



# Permit Application Guide

## How to Use this Guide

Use this guide for permit applications including building (residential and commercial), deconstruction, temporary event (for tents and generators following administrative approval), floodplain and wetland permits.

This guide will help you prepare and submit complete applications to the City of Boulder. **Incomplete applications are not accepted and will cause delays for the project.** This guide covers Steps 1 through 3 of the Permit Application Process diagram on page 2.

## Contents

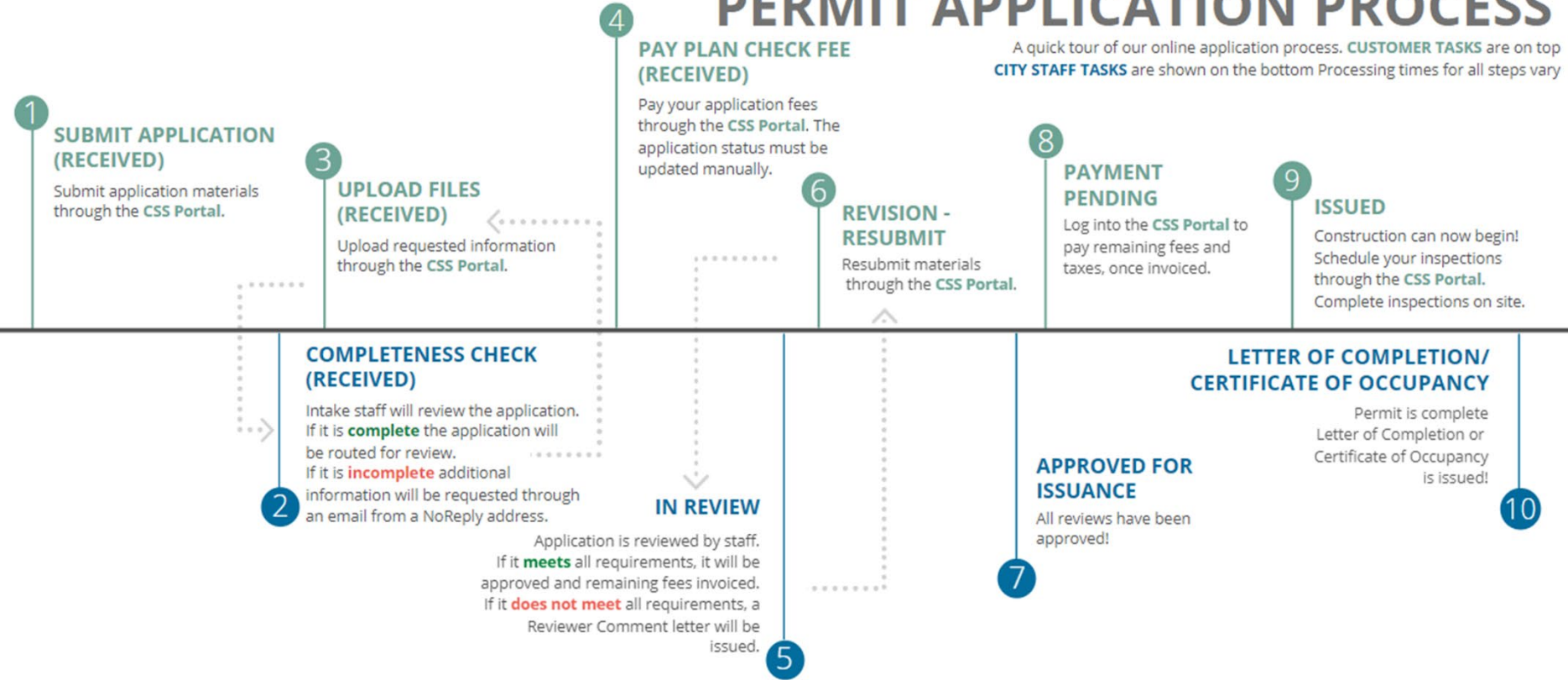
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# Permit Application Process

CITY OF BOULDER

# PERMIT APPLICATION PROCESS

A quick tour of our online application process. **CUSTOMER TASKS** are on top  
**CITY STAFF TASKS** are shown on the bottom Processing times for all steps vary



# Common Questions

## HOW DO I PREPARE MY APPLICATION MATERIALS?

▶ VISIT THE [APPLICATION ASSISTANT](#)

- Determine which application type matches your scope of work.
- Click “What are the Requirements?”
- Gather all required materials listed in the application checklist for the proposed scope of work.

