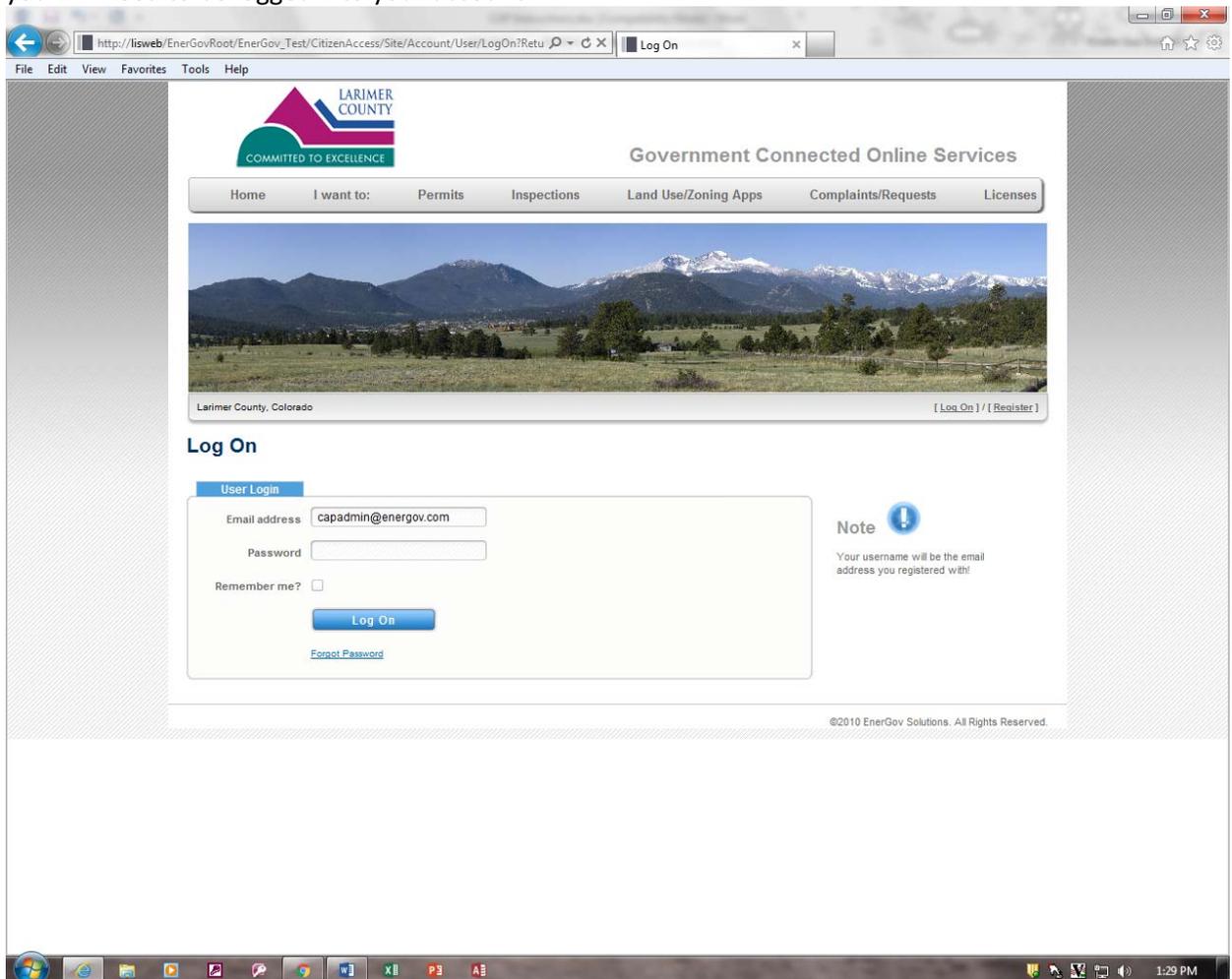


APPLYING FOR A MISCELLANEOUS BUILDING PERMIT ONLINE

1. In order to apply for a permit online, you will need to register for an account. The instructions for registering for an account are on the Building Department website. To apply for a permit online, you will need to be logged into your account.



