



Online Permit Application Guide

How to Use this Guide

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

This guide will help you prepare and submit complete online applications to the City of Boulder. Incomplete applications are not accepted and will cause delays for the project. This guide covers Steps 1 through 5 of the Online Permit Application Process diagram on page 2.

What You Need to Know

The most common errors we see with online applications are:

- Incorrectly named files
- Incorrectly formatted files (multiple files saved together as one document, wrong file type (JPEGs), wrong page orientation etc.
- Missing required application forms or plans

Please follow our [file formatting requirements](#) and [file naming conventions](#) carefully to ensure a streamlined intake and review. Visit our [Applications and Forms Database](#) for application forms and checklists.

Contents

How to Use this Guide1

What You Need to Know.....1

Online Permit Application Process2

Common Questions3

Where do I get the correct application forms and checklists?.....3

How do I submit an initial application?.....3

How do I resubmit a permit online?3

How do I revise my permit for a change or addition to scope?4

How do I upload my documents to the CSS portal?5

How do I know the status of my application?5

I haven't received my permit number, what should I do?.....6

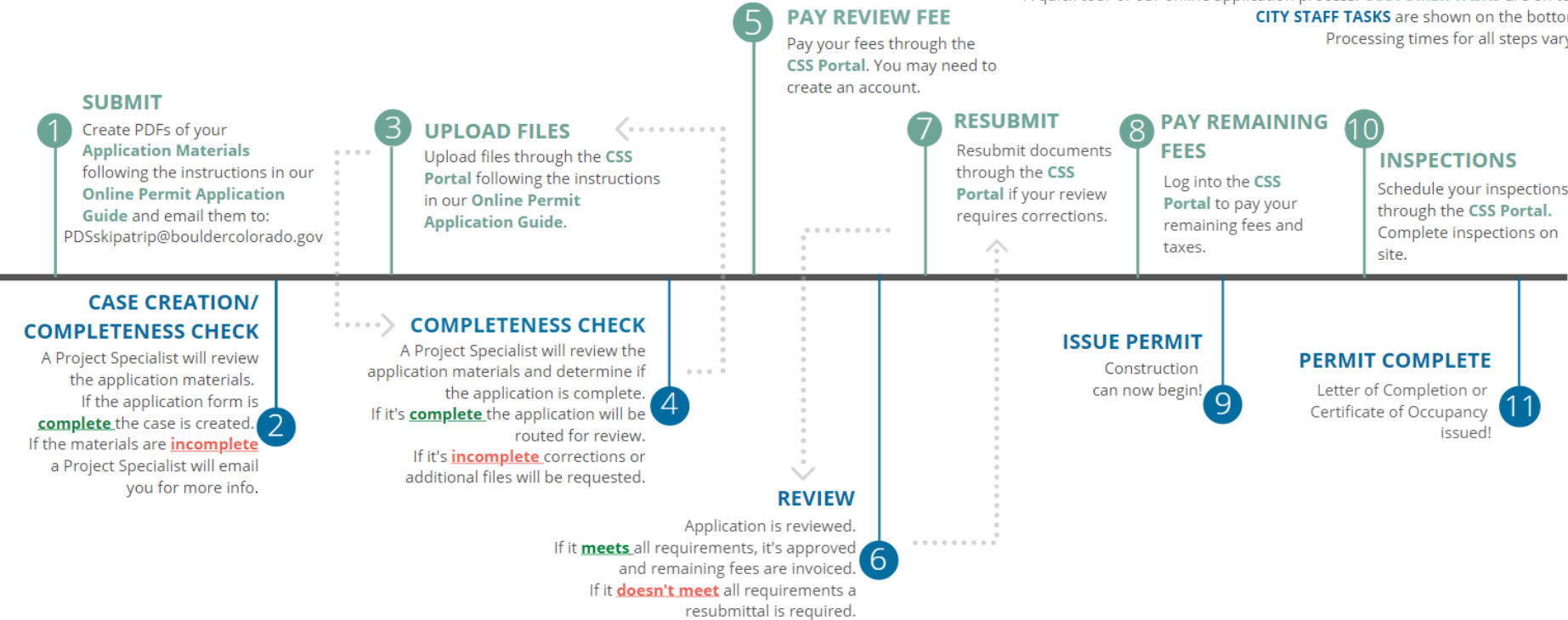
*REQUIRED: File Formatting Requirements.....6

*REQUIRED: File Naming Conventions7

Online Permit Application Process

CITY OF BOULDER ONLINE PERMIT APPLICATIONS

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

WHERE DO I GET THE CORRECT APPLICATION FORMS AND CHECKLISTS?