▶ LOCATION SPECIFIC MATERIALS

- If the structure is impacted by the regulatory [floodplain](#) or [wetland](#), include your [Floodplain Development Permit](#) or [Wetland Permit](#) application form or prior approval. *Applications cannot be accepted without this information.*
- If the property is within a [Local Historic District or is designated as an Individual Landmark](#), provide a copy of the approved [Landmark Alteration Certificate](#). *Applications cannot be accepted without this information.*

All documentation must be saved as PDF files, following the [file formatting requirements](#) and utilizing the required [file naming conventions](#) below.

Improperly formatted files will delay the review process for your project.

## HOW DO I SUBMIT AN INITIAL APPLICATION?

**Please Note: All permit applications are now required to be submitted through [CSS](#).**

▶ VISIT THE [APPLICATION ASSISTANT](#)

- Click “I’m ready to apply”.
- Enter all required information.
- Upload all required materials.

▶ NEXT STEPS

- An EnerGov case number will be provided when the application is submitted.
- An email will be provided identifying next steps. The email will come from a “noreply” email address.
- Staff process applications in the order which they are received. Additional information may be requested if materials are incomplete.

## HOW DO I RESUBMIT AN APPLICATION?

### ▶ GATHER THE FOLLOWING DOCUMENTATION

- A written response to each reviewer comment, identifying all changes made.
- FULL set of modified drawings including pages that did not change addressing the reviewer comments.
  - Revised plans must include clouding of all changes and the date of ALL revisions.
- Revised forms and materials addressing the reviewer comments (as applicable).
- A [Permit Details Revision Form](#) (required for revisions to the description of work and/or project valuations).
- Some projects may have multiple permits being reviewed concurrently. Resubmit for related permits (e.g. accessory building permits, fence permits, etc.).
  - Failure to resubmit for related permits may delay the review process.
  - If any new permit applications are required based on reviewer comments, those should be submitted following the [How do I submit an initial application?](#) instructions above.

### ▶ SUBMIT FILES THROUGH THE [CUSTOMER SELF-SERVICE \(CSS\) PORTAL](#)

- The permitting system will alert staff that files have been uploaded, it is not necessary to send a notification.
- Staff process applications in the order which they are received.

## HOW DO I REVISE MY PERMIT FOR A CHANGE OR ADDITION TO SCOPE?

### ▶ GATHER THE FOLLOWING DOCUMENTATION

- A [Permit Details Revision Form](#) (required for revisions to the description of work and/or project valuations).
- A written description identifying all changes made.
- FULL set of modified drawings including pages that did not change addressing the reviewer comments.
  - Revised plans must include clouding of all changes and the date of ALL revisions.
- Revised forms and materials (as applicable).

### ▶ SUBMIT FILES THROUGH THE [CUSTOMER SELF-SERVICE \(CSS\) PORTAL](#)

- The permitting system will alert staff that files have been uploaded, it is not necessary to send a notification.
- Staff process applications in the order which they are received.

## I HAVE NOT RECEIVED MY PERMIT NUMBER, WHAT SHOULD I DO?

Please consider the following:

- We may have requested additional information. Check your email for an email response from [PDSskipatip@bouldercolorado.gov](mailto:PDSskipatip@bouldercolorado.gov) or from a “noreply” email address.
- Make sure to check your spam or junk folder.

## HOW CAN I REDUCE PROCESSING TIME?

- Have your materials prepared by someone familiar with Boulder's regulations.
- Refer to the checklist found in the [Application and Forms Database](#) that corresponds with your application.
- Provide all required materials and information from the checklist, if you do not believe that an item is required, review the detailed checklist to validate that assumption, and provide documentation to support this.
- Ensure that information is complete, accurate, and meets all the code requirements.
- Be sure to provide a graphic scale bar on your plans.
- Check to make sure that the files provided are not secure, secure files cannot be entered into our electronic review software.
- Include all contacts that you would like to receive notifications and to have access to case in your application.
- Respond to staff requests for additional or missing information in a timely manner.

**Please Note: To ensure the most streamlined processing of submittal materials, please upload files prior to fee payment.**

## HOW DO I USE THE [CUSTOMER SELF-SERVICE PORTAL](#)?

### ▶ ACCESS YOUR APPLICATION

- You must be a registered user to pay fees or upload files to your account.**
- If you do not have an existing portal account, please [register here](#).
- Be sure to use the email address associated with your application.

### ▶ UPLOAD DOCUMENTS TO THE CSS PORTAL

Please watch our [How to Attach a Document](#) video for a walk-through of how to upload your documents through the [CSS Portal](#).

### ▶ CHECK THE STATUS OF YOUR APPLICATION

Visit the [Customer Self-Service \(CSS\) Portal](#) to follow the progress of your application.