2. To log in to your account, enter your email and password and click the **Log On** button

3. Select the Permits tab and then select Apply for a Permit.

The screenshot shows a web browser window with the URL `http://lisweb/EnerGovRoot/EnerGov_Test/CitizenAccess/Site/Permit/Create`. The browser's address bar also shows the page title "Apply Permit". The website header includes the Larimer County logo with the tagline "COMMITTED TO EXCELLENCE" and the text "Government Connected Online Services". A navigation menu contains the following items: Home, I want to:, Permits, Inspections, Land Use/Zoning Apps, Complaints/Requests, and Licenses. A dropdown menu is open under "Permits", showing "Apply for a Permit" and "Search for Permit". Below the navigation is a banner image of a mountain landscape with the text "Larimer County, Colorado" and "Welcome! [Log Off] / [Manage My Account]". The main content area is titled "Apply for a Permit" and contains two sections: "Permit Fields" and "Address to use".

Permit Fields

Type: Description:

Work Class:

Note 
Please fill in all fields.

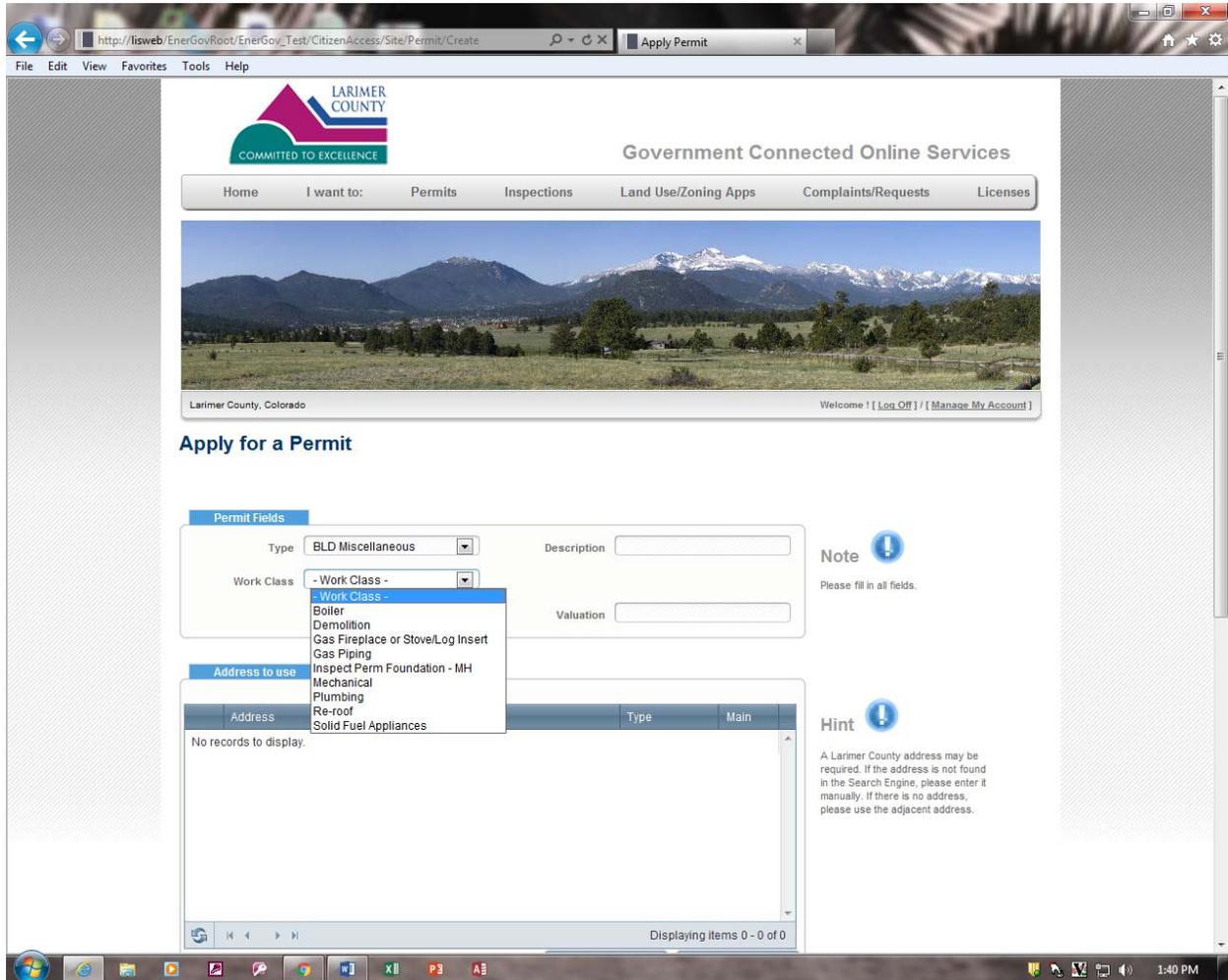
Address to use

Address	Type	Main
No records to display.		

