Tips

- If you have an issue with an e-permits function, try a different web browser first.

- Enable pop-ups

- On your phone? Use the mobile version.

    - Note: If you don't already have an account, you'll need to set one up in the main e-permits portal first.

Tutorial Topics

Click the hyperlink to jump to that topic in the presentation.

Registering for an Account

- You can search online records without an account. Skip to [Finding Permit Records](#).

Registering for an Account

Register for an account   Login

Denver's Permitting and Licensing Center

Search...

Home   Development Services   Business Licenses   Contractor Licensing   Right-of-Way

Advanced Search

Username or E-mail: Laura.Swartz   Password: ••••••••   **Log in »**

☐ Remember me on this computer   I've forgotten my password   **New Users:** Register for an account

Welcome to Denver's online permitting and licensing center!

- **Development Services**: Apply or pay for development permits, Check plan review status, Schedule inspections, Search permit records
- **Business Licenses**: Apply, renew, or modify a business license, Search license records
- **Contractor Licensing**: Apply for or renew a license or certificate
- **Right-of-Way**: Apply for a ROW permit, Request an address, Schedule a ROW inspection, Search ROW permit records

Contractors: After logging in, go to "My Account" to add your license.

Need help? Dial 3-1-1 within Denver, (720) 913-1311 from outside of Denver, or use our online tutorials, videos, and FAQs.

View Denver's business license hearing calendar.

Contact info if you need help

Registering for an Account (continued)

(1) Fill in your desired login information.

(2) Click "add new" to open a pop-up screen where you can add your contact information.

Note: The email address you register here does <u>not</u> update your email on file with Contractor Licensing.

(3) After you have entered contact information, click "continue" to create the account.

Using your Dashboard

Once you sign in, you will see your dashboard, where you can quickly resume applications or view permit collections. The dashboard is accessible from the "Home" tab.

My Records:
Use "my records" to view your permit history.

My Account:
Use "my account" to manage your login and contact information, and to add a contractor's license to your account.

My Collection:
Create permit collections by searching for specific permits under the "Development Svcs" tab or selecting permits associated with your license from "My Records."

Work in Progress:
Find saved applications here. You can resume an application or pay for a permit here.

Adding a Contractor's License or a Supervisor Certificate to your Online Account

- You must have a valid contractor's license for the type of work covered under the permit in order to apply for permits online.

- Once your license is added, go to Home > My Records to quickly access your permits.

- **Note:** Expired licenses cannot be linked to an online account. Contact Contractor Licensing at 720-865-2770 for help with expired licenses.

Adding a Contractor's License to your Account

Denver's Permitting and Licensing Center

Search...

| Home | Development Svcs | Business Licenses | Contractor Licensing | Right-of-Way |

Dashboard | My Records | My Account |
Advanced Search ▾

Manage Your Account
Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information   Edit

User Name:	testing1234
E-mail:	testing1234@denvergov.org
Password:	******
Security Question:	Favorite City

License Information   Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

All Denver License # start with LIC (Example: LIC0012345)

Showing 0-0 of 0

Denver License #	Official Denver License Type:	Issued On	Expired Date	Status	Action	Country
No records found.						

Contact Information

Showing 1-1 of 1

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status
Denver		CPD				Contact	Approved

Trust Account Information

From any page within the e-permits system, click "Account Management" in the upper-right corner of your screen.

- *This will take you to the "Manage your Account" page shown here.*

Click here to "Add a License."

- Make sure to type "LIC" in front of your license number when prompted.

- Once your license is added, it will show here under "License Information."

Adding a Supervisor Certificate to your Account

Link an existing supervisor certificate to an account:

1. Email the following information to Contr.licensing@denvergov.org:
   - Name and email address associated with your online account
   - Certificate number

2. Contractor Licensing will link your certificate to your online account within 24 hours (except weekends and holidays).

Contractors: For added security

- Make sure there is a valid email on file with Contractor Licensing for your license. Notifications of online account activity under your license will be sent to this email address, and <u>it cannot be edited in e-permits</u>.

- To add or change an email address, an owner/officer for the licensed company must submit a signed letter stating the change to be made. The letter can be emailed to Contr.Licensing@denvergov.org or dropped off in person. Note that this letter must be signed, so if it is emailed, it must be an attachment with a visible signature. Typed signatures are not accepted.

- Questions? Contact Contractor Licensing at 720-865-2770 from 8 a.m. to 4 p.m. (M-F).

Searching Permit Records

Finding Permit Records

The best ways to search are by record number or by address. The global search button in the upper-right corner will return all records (building, Public Works, etc.). Using the search on the navigation bar will let you focus the search to just building/zoning records (Development Services) or just ROW permits etc.

Finding Permit Records (continued)

To pay for or download multiple permits (e.g., both zoning and construction), search each permit separately.