- Log into your account.
- Open the Dashboard and click on "View My Permits".
- Click on the permit application.
- Current processing times may be found on the [Current Service Delivery Timing Webpage](#).
- Case status definition are provided below. View the [Permit Application Process](#) section above for a step-by-step diagram.

## CASE STATUS DEFINITIONS

Approved for Issuance – All reviews have been approved and the permit is awaiting invoicing and processing by city staff.

- *Please allow 2 business days for administrative permit processing.*

In Review – The application case has been routed for review by city staff. The application will remain in this status until all reviews and administrative processing have been completed.

- *Please allow 2 business days beyond the due date for administrative permit processing.*
- *If your case is in this status, refer to the “Reviews” tab within the [CSS Portal](#) for the anticipated review completion date.*
- *If any of the reviews indicate “Revisions-Resubmit”, comments will be released and the contacts on the case will be notified once ALL reviews are completed.*

Issued – The permit has been issued. The permit placard, approval conditions and final approved plans are available under the “Attachments” tab within the [CSS Portal](#).

Letter of Completion/Certificate of Occupancy – All inspections have been passed. An email has been sent to the contacts on file for the permit, and the Letter of Completion/Certificate of Occupancy has been added to the case under the “Attachments” tab within in the [CSS Portal](#).

- *Please allow 2 business days beyond final inspections for administrative permit processing.*

On Hold – The applicant or city staff have placed a hold on the permit process.

Payment Pending – Fees on the application case have been invoiced and must be paid to move the process forward.

- *Case status will not update immediately when fees are paid. Action is required by city staff.*
- *Please allow 1 business day for administrative processing.*

Received - The application case has been created but requires action on the part of city staff or the applicant to move the review process forward. If additional information or materials are required to be provided by the applicant, an email will be sent to all contacts on file for the application.

- *This email comes from a noreply email address, please check your spam/junk box if you do not receive an email within the processing time frame.*
- *Case status will not update when additional files are uploaded. Please allow 10 business days for processing. You will receive an email notification when the permit progresses to the next step.*
- *Sub-permits will remain in Received status until they have been Issued. This is not an indication of missing documentation or a need for additional information.*

Revisions - Resubmit – The application review has been completed and revisions are required. Whenever an application is changed to this status, an email is sent to the contacts on file for the application identifying the requirements or directing the applicant to a comment(s) letter that has been added to the case under the “Attachments” tab within the [CSS Portal](#).

# File Formatting Requirements

Improperly formatted files will delay the review process for your project.

## Format your documents as follows:

- All plans must be saved as PDF files. (PDF a-s, JPEGs, PNGs, Word Documents, etc. will not be accepted).
- Each checklist item should be its own file. Reports and other documents (e.g. forms, worksheets, calculations, specifications, reports, etc.) must be saved as separate PDF files. See [file naming conventions](#) below.
- Combine construction plan set into one PDF if the plans were prepared by the same individual.
- Please do not upload individual sheets of a plan set or document as separate PDF files.
- No zipped files or PDF portfolio will be accepted.
- Files must be unsecure/unprotected.
- Fast Web view must be enabled on all PDFs (this can be done using free online tools).
- PDFs must be saved as reduced file size (this can be done using free online tools).
- File sizes cannot exceed 100 MB.
- All pages shall be oriented so that the top of the page corresponds with the top of the computer monitor.
- On the cover page, include a 3-inch by 3-inch space in the lower-right corner reserved for the city's approval stamp. This may be offset the minimum needed to avoid conflict with preferred title block.
- Drawings must be legible, and scalable (to a standard architectural or engineering scale).
- Drawings must include a graphic scale bar on every page.
- Each plan sheet must include the project name and address.
- Each plan sheet must be marked to clearly identify the content of the page (Example: Sheet A1.0 Architectural Site Plan).
- For larger sets of plans (10 sheets or more) please provide bookmarks for the sheets in the plan set so individual sheets may be accessed.
- Electronic stamps for corresponding design professionals shall be included on each applicable plan page or report cover. Refer to the Colorado Department of Regulatory Agencies [requirements for electronic stamps and signatures](#).

# File Naming Conventions

## IMPORTANT

- Read the following instructions carefully. Improperly named files will delay the review process for your project. Please check these naming conventions each time you upload files as they are subject to change.
- When uploading documents through the CSS Portal, assign the Attachment Type assigned below by choosing it from the dropdown menu on the file upload “tile” BEFORE uploading your file to the case.

