



## [Adding Contractor\(s\) to a Permit Application in CityView Portal](#)

If you are applying for a permit through the City of Thornton's online portal and a contractor(s) is/are doing the work, the contractor company name must be added as a contact. Follow these instructions to ensure the contractor is linked to the permit.

- NOTE: PLEASE DO NOT ADD the contractor as a new contact.
- ADD THE CONTRACTOR FROM THE ADDRESS BOOK.

### 1. **Step:** Contacts

When you get to the **Contacts** step in the permit application, you will automatically appear as the Applicant. Whether you are a contractor, homeowner, or other party applying for the permit the contractor(s) must still be added.

- A. Click on the [Add Business Or Contact From Address Book](#) hyperlink
- B. Select the **Contact Type**.
  - i. The options to select from are: Building Contractor, **Electrical Contractor**, **Plumbing Contractor**, or **Mechanical Contractor**.
    1. For a General Contractor or contractor other than Electrical, Plumbing or Mechanical select **Building Contractor**.
- C. Start typing the contractor name. A drop down will appear that matches your search criteria. The more you type the narrower the results will be. Select the correct contractor.
  - i. If you cannot find the contractor, make sure that the contractor is licensed with the City of Thornton, or check to make sure you have the correct name as it appears on our system.
    1. If you use an abbreviated name and the contractor is licensed under their full name, or a dba and the contractor is licensed under the corporate name you will not be able to find them.
- D. Click the **Add This Contact** button. You are now done adding contacts and can proceed to the next step in the application.

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Step 1: Application Type Step 2: Step 3: Step 4: Step 5: Contacts

**Address Book**

Required information is indicated with an asterisk (\*).

Contact Type\* Building Contractor

Search for a person or a business test contractor 2 llc

**Test Contractor 2 LLC (CB), Address:9500 Civic Center Dr, Phone:(303) 538-7417**

Add This Contact

Add New Contact | Add Business Or Contact From Address Book

Previous Step: Location Next Step: Upload Files

Submitting an application does not ensure you are able to pay for and obtain your permit immediately. Currently our process is taking about

Portal website: <https://cityviewportal.cityofthornton.net/>