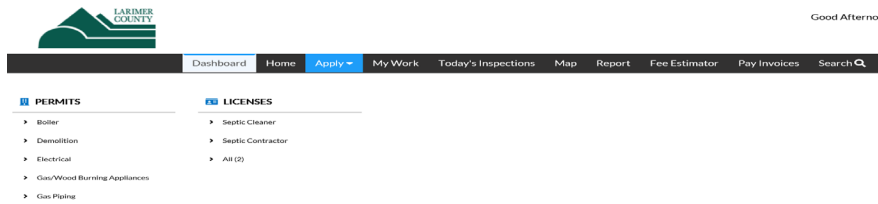
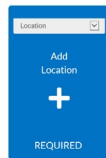


## Permit - Apply ONLINE Instructions

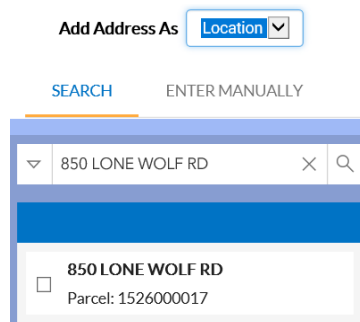
1. Go to [onlineportal.larimer.org](https://onlineportal.larimer.org)
2. If you do not have an account, please click on "Register". If you have an account, please click on "Log On".
3. Click the down arrow next to Apply and select the Permit that you would like to apply for



4. Location – Add the location where the work is to be performed
  - Click the + sign





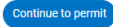
- On the next screen:
    - Selection LOCATION for address
    - Enter **ONLY** the street number and first letter of street name
- Select the correct address and click APPLY



**NOTE:** If you are searching for the address correctly and unable to get the address to populate, it is most likely not in our jurisdiction. Please check the [larimer.org/assessor](https://larimer.org/assessor) (Property Records, Enter Address, Look at Tax District for jurisdiction information). *\*If you choose to enter the address manually, do not pay at submittal, until we can verify the jurisdiction.*

5. Select Next - Add the Description (Do NOT add square footage or valuation on this screen)
6. Click on Add Contact
  - **Applicant** - The system will automatically add you as the applicant
  - **Owner** - Click Add Contact to add the Homeowner - Search by last name
    - The system will search our database for the contact. If the name doesn't exist, enter it manually
    - If entering manually, fill in all required fields and click submit
  - **Company** - Search the company performing the work/pulling the permit
  - ★ **FAVORITE A CONTACT** - When searching, make sure to click the star to save as a favorite contact

7. General Info Fields – Fill out all fields that pertain to your permit. Click Next
8. Attachments – Add all required attachments by clicking the plus sign.  Click Next
9. Type your name and sign in the signature box
10. Review - This screen allows you to review everything you entered. Go back to make changes or click submit.
11. If submitted successfully, you will see this screen:

 Your application was successfully submitted!  

12. Within 3 business days the Building Division will email you with questions, corrections or more documentation prior to initiating and processing the permit.
13. You may get an email from a permit technician and/or plans examiner with additional information required prior to permit initiation. **It is important to submit ALL required documents and detailed plans when you apply online.**
14. **Online Portal**
  - Keep an eye on the status of your permit submittal
  - Upload updated documentation required
  - Pay for the permit, once you receive an email at permit issuance (2-6 weeks after initiation)
  - Print permit documents under Attachments
  - Schedule inspections and view inspection comments

**Troubleshooting Errors:**

- Make sure all required fields are filled in.
- Make sure you have a Contractor, Applicant and Owner.
- Make sure all required attachments have been downloaded.