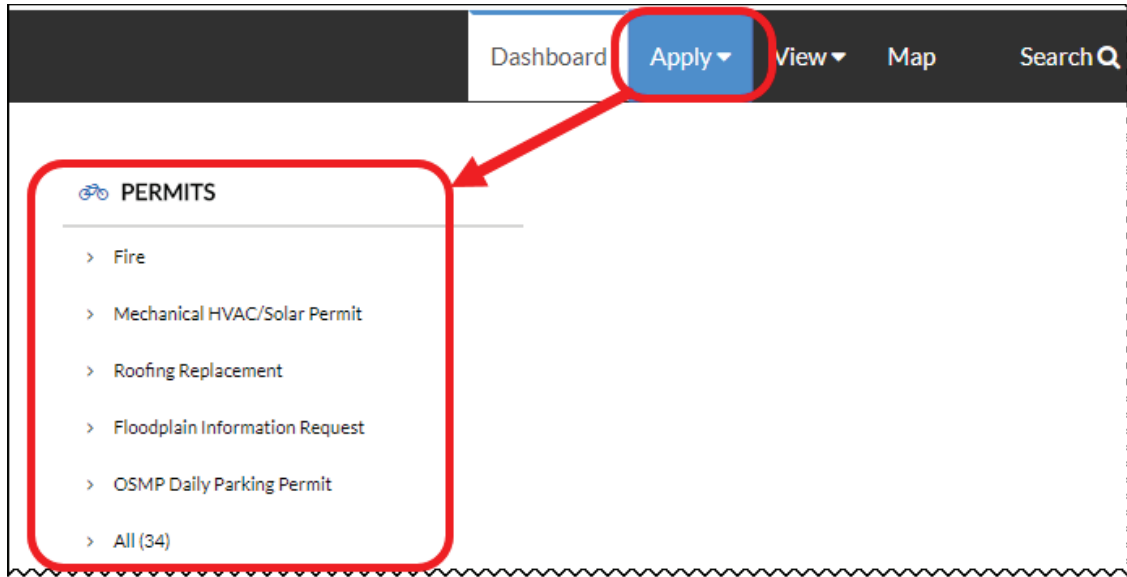


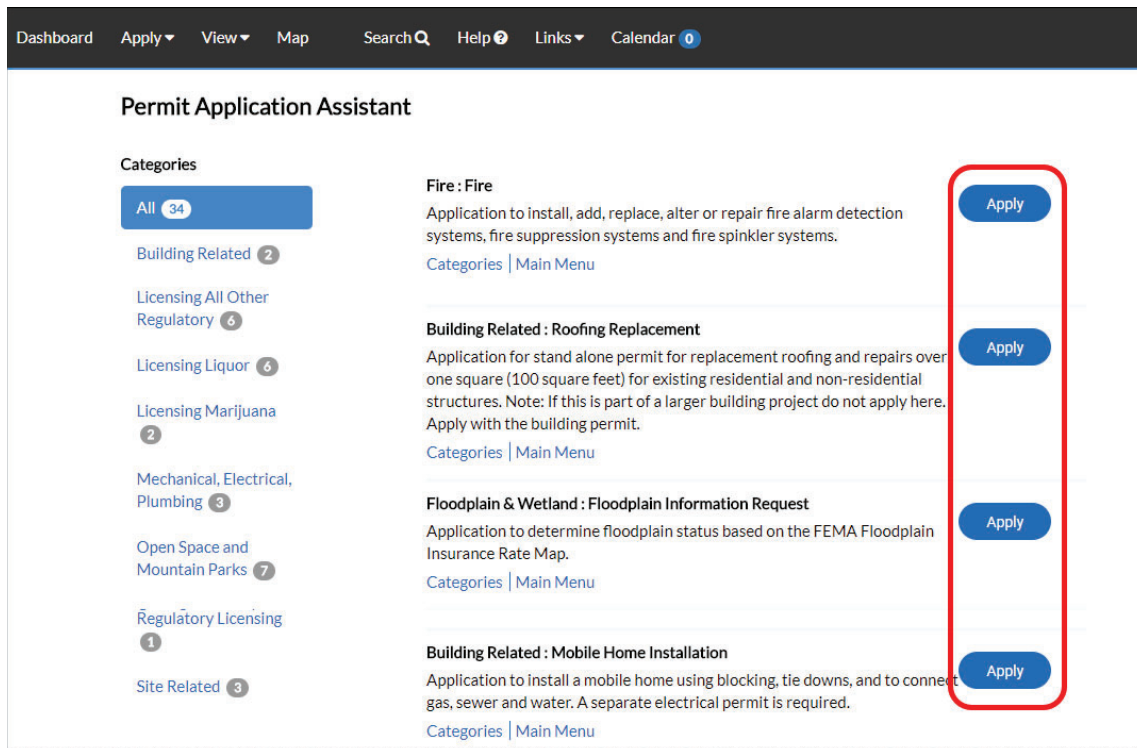
Apply for a Permit

Applying for a permit online is one of the most important uses of CSS. This section covers the application process.