Type your log number or permit number here and hit search.

You can also search by address to see all permits for that property.

Log Records versus Permit Records

When plans are submitted (or "logged in") for review, a log number is created for that project. Each log number may have multiple permits associated with it, depending on the scope of work of the project.

Note: Permits that are issued without logging in plans (like Quick Permits) will not have a log number.

You can search both log numbers and permit numbers in e-permits.

Use the log number to...

- View plan review status
- Pay plan review fees
- Download plan review comments
- Find all the permits that were issued under that log number

Ex.: 2018-LOG-xxxxxxx

Use the permit number to...

- See if a permit is issued, in progress, etc.
- Pay permit fees
- Download approved plans
- Download the issued permit
- Schedule inspections
- View inspection results

Ex.: 2018-COMMCON-xxxxxxx,

2018-ELEC-xxxxxxx, 2018-ZONE-xxxxxxx, etc.

Finding Permits Related to a Log Number

You will need a permit number to pay permit fees, download approved plans, download the issued permit, or schedule inspections. If you do not have the permit number(s), you can find them from the building log.

1. Search using the log number to get to the building log page.

2. Go to Record Info > Related Records.

Finding Permits Related to a Log Number

3. On the next page, click "View Entire Tree"

4. Then, click "View" to open each permit record you need to pay, print, or download approved plans

NOTE: You may need to pay fees for multiple permits separately, for example, zoning and residential construction. Permits will not be issued until permit fees are paid.

Check Plan Review Status

Use the Development Services tab to search **by building log number (YEAR-LOG-000XXXX),** which will take you to the building log record. Go to Record Info > Processing Status to check review progress.

Plan Review Fees versus Permit Fees

- **Plan review fees** must be paid before a review can start. You will be given a building log number by CPD staff
  - Search by **log number** to pay plan review fees online

- **Permit fees** are paid after a review is complete (or in advance for commercial zoning permits)
  - Search by **permit number(s)** to find and pay permit fees online

    - RESCON = Residential construction permit

    - COMMCON = Commercial construction permit

    - ZONE = Zoning permit

    - SUDP = Sewer use and drainage permit

Pay Fees

Use the Development Services tab to search by **log number** to pay review fees or by **permit number** to pay permit fees. Once on the correct record, click "Payments" > "Fees" to pay.

Find all permits associated with this log

Download review comments (on the log) or approved plans (on the permit record)

Pay Fees (continued)

- Check to make sure your balance is accurate, then click "Pay Fees" and follow the prompts to complete your transaction

  - Fee schedules are available at www.denvergov.org/DSfees

- Print your receipt using your web browser's print function

Download and Print Issued Permits

Once fees are paid, you can download a PDF of an issued permit using the "Permits and Licenses" link in the upper-right corner. This link only appears when you are on a permit record (not a building log) and the permit has been issued.

Make sure to print all pages of the permit to display at the jobsite.

Download Approved Electronic Plans

The information under "Record Info" > "Attachments" will take longer to load than the rest of the page. **You must have both the issued permit and the approved plans available on the jobsite.**

- If you have multiple permits, make sure to check each permit for the respective approved plans
    - Note: Plans submitted on paper will not be available to download here. Make an appointment to pick them up in person at www.denvergov.org/DS

Applying for a Permit Online

- NOTE: Homeowners cannot apply for permits online. Homeowners must show a valid ID in person that matches the ownership information at www.denvergov.org/property.

Types of Permits Available Online

Go to "Development Services" > "Apply for a Permit"

- **Quick Permits:** (permits issued *without* plan review), unless the address is in a landmark or historic district. Visit www.denvergov.org/QuickPermits to review the scope of work allowed under these permits before starting an application.

- **Submit Building Plans for Review:** Upload plans and other documents for construction work that has not yet been submitted for review.

- **Add Contractor to Permit:** Add a licensed contractor and pay permit fees for issued construction permits (RESCON/COMMCON/SUDP).

- **Site Planning:** Submit concept plans, formal site development plans, erosion control documents, transportation engineering plans and studies, storm/sanitary plans, subdivision plans, and other site planning documents.

- **Fire permits and reviews:** These applications will allow you to upload plans for review by Denver Fire.