Hint 
A Larimer County address may be required. If the address is not found in the Search Engine, please enter it manually. If there is no address, please use the adjacent address.

Displaying items 0 - 0 of 0

4. You will be directed to the permit application screen where you will need to select the type of permit that you are applying for. Select the appropriate **Type** and **Work Class** from the dropdowns. For Building Permits, the only type of permit you can apply for online is a Miscellaneous Permit. If the type of your permit is not a miscellaneous permit, then you need to come in to our office to apply for the permit.
5. **Please fill in all fields.** Fill in the description and valuation.

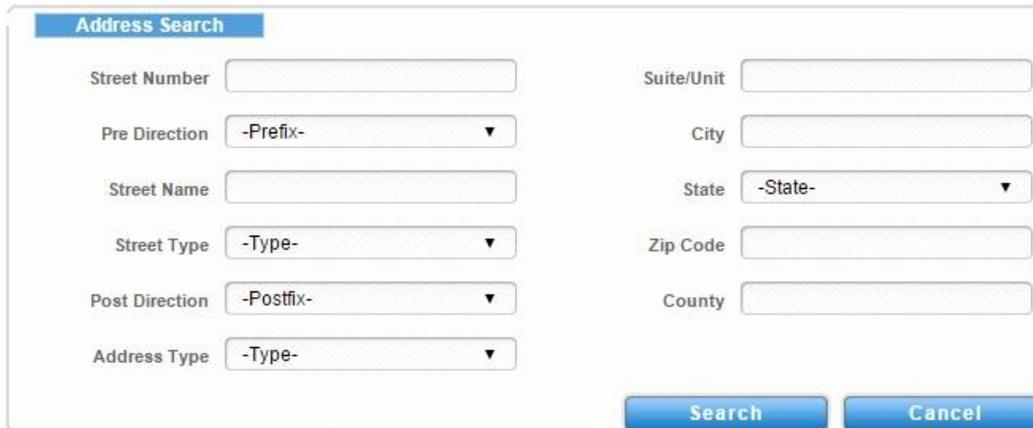


6. Next, fill in the **Additional Info** tab. The project info will vary depending on the Work Class you choose. Fill in all the fields.

Next, fill in the **Address to Use** tab. The address we need is the location address of where the permit will be issued to.

1. Click the **New Search** button to search for your address.

NOTE **Only** use Manual Entry if you are unable to locate the address by using the New Search button.



The image shows a web form titled "Address Search". It contains several input fields and dropdown menus arranged in two columns. The left column includes: "Street Number" (text input), "Pre Direction" (dropdown menu with "-Prefix-" selected), "Street Name" (text input), "Street Type" (dropdown menu with "-Type-" selected), "Post Direction" (dropdown menu with "-Postfix-" selected), and "Address Type" (dropdown menu with "-Type-" selected). The right column includes: "Suite/Unit" (text input), "City" (text input), "State" (dropdown menu with "-State-" selected), "Zip Code" (text input), and "County" (text input). At the bottom right of the form are two buttons: "Search" and "Cancel".

2. Enter the location address. You can put in as little as the street name and/or the street number, and then click the **Search** button.
3. Once the results appear, click **Select** next to the results to select an address.
4. It is very important that you select an address type of Location, and that you have searched for the Location address. Click **Save**.

NOTE If Save is not available, make sure that you have the Address Type selected.

Next, add a contact.

By default, the system will add the name of the user who is applying for the permit, to the permit as a contact. If you wish to add any additional contact, i.e. Contractor, Owner etc... just follow these steps. **You are required to add the applicant, contractor, and owner to the application.**

1. Click Add Contact.
2. Enter the Contact Type this person will be for this permit. For example, Applicant.
3. Enter the name and any other pertinent information and then click the Search button.
4. Select the contact by clicking the button next to the contact you want to add.