1. From the CSS home page, click **Apply** to view a list of Permits available to be applied for online. You may select from the list if the permit you want is listed or click **All** at the bottom of the list to view all available permits.



2. If you clicked on **All** to view the full list of permits, you will be taken to a page that shows a list of all permits you can apply for online and a description of the permit. You may start the application process to any of these permits by clicking **Apply** to the right of the description.



3. Your permit application will now begin. At any time, you may save your application as a draft by clicking **Save Draft** in the lower right corner. This will allow you to resume the application later.
4. Click **Add Location**.

Apply for Permit - Fire *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Summary

LOCATIONS

Site

Add Location

+

REQUIRED

Save Draft Next

5. Enter the address you would like to add, click **Search** next to the right of the search bar, then click **Add** on the appropriate address from the list of search results.

Add Address As Site

Search

Address Information

Search 3065 center green

Address	Action
3065 CENTER GREEN DR BOULDER CO 80301	Add

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

6. If you have more addresses to add, you can do so by selecting the appropriate type from the drop-down menu and repeating steps 4 and 5. Otherwise, click **Next**.

Apply for Permit - Fire *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Summary

LOCATIONS

Type: Site

3065 CENTER GREEN DR.
BOULDER, CO., 80301

Main Address

Parcel Number
146320419008

Main Parcel

[Remove](#)

Site

Add Location

+

[Save Draft](#) [Next](#)

7. Ensure that the Permit Type is correct, enter a description of your permit application if desired, then click **Next**.

Apply for Permit - Fire *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Summary

PERMIT DETAILS

* Permit Type

Description

[Back](#) [Save Draft](#) [Next](#)

8. For any additional REQUIRED contacts, click **Add Contact**.

Apply for Permit - Fire *REQUIRED

Locations Type **3** Contacts More Info Attachments Summary

CONTACTS

Applicant

Contractor: Fire

Add Contact

Add Contact

REQUIRED

Back Save Draft Next

9. Enter the contact name or email address, then click **Search** next to the search box. Click **Add** for the appropriate contact from the search results.

Search Enter Manually My Favorites

Search callaway

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
☆		Callaway				Add
☆		Callaway		Callaway Crane		Add

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

10. If additional contacts are needed or desired, you may add them by selecting the contact type from the drop-down menu and repeating steps 8 and 9. Otherwise, click **Next**.

Apply for Permit - Fire *REQUIRED

Locations Type **3** Contacts More Info Attachments Summary

CONTACTS

Applicant (You)

Contractor: Fire
Callaway Crane
Remove

Contractor: Fire
Add Contact
+

Back Save Draft **Next**

11. Enter all required additional info, which will vary from permit to permit, as well as any other appropriate fields, then click **Next**.