Home | **Development Services** | Business Licenses | Contrac

Apply for a Permit | Search Applications and Permits | Schedul
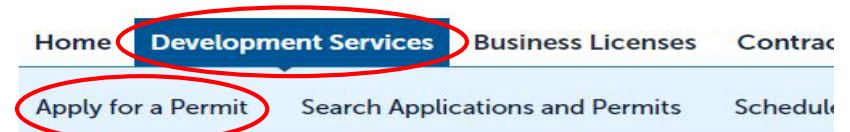
"Quick permits" have a limited scope and are only suitable for work on sing mechanical/plumbing replacements in commercial and multifamily buildin

Select a Permit Type :

Quick Permits
- Boiler and AC Permit
- Electrical Permit
- Mechanical Permit
- Plumbing Permit
- Roofing and Siding Permit

Submit Building Plans for Review
- Building Log

Add Contractor to Permit
- Add to General Construction Permit
- Add to SUDP Permit
- Add to Trade Permit

Site Planning
- Concept Plan
- Erosion Control
- Erosion Control Amendment
- Formal Site Development Plan
- Storm and Sanitary Plan
- Subdivision Plan
- Transportation Plan

Fire Permits
- Fire - Alarm and Signaling Permit
- Fire - General Permit
- Fire - Generator Installation Permit
- Fire - High Pile Combustible Storage Installation Permit
- Fire - Smoke Control Permit
- Fire - Suppression Permit
- Fire - Tank Installation Permit
- Fire Review Only - Other Jurisdiction
- Fire Review Only - Water Plans

Add Contractor to Permit

If a general construction permit (RESCON/COMMCON) is ready to be issued for your project, choose "Add Contractor to [General Construction] Permit" to add a licensed contractor and pay permit fees for this building permit.

- Once that is complete, the building permit will be issued, and mechanical, electrical, and plumbing subcontractors can choose "Add Contractor to [Trade] Permit" to add their licenses and pay for their permits.

- This is a new feature – subcontractors on commercial and multifamily projects no longer need to call 3-1-1 or email permitting staff to add their license information to a permit.
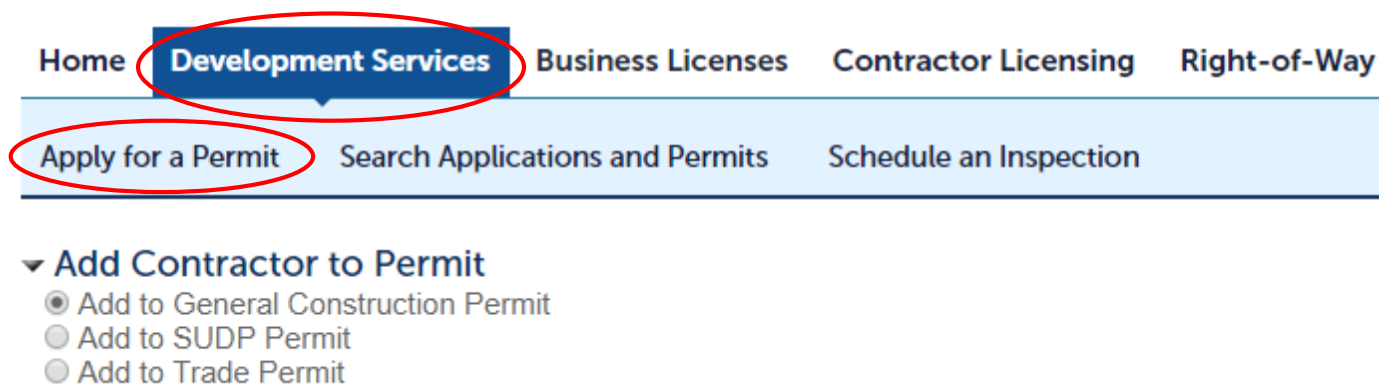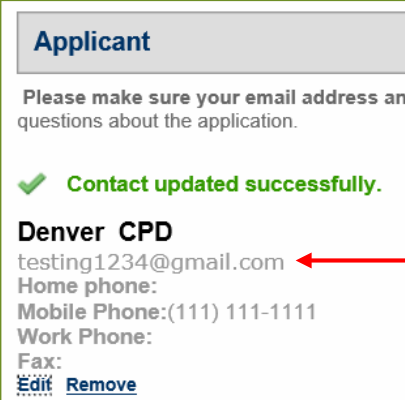
Note: This feature is the last step for projects submitted electronically that have completed plan review. For work that does not require plan review (usually residential subcontractors), apply for the appropriate quick permit instead.

Applying for a Permit Online - Tips

- Required application fields will have a red asterisk.*

- Click the help icon (ⓘ) for longer instructions on some items.

- Always confirm that the email address associated with the "Applicant" is correct. Your permit will be emailed to this address.

Applicant

Please make sure your email address an questions about the application.

✔ Contact updated successfully.

Denver CPD
testing1234@gmail.com
Home phone:
Mobile Phone:(111) 111-1111
Work Phone:
Fax:
Edit Remove

Once you add an applicant, click "edit" to change the email or phone number for this application.

- There is a "save" button at the bottom of each page. Permit applications will save for 30 days.

Save and resume within 30 days

Applying for a Permit – Paying and Printing

Once you have finished the online application, continue to the payment screen. Fees are based on your valuation of the work. You may be asked to pay additional fees if inspectors determine the valuation is incorrect.

