

Portal Entry for a Residential Miscellaneous Fencing Permit

NOTE: The permit is not automatically issued. After you submit the application we will review for approval, once approved you will be able to make a payment. After payment is made, we will process and issue the permit. You can check the status of your permit application by returning to the portal.

Step 1 Permit Application – Description and Type

1. Application Type - Residential Miscellaneous
2. Describe Work – A brief description of the work to be performed to include material you are using, if it is new or a replacement, how high the fence will be, and how many lineal feet you are installing.
3. Building Use – Auto fills as residential; if this is for a commercial fence, change it by clicking the arrow at the end of the box.
4. Model – Skip
5. Subdivision – Skip
6. Phase – Skip
7. Filing – Skip
8. Number of Stories – Skip
9. Number of Units – Skip
10. Total Sq. Ft. – enter the **number of lineal feet**
11. Basement Finish check box leave **blank**
12. Type of Work RMIS – Select **Fence** from the drop down menu
13. Owner Builder – Is the property owner doing work? Select **No** (this is for our homeowner projects)
14. Next Step

Step 2 Work Items

1. Check the box next to **Fence**
2. Next Step

Step 3 Description of Work

1. SQ FT: Skip
2. Labor cost: fill in the amount for your labor
3. Material cost: fill in the amount for your material
4. Next Step

Step 4 Location of Work Being Done

1. Use Search for Address: the information will automatically populate and fill in the box below. **DO NOT ENTER AN ADDRESS IN THE BOX BELOW.** Do not click on “Can’t Find Address”. If your address is not located in the search, it is not in Thornton. Call the office for verification.
2. Next Step

Step 5 Contacts

1. The applicant will auto populate using your registration information.
2. Click the **Add Business Or Contact From Address Book** hyperlink to add a Building Contractor. Select **your** company name from the address book. **DO NOT** USE THE ADD NEW CONTACT link.

NOTE: If you are applying as a contractor you still need to add your company as the Building Contractor even if you are already listed as the Applicant.

3. Next Step

Step 6 Upload Files

1. An application is not necessary for fencing, however the Site/Key Plan is necessary. Make sure you upload this document so there will be no delay in your review. If you do not upload the document right away, there will be a reminder that pops up; just click on the OK button.

Step 7 Review and Submit

1. Review your application and make any corrections
2. Read and sign the application using the “Do you agree?” drop down box
3. Complete the Captcha (the characters in the image).
4. Submit application

This completes the submittal process.