Apply for Permit - Fire *REQUIRED

Locations Type Contacts **4** More Info Attachments Summary

MORE INFO

*System Type

*Valuation \$

Tenant Finish

New

Fire Alarm System Occupancy

Fire Suppression System Design Standards

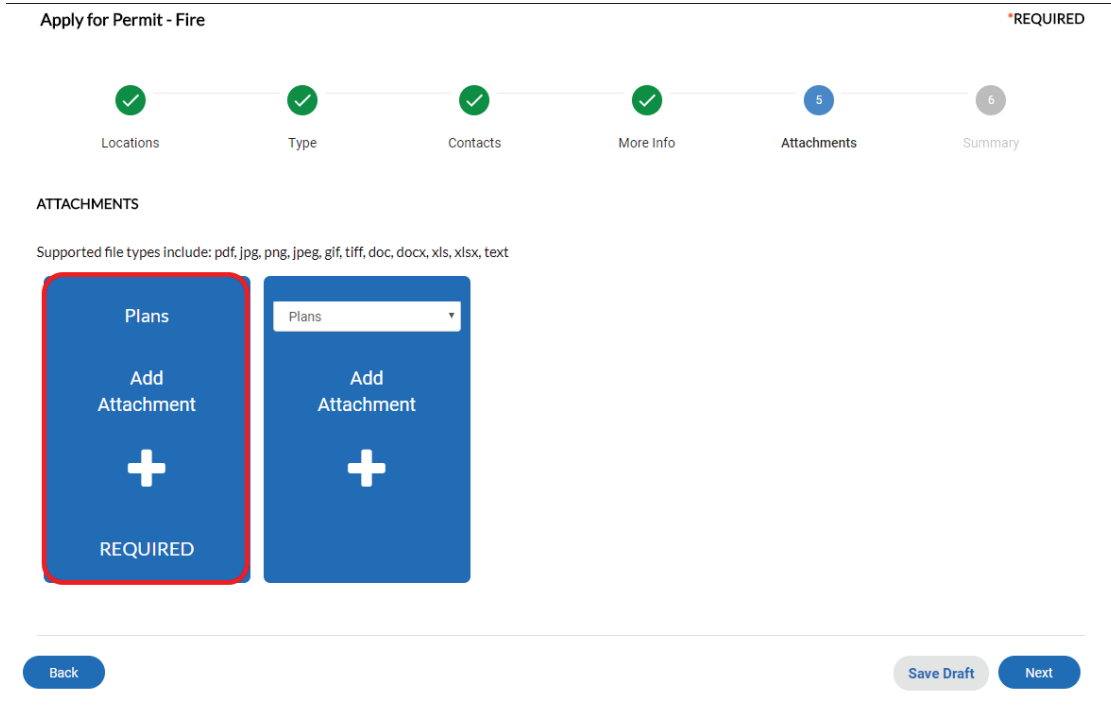
Fire Sprinkler System Type

NFPA

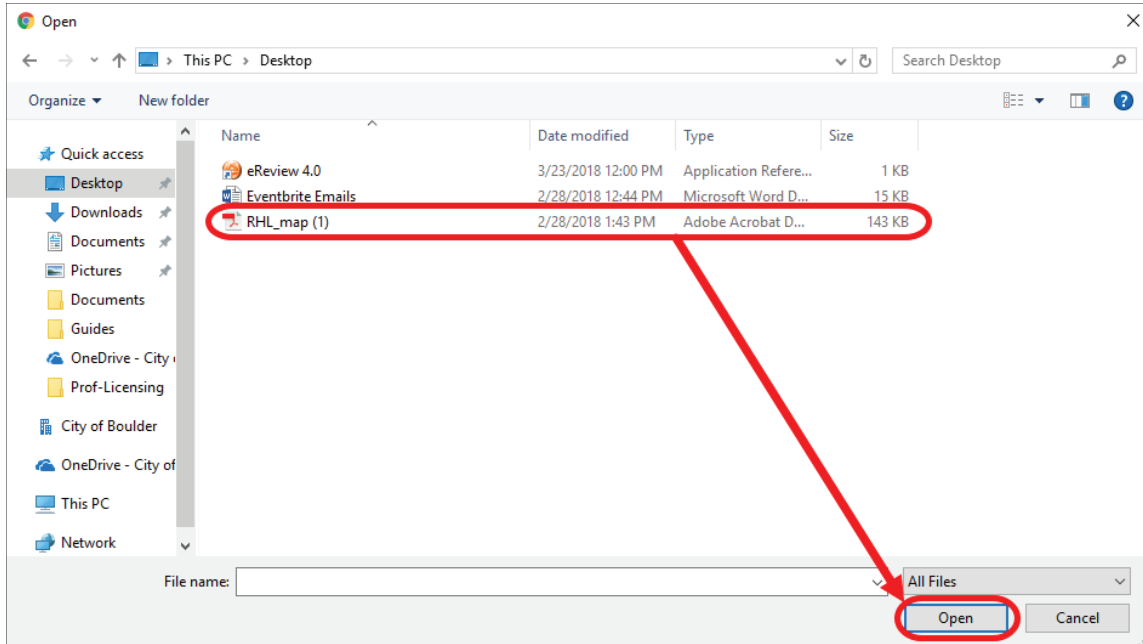
Remarks

Back Save Draft **Next**

12. For any required attachment, click **Add Attachment**.



13. In File Explorer, navigate to the file you wish to upload, select it, then click **Open**.



14. For any additional attachments you want to upload, select the appropriate type from the drop-down menu then repeat steps 12 and 13. Otherwise, click **Next**.