Printing a Permit (Permits must be posted at the job site)

Note: Fire permits require plan review and will not be ready to print until reviews are approved.

A. You will receive an emailed copy of your permit after payment is processed, or

B. From the Payment Receipt screen (shown on the left), click "Back to Permit Center" to return to e-permits, and print your permit from the "Permits and Licenses" drop-down at the top of your screen

Back to Permit Center

To download permit

Resubmittals

Resubmittals must match the original submission method:

- Use e-permits only to upload resubmittals for projects initially submitted via e-permits.

- If you emailed plans to PlanReview@denvergov.org, email resubmittals.

- If you submitted hard copies at the permit counter initially, resubmit on paper at the counter.

Resubmittals for
Applications Submitted in E-permits

To submit additional information during plan review, go back to the Development Services tab in e-permits and search for your project, either by record number or address. Once on the correct record, go to "Record Info" > "Attachments" to add new documents.

- Make sure to click "Save" after uploading new/revised documents
- Approved plans will be available to download once the review is complete

Scheduling Inspections

If you have already registered for an e-permits account, you can also use a mobile version of the site to schedule inspections easily on your phone/tablet.

Access the mobile site

You can also find a link to the mobile site at www.denvergov.org/BuildingInspections

Scheduling Inspections

To schedule an inspection, click the "Development Services" tab and then either:

A. Select the permit record from your "My Records" list (which will populate after your contractor's license has been added to your e-permits account)

   or

B. Search for the permit by typing the permit number in the "Record Number" box and click "Search"

Scheduling Inspections (continued)

1. Once on the correct permit page, go to "Record Info" > "Inspections"

2. Click "Schedule or Request an Inspection" and follow the prompts

3. View completed inspections here

Scheduling Inspections (continued)

Add comments to the inspection request so the inspector can find your exact location, and provide a good site contact for the inspector to call if needed. Write down the floor number, suite number, number of units, and other information as specified in the help text.

View Inspection Results

1. Locate your record by clicking "My Records" from the home screen.
2. Click "Record Info" > "Inspections."
3. Click "View Details."

If you receive an error message when you click view details, follow the below workaround:

- Once fees are paid, you can download a PDF of an issued permit using the "Permits and Licenses" link in the top-right corner of your screen.
  - This link only appears when you are on a permit record (not a building log), and the permit has been issued.
- Inspection comments will be located on the last page.

Creating Permit Collections

To add permit records to a collection, search by project address. Then, select the checkboxes next to the permit records you want to group and click "Add to Collection."

View your collections from the dashboard on the "Home" tab.

Search for permit records by address.

Select records and click "add to collection."

Find Address / Parcel Number

In most cases, e-permits will be able to find your address and parcel number for you.

1. Enter the property address and click "Search."
2. Select your address and a list of "Associalted Parcels" will populate
3. If there are multiple parcel numbers, select the radial button to the left of the number and "Associated Owners" information will appear below. Continue clicking through the parcel numbers until you see the correct ownership information, and then click "Select."

TIPS:
- If your address/parcel number doesn't populate, check to make sure the property is within the City and County of Denver's boundaries by referring to the Real Property Map.
  - Please note: the "Schedule Number" from the Real Property Map should be entered into the "Parcel Number" field.
- If you still can't locate the property address, click "Cancel" and continue with your application.

Address Search Result List

Addresses

Showing 1-2 of 2

Address	City	State	Zip
○ 201 E Colfax Ave, Denver CO 80203, 201 E Colfax Ave	Denver	CO	80203
● 201 W Colfax Ave, Denver CO 80202, 201 W Colfax Ave	Denver	CO	80202

Associated Parcels

Showing 1-3 of 3

Parcel Number	Lot	Block	Subdivision
○ 0121100062000			
○ 0227611029000			
○ 0234624005000			

Select   Cancel

Reset Username, Email, Password, and Security Question

Forgot your password?

1. Click "I've forgotten my password" on the login screen.
2. Enter your email address and the security question you answered when you first registered for your account will be displayed.
3. Enter your security answer.
4. Click "Send New Password" and a new password will be sent to your email.

To reset your username, email, password, and security question/answer,

1. Log in to your acount
2. Click "Account Management" at the top right side of your screen.
3. Click "Edit" Login Information.
4. Update login information nad click "Save."

Getting Additional Help

- Use the system's help text, by clicking these icons in e-permits: ?

- FAQs available 24/7 at www.denvergov.org/epermits

- Call Denver 311

  - Within Denver, dial 3-1-1

  - Outside of Denver, dial 720-913-1311

  311 business hours:
  7 a.m. – 8 p.m. (Mon.-Fri.)
  8 a.m. – 5 p.m. (Sat./Sun.)