, csv</p></div></div>
--	---	---

3

1. The Attachments page shows the documents you attached to the permit during the application process as well as gives the applicant an opportunity to add new documents to the permit.
2. If a new document needs to be added to the permit, make sure the document type is correct for your new document. If it is not, click the drop down option, select a different document type, and click Add Attachment.
3. Click Submit

## Contacts tab

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[Contacts](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Contacts

Sort

2 [Add Contact](#)

Type	Company	First Name	Last Name	Title	Confirmation	Billing	Remove
Applicant	Liz Schettler (TEST)	Liz	Schettler		N/A	No	<span style="border: 1px solid red; padding: 2px;">3</span> <a href="#">Remove</a>
Contractor	Liz Schettler (TEST)	Liz	Schettler		N/A	Yes	
Owner		Michael	Echery		N/A	No	<a href="#">Remove</a>

Results per page  1 - 3 of 3    << < 1 > >>

1. The Contacts page shows the contacts you added to the permit during the application process. Here you can add new contacts and remove existing ones.
2. If you need to add a new contact to the permit, click Add Contact
  - a. Please note that if you need to remove an existing contact and replace it with a new contact, you must first add the contact and then remove it from the permit.
3. If you need to remove a contact from the permit, click Remove
  - a. Please note that if the contact type is required (Applicant, Contractor, or Owner) and you remove the contact without replacing that contact type first, you will not be allowed to remove that contact.



[← Back to Application](#)

### Add Contact

Add Contact As : Contractor

4

4 Search

Sort  ▾

Favorite	First Name	Last Name	Company	Action
<input checked="" type="checkbox"/>	Liz	Schettler	Liz Schettler (TEST)	<input type="button" value="Add"/> 5
<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"/>

4. 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.
5. Click Add

[Back to Application](#)

## Add Contact

Add Contact As : Contractor

---

[Search](#) **6** [Enter Manually](#) [My Favorites](#)

### Enter Manually

\* First Name

\* Last Name

Company Name

Email

\* Home Phone

\* Mobile Phone

\* Business Phone

[Submit](#) **7**

6. 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.
7. Click Submit to add the manually entered contact to your permit.

[Back to Application](#)

### Add Contact

Add Contact As : Contractor

Search Enter Manually **8** My Favorites

### My Favorites

First Name	Last Name	Company	Action
Liz	Schettler	Liz Schettler (TEST)	Add <b>8</b>

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

8. 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.

## Sub-Records tab

Permit Number: COM-0264-2019



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**Type:** Commercial Addition      **Status:** Issued

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• This information is not available.

1. The Sub-Records page is inactive for the applicant. Please bypass this section for the permit record.

## Hold tab

Permit Number: COM-0264-2019



- A hold currently exists on this permit.

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**Type:** Commercial Addition      **Status:** Issued

- Summary
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- 1  
Holds
- Meetings
- More Info

[Existing Holds](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

### Existing Holds

Sort:

Name	Description	Comments	Hold Date	Status
Holds city tax license. DON'T APPLY ANY TAXES.	Holds city tax license. DON'T APPLY ANY TAXES.		08/01/2019	Active

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

1. The Holds page shows different types of holds that could be applied to your permit.
2. If your permit status says Issued and you have a hold:
  - a. The hold is just for information that the applicant or the Building Department needs to know or be aware of for the permit. You are still allowed to pay your fees and request inspections if you have these types of holds on the permit.
3. If your permit status says On Hold and you have a hold:
  - a. This is a stop action hold where you will not be able to have your permit issued or request inspections until the hold is removed. See the hold description or its comments for further instructions on how to remove the hold from the permit.

## Meetings tab

Permit Number: COM-0264-2019



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**Type:** Commercial Addition      **Status:** Issued

Summary   Locations   Fees   Reviews 1   Inspections   Attachments   Contacts   Sub-Records   Holds   **Meetings**   More Info

• This information is not available.

1. The Meetings page is inactive for the applicant. Please bypass this section for the permit record.

## More Info tab

Permit Number: COM-0264-2019



• A hold currently exists on this permit.

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**Type:** Commercial Addition      **Status:** Issued

- Summary
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- More Info**

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### More Info

**General Info** [Top](#) | [Main Menu](#)

**Tax Exempt Project** No

**Construction Type**

**Occupancy Class**

<input type="checkbox"/>	A-1
<input type="checkbox"/>	A-2
<input type="checkbox"/>	A-3
<input type="checkbox"/>	A-4
<input type="checkbox"/>	A-5
<input type="checkbox"/>	B
<input type="checkbox"/>	E
<input type="checkbox"/>	F-1
<input type="checkbox"/>	F-2

1. The More Info page shows the additional project information that was shared during the application process. If you need to alter any of these fields, please contact the Building Department.