Prior to submitting an electronic application, review the permit application form and permit checklist/requirements that most closely matches your scope of work. You can find applications and checklists in our [Applications and Forms Database](#). Select “Permits” from the dropdown menu or use the Keyword Search.

HOW DO I SUBMIT AN INITIAL APPLICATION?

FIRST: Gather your documentation:

- A completed [application form](#)
- All required materials listed in the [application checklist](#) for the proposed scope of work.
- If the permit application is for new residential construction, provide your *Affordable Housing (AFH) case number* and *Residential Growth Management System (RGM) case number*. New residential construction applications cannot be accepted without this information.
- 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 plans will delay the review process for your project.

THEN: Email your properly formatted files to PDSskipatrip@bouldercolorado.gov.

- This email box has a file size limitation of 150 MB. Materials that are too large to email may be submitted through the “Attachments” tab in the [CSS portal](#) after a case has been created.
- The project specialist team reviews applications in the order which they are received. Additional information may be requested from you after your application is received if materials are incomplete and/or the project scope is not clearly defined.

FINALLY: If additional information is not required:

- A project specialist will create an EnerGov case and contact you through the system regarding next steps. The email will come from a noreply email address, please check your spam/junk box if you do not receive an email within the processing time frame.
- You will also see an invoice for the plan check or permit fee on the CSS portal (if applicable). Payment of the plan check/ permit fee will be required prior to routing the application for review.

HOW DO I RESUBMIT A PERMIT ONLINE?

FIRST: Gather the following documentation:

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

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

- [Building Permit Resubmittal form](#)

- A written response to reviewers' comments identifying all changes made.
- FULL set of electronic drawings including pages that did not change AND the revised documentation/drawings addressing the review comments.
 - Revised plans must include clouding of all changes and the date of ALL revisions.
- Revised forms (as applicable) saved as individual PDF files.
- A revised application (as applicable) with adjusted valuations, floor area and scope.
- Resubmit for related permits (e.g. flood permits, accessory building permits, fence permits, etc.).
 - Some projects may have multiple permits being reviewed concurrently. All related permits must be resubmitted at the same time. Failure to resubmit for related permits at the same time will delay the review process. If any new permit applications are required based on submittal comments, those should be submitted following the [How do I submit an initial application?](#) instructions above.

THEN: Upload all properly formatted documents through the "Attachments" tab in the [CSS portal](#) to their respective permits

IMPORTANT: If you originally submitted your documentation on paper and are resubmitting electronically, due to COVID office closures, upon resubmittal you must resubmit all documentation provided at initial submittal (e.g. permit application, requirements checklists, forms, specifications, etc.) even if no changes have been made.

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

FIRST: Check the "Attachments" tab of your permit case in the [CSS Portal](#). If it does not give you the option to upload files (you should see a blue card with a plus sign), email CSSHelp@bouldercolorado.gov with your permit number and project address, and indicate that you would like to submit a revision to that permit. A staff member will unlock the case for file uploads.

THEN: Gather the following documentation:

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

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

- [Building Permit Resubmittal form](#)
- A written description identifying all changes made.
- FULL set of electronic drawings including pages that did not change AND the revised documentation/drawings addressing the review comments.
 - Revised plans must include clouding of all changes and the date of ALL revisions.
- Revised forms (as applicable) saved as individual PDF files.
- A revised application (as applicable) with adjusted valuations, floor area and scope.
- Resubmit for related permits (e.g. flood permits, accessory building permits, fence permits, etc.).
 - Some projects may have multiple permits being reviewed concurrently. All related permits must be resubmitted at the same time. Failure to resubmit for related permits at the same time will delay the review process. If any new permit applications are required based on submittal comments, those should be submitted following the [How do I submit an initial application?](#) instructions above.

