E-permit Portal Tutorial:

- 1. Open your preferred web browser and type in www.denvergov.org/epermits in the search bar, then hit enter. The homepage offers video tutorials and a FAQ page.
 - 2. Once the page populates, scroll down to find three boxes. Click on the E-permits portal box. This will lead you to "Denver's Permitting and Licensing Center," where an account is required to access all information on the website.



To Login:

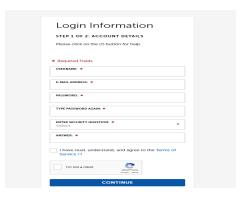
1. Scroll down to the bottom of the page and type in email and password, then click "sign in."



To Create An Account:

1. Scroll down to the bottom of the page and click on "CREATE AN ACCOUNT." Fill out the required information and follow all necessary steps until registration is completed. Once the account is created, login using the newly set up credentials.



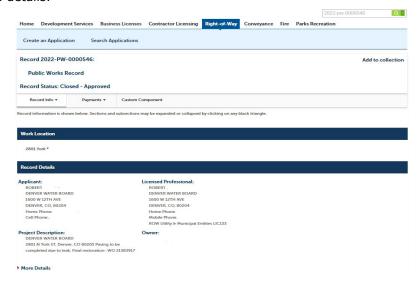


Upon Signing In:

1. Your homepage/dashboard will appear on the screen. To find paid/outstanding fees, utilize the search bar on the top right corner of the website. The user can search by permit number, contractor's name, applicant's name, or project address. (Permit number provides the most accurate results)

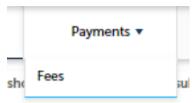


2. When a permit number, contractor's name, applicant's name, or project address is searched, the results will populate and show the record number, type of permit, and record status. The user can scroll down to see basic information relating to the project, such as work location and record details.

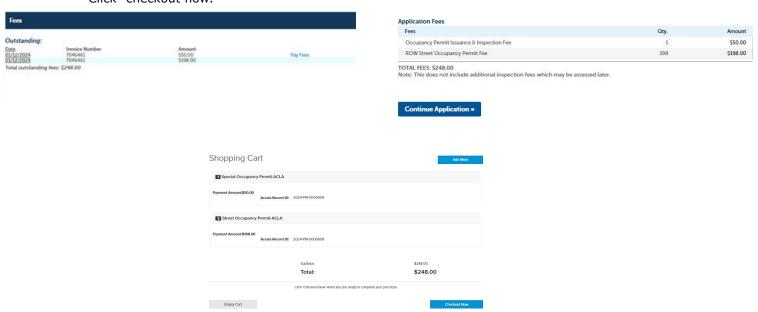


To Access Fees:

1. Click on the "payments" tab below record status to populate a drop-down menu, then click on "fees." This option will display all outstanding fees as well as a transaction history.



2. If there are outstanding fees due, the user should see "pay fees" in blue next to amount column, click on pay fees. The website will refresh to the application fees page, that will show a breakdown of what amounts are due for payment. Click on "continue application." The shopping cart will open with the total amount due. Click "checkout now."



To Checkout:

1. Enter your credit card information and click "complete transaction." Once payment is accepted, you will see a confirmation page. Please note: A receipt will not be issued, but the payment will reflect as paid on the e-permit portal and will show in the transaction history under fees.