**REQUIRED FILE NAME FORMAT: File Prefix\_Project Address\_Date of Document Upload**  
*EXAMPLE: ArchPln\_1739Broadway\_06-19-2021*

File/Document	File Prefix	Attachment Type
ACCA Manuals (J, D, and S)	ACCAManual	ACCA Manuals
Architectural Plans	ArchPln	Architectural Plans
Asbestos Report	AsbestRprt	Asbestos Report
Building Owner Authorization	BldOwnAuth	Building Owner Authorization
Bulk Controls Verification - Vertical	BlkCntrlVert	Inspection Verifications
Bulk Controls Verification - Horizontal	BlkCntrlHori	Inspection Verifications
Civil Engineering Plans	CvIPln	Additional Plans
Combined MEP Plan Set	CombMEP	Additional Plans
Commercial Commissioning Report	CommCommRpt	Inspection Verifications
Commercial Energy Modeling Report	EnrgyModRpt	Energy Modeling Report
Commercial Fenestration	CommFen	Inspection Verifications
Commercial Mandatory Measures Checklist	ComMandCklst	Mandatory Measures Checklist
Commercial Prescriptive Measures Checklist	ComPresCklst	Prescriptive Measures Checklist
Construction Plan Set	ConstPlns	Construction Plan Set
Construction & Demolition Waste Diversion Tracking	CDWasteTrk	Inspection Verifications
Construction Waste Recycling	ConWaste	Construction Waste Form
Cover Letter	CvrLtr	Additional Application Materials
Deconstruction Plan	DeconPln	Construction Plan Set
Electrical Plans	ElecPln	Electrical Plans
Energy Rating Index Report (HERS)	ERIRpt	ERI Report (HERS)
Flame Certificates	FlmCert	Additional Application Materials
Flood Construction Cost Verification	FldConCostVrf	Inspection Verifications
Flood Criteria Response/ Flood Report	FldCrt	Additional Application Materials
Flood Elevation Certificate	FldElevCert	Additional Application Materials/ Inspection Verifications
Flood Engineer’s Certification	FldEngCert	Inspection Verifications
Floodproofing Certificate	FldprfCert	Inspection Verifications
Flood LOMC (Letter of Map Change)	FldLOMC	Additional Application Materials



Flood Permit Application	FldPlnPmt	Floodplain Permit
Health Department Approval	HealthDept	Additional Application Materials
Historic Approvals (LAC, Demoliton)	HistApp	Historic Approval
Housing, DET, and Impact Fee Worksheet	HsgDETCFI	DET and Impact Fee Worksheet
Landlord Approval	LandlordApp	Additional Application Materials
Landscape Plan	LndscpPln	Additional Plans
Livability Standards Checklist	LivabilityCk	Additional Application Materials
Lot Area Declaration Form	LotAreaDec	Lot Area Declaration Form
Mechanical Plans	MechPln	Mechanical Plans
Miscellaneous (Arborist report, etc.)	Misc	Additional Application Materials
Multi-Family, Commercial, Non-Residential and Mixed-Use Building Permit Checklists	MFNRBldgCklst	Additional Application Materials
Outdoor Lighting Compliance Certification	OutdrLtgComp	Additional Application Materials
Permit Details Revision Form	PmtDetRev	Additional Application Materials
Plumbing Fixture Count	PlumbFixCt	Plumbing Fixture Count
Plumbing Plans	PlumbPln	Plumbing Plans
Previous Approvals (Dispos, ADU)	PrevApp	PrevApp
Renewable Energy Offsets Form	RenewOff	Additional Application Materials
Residential Air Leakage	ResAirLk	Inspection Verifications
Residential Building Permit Checklists	ResBldgCklst	Additional Application Materials
Residential Mandatory Measures Checklist	ResMandCklst	Mandatory Measures Checklist
Residential Prescriptive Measures Checklist	ResPresCklst	Prescriptive Measures Checklist
Response to Comment Letter	RespComm	Response to Comment Letter
Roof Photo	RoofPhoto	Inspection Verifications
Scope of Work Form	ScpWrk	Scope of Work Form
Site Plan	SitePln	Additional Plans
Soils Report	SoilsRpt	Additional Application Materials
Specifications (hood specs, spec books, cut sheets, ex.)	Specs	Additional Application Materials
Stormwater PIF Worksheet	StormWatPIF	Stormwater & Flood Worksheet
Structural Calculations	StructCalc	Additional Application Materials
Structural Plans	StructPln	Structural Plans
Structural Letter	StrucLtr	Additional Application Materials
Survey (ISP, ILC, Topographic, etc.)	Survey	Survey
Sustainable Deconstruction Plan	SustDeconPln	Sustainable Deconstruction Plan
Wetland Mitigation Plan	WetMitPln	Additional Application Materials
Wetland Report/ Criteria Response	WetCrt	Additional Application Materials
Xcel Energy Approval	XcelApp	Additional Application Materials
Zoning Data Worksheet	ZonData	Zoning Data Worksheet