FINALLY: Upload all properly formatted documents through the “Attachments” tab in the [CSS portal](#) to their respective permits

IMPORTANT: If you originally submitted your documentation on paper and are resubmitting electronically, due to COVID office closures, upon resubmittal you must resubmit all documentation provided at initial submittal (e.g. permit application, requirements checklists, forms, specifications, etc.) even if no changes have been made.

HOW DO I UPLOAD MY 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](#).

HOW DO I KNOW THE STATUS OF MY APPLICATION?

Your permit status can be found on the [CSS Portal](#). To view your permit status:

1. Log in to your account.
2. Open the Dashboard and click on “View My Permits”.
3. **Click on the permit.** The application status information identified below is only available within the permit.
4. The permit status will be displayed as either “Pending at Applicant”, “Payment Pending”, “In Review”, “Revisions – Resubmit”, “On Hold”, or “Issued” (See definitions below for what each status indicates).

Case Status Definitions:

Pending at Applicant – the permit case has been created but requires action on the part of the applicant to move the review process forward. Typically, this status indicates that additional information or materials are required before the permit can be routed for review. Whenever a permit is changed to this status, an email is sent to the email addresses of the contacts on file for the permit. 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.

Payment Pending – the permit case has an invoiced fee that must be paid in order to move the review/permit process forward.

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

- If your case is in this status, refer to the “Reviews” tab within the permit in CSS 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. Please allow 3 business days beyond the listed date for administrative permit processing.

Revisions -Resubmit – the permit review has been completed and revisions are required. Whenever a permit is changed to this status, an email is sent to the email addresses of the contacts on file for the permit, and a comment(s) letter is added to the case under the “Attachments” tab within the permit case in the CSS Portal.

On Hold – the applicant or city Staff has placed a hold on the permit process.

Issued – the permit has been issued and electronic files and final approved plans are available under the “Attachments” tab within the permit case in the CSS Portal.

I HAVEN'T 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 PDSskipatrip@bouldercolorado.gov or from a "No Reply" email address. Make sure to check your spam or junk folder.
- We are currently receiving a high volume of requests. Please provide adequate time for application processing. The auto-response email that you received will provide a processing timeline. Please wait until the maximum number of business days has been exceeded before contacting our office for an update.

*REQUIRED: File Formatting Requirements

IMPORTANT

- Read the following requirements carefully. Improperly formatted plans will delay the review process for your project.
- In the [CSS Portal](#), all PDFs must be submitted at the same time. Once you click 'Submit' you will not be able to upload additional documents until a project specialist has reviewed your submittal.

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.
- Combine plans into one PDF if they were prepared by the same individual. Otherwise, submit separate files for each discipline in order to preserve digital signatures. See [file naming conventions](#) below.
- Reports and other documents (e.g. forms, worksheets, calculations, specifications, reports, etc.) must be saved as separate, individual PDF files. See [file naming conventions](#) below.
- No zipped files or PDF packages will be accepted.
- Files must be unlocked/ 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).
- 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](#).