Apply for Permit - Fire *REQUIRED

Locations Type Contacts More Info Attachments Summary

ATTACHMENTS

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text

Plans

File Name: RHL_map (1).pdf
File Size: 142.78 KB

Remove

Plans


Add Attachment


+


Back Save Draft **Next**


15. On the final page, ensure that all the information is correct and click **Submit** to send your permit application in. If you do not want to send your application yet, you may click **Save Draft** so that you may edit and submit your permit application later.


Apply for Permit - Fire *REQUIRED



Locations


Type


Contacts


More Info


Attachments


Summary

Locations

Location 1	3065 CENTER GREEN DR, BOULDER, CO, , 80301
Location 2	146320419008

Basic Info

Type	Fire
Description	
Applied Date	04/05/2018

Contacts

Contact 1	Zach Sanderson 1525 Arapahoe Ave, Boulder,
Contact 2	Marisa Callaway Callaway Crane

More Info

System Type	Fire Alarm System	Top Main Menu
Valuation	\$1,000.00	
Tenant Finish	<input type="checkbox"/>	
New	<input type="checkbox"/>	
Fire Alarm System Occupancy		
Fire Suppression System Design Standards		
Fire Sprinkler System Type		
NFPA		
Remarks		

Attachments

Attachment 1	RHL_map (1).pdf
--------------	-----------------

[Back](#)[Save Draft](#)[Submit](#)

Payment of Fees

Paying fees online is another major function of CSS. This section covers viewing and paying invoiced fees.

1. While viewing your submitted permit, you can find the fees you have been charged by clicking on the **Fees** tab. Note the invoice number associated with the fees.

Permit Number: FIR2018-00079

• Permit cannot be printed at this time. Permit has unpaid fees.

Permit Details | Tab Elements | Main Menu

Type: Fire	IVR Number: 105199	Applied Date: 04/05/2018
Status: Issued	Project Name:	Issue Date: 04/05/2018
District: Not Applicable	Assigned To: [REDACTED]	Expire Date: 04/05/2021
Finalized Date:		
Description:		

Locations | **Fees** | Reviews | Inspections | eReviews | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

Remaining Fees | Paid Fees | New Tab | Permit Details | Main Menu

Remaining Fees Sort Fee ▾

Fee	Invoice	Computed	Amount Due
City Sales and Use Tax	00002368	\$19.30	\$19.30
County Sales and Use Tax	00002368	\$4.93	\$4.93
Fire Alarm System Permit Fee	00002368	\$41.25	\$41.25

Results per page 10 ▾ 1 - 3 of 3 << < 1 > >>

2. Click **Dashboard**.

CITY OF BOULDER COLORADO
Land Management, Permitting and Licensing

Dashboard Apply ▾ View ▾ Map

3. Click **View My Invoices** at the bottom of the dashboard.

My Invoices

Current		
1	\$65.48	Add To Cart
Past Due		
0	\$0.00	Add To Cart
Total		
1	\$65.48	Add To Cart

[View My Invoices](#)

4. On this screen, the user may check their unpaid fees, find the invoice corresponding to the fees they would like to pay, check the box next to the invoice to select it, then click **Add to Cart**.

My Invoices

Unpaid Paid Voided

Search for invoice number, case number, or address Exact Match

Display All Invoices Sort Amount Due

Invoice Number	Amount Due	Status	Case Number	Address	Select All <input type="checkbox"/>
00002368	\$65.48	Due	FIR2018-00079	3065 CENTER GREEN DR BOULDER, CO 80501	<input checked="" type="checkbox"/>

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

5. Click **Check Out** on the Shopping Cart page.

Shopping Cart

Total \$65.48

Invoice: 00002368 Description: NONE
Due Date: 05/05/2018 Billing Contact: [REDACTED]

Case Number	Project	Case Address	Amount Due
FIR2018-00079		3065 CENTER GREEN DR BOULDER CO 80301	\$65.48

\$65.48 [Top | Main Menu](#)

Total \$65.48

6. Fill out all required information on the payment page and click **Process Payment**.

MyGovPay [Contact Us](#)

Thursday, April 5, 2018

Order Summary

Agency Name: City of Boulder - EnerGov
Order Number: 30

Invoice #	Item Description	Quantity	Unit Price	Total Price
00002368	NONE	1	\$65.48	\$65.48

Item Total: \$65.48
Service Fee: \$0.00
Tax: \$0.00
Order Total: \$65.48

Payment Details

Cardholder Name: * Billing Street: * Billing Zipcode: *

Card Type: * Card Number: * Expiration Date: * * CVV Code:

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