*REQUIRED: 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	Required File Prefix	Attachment Type
ACCA Manuals (J, D, and S)	ACCAManual	Energy Code
ADA/ Chapter 34 Compliance Letter	Ch34Comp	Formal Documentation
Application Form (Permit Application)	AppForm	Application Form
Architectural Plans	ArchPln	Plans
Asbestos Inspection Report & CDPHE Report	AsbestRpt	Reports and Studies
Building Permit Resubmittal Form	PMTResub	Application Form
Bulk Controls Verification - Vertical	BlkCntrlVert	Verifications and Certifications
Bulk Controls Verification - Horizontal	BlkCntrlHori	Verifications and Certifications
Civil Engineering Plans	CvIPln	Plans
Combined Planset (Drawings prepared by same designer)	CombPln	Plans
Combined MEP planset (All MEPS by same designer)	CombMEP	Plans
Comment Responses (resubmittal only)	CommResp	Customer Correspondence
Commercial Commissioning Report	CommCommRpt	Energy Code
Commercial Fenestration	CommFen	Energy Code
Commercial Mandatory Measures Checklist	ComMandCklst	Energy Code
Commercial Performance Summary Checklist	ComPerfCklst	Energy Code
Commercial Prescriptive Measures Checklist	ComPresCklst	Energy Code
Construction & Demolition Waste Diversion Tracking	CDWasteTrk	Energy Code
Construction Waste Application	ConWaste	Energy Code
Cover Letter/ Description of Scope of Work	CvrLtr	Customer Correspondence
Demolition Permit Application	DemPmtApp	Application Form
Electrical Plans	ElecPln	Plans
Energy Rating Index Report (e.g. HERS)	ERIRpt	Energy Code
FAR and Building Coverage Worksheet	FARBldgCov	Forms and Worksheets
Flame Certificates	FlmCert	Specifications
Flood Construction Cost Verification	FldConCostVrf	Verifications and Certifications
Flood Criteria Response/ Flood Report	FldCrt	Reports and Studies

Flood Elevation Certificate	FldElevCert	Verifications and Certifications
Flood Engineer's Certification	FldEngCert	Verifications and Certifications
Floodproofing Certificate	FldprfCert	Verifications and Certifications
Flood LOMC (Letter of Map Change)	FldLOMC	Formal Documents
Flood Permit Application	FldPlnPmt	Application Form
Health Department Approval	HealthDept	Formal Documentation
Housing, DET, and Impact Fee Worksheet	HsgDETCFI	Forms and Worksheets
Landlord Approval	LandlordApp	Formal Documentation
Landscape Plan	LndscpPln	Plans
Livability Standards Checklist	LivabilityCk	Forms and Worksheets
Lot Area Declaration Form	LotAreaDec	Forms and Worksheets
Mechanical Plans	MechPln	Plans
Multi-Family & Non-Residential Development Excise Tax & Impact Fee Worksheet	MFNRDETCFI	Forms and Worksheets
Miscellaneous (Arborist report, etc.)	Misc	Formal Documentation
Multi-Family & Non-Residential Building Permit Application	MFNRBldgApp	Application Form
Multi-Family & Non-Residential Building Permit Checklist	MFNRBldgCklst	Forms and Worksheets
Outdoor Lighting Compliance Certification	OutdrLtgComp	Verifications and Certifications
Plumbing Fixture Count	PlumbFixCt	Forms and Worksheets
Plumbing Plans	PlumbPln	Plans
Previous Approvals (Dispos, ADU Plans, Flood, HIS)	PrevApp	Formal Documentation
Residential Air Leakage	ResAirLk	Energy Code
Residential Building Permit Application	ResBldgApp	Application Form
Residential Deck Checklist	ResDeckCklst	Forms and Worksheets
Residential Detailed Permit Requirements Attachment	ResDetailCklst	Forms and Worksheets
Residential Alterations Checklist	ResAltCklst	Forms and Worksheets
Residential Mandatory Measures Checklist	ResMandCklst	Energy Code
Residential New Const. & Additions Req. Checklist	ResNewAdd	Forms and Worksheets
Residential Prescriptive Measures Checklist	ResPresCklst	Energy Code
Residential Sheds & Pergolas Req. Checklist	ResShedPerg	Forms and Worksheets
Roof Photo	RoofPhoto	Formal Documentation
Site Plan	SitePln	Plans
Soils Report	SoilsRpt	Engineering Report
Specifications (hood specs, spec books, cut sheets, ex.)	Specs	Specifications
Storm Water PIF Worksheet	StormWatPIF	Formal Documentation
Structural Calculations	StructCalc	Engineering Report
Structural Plans	StructPln	Plans
Structural Letter	StruLtr	Plans
Survey (ISP, ILC, Topographic, etc.)	Survey	Survey
Sustainable Deconstruction Plan	SustDeconPln	Energy Code

Wetland Mitigation Plan	WetMitPln	Reports and Studies
Wetland Permit Application	WetPmt	Application Form
Wetland Report/ Criteria Response	WetCrt	Reports and Studies