Portal Entry for a New Residential Boilerplate 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 New
2. Nature of work auto fills
3. Describe Work – A brief description such as Single Family Dwelling and the City of Thornton Project number
4. Building Use – Auto fills
5. Model – The Builders model name or number
6. Subdivision – Name of subdivision
7. Phase – the phase in which the project is being built
8. Filing – Subdivision filing
9. Number of Stories – enter # of stories
10. Number of Units – enter 1
11. Total Sq. Ft. - enter total sq. ft.
12. If this project is being built with the finished basement option check this box
13. Type of Work – Select Boilerplate from the drop down menu (Master Plan is used for submittal of a new master plan)
14. Owner Builder – Select No (this is for our homeowner projects)
15. SFD Details – Fill in or check the box
16. Next Step

Step 2 Permit Type
1. Building, electrical, plumbing, mechanical are already checked
2. Next Step

Step 3 Work Items
1. All appropriate work Items are already checked
2. Next Step

Step 4 Description of Work
1. From the Plan Review Model Record fill in the square footage for the finished, unfinished and garage (please ignore the Labor and Material cost boxes) For the Boiler Plate Quantity please enter 1. If the plan is being built with the finished basement option, please enter the square footages using that option.
2. For the Electrical, Mechanical, and Plumbing Work Items please enter 1 in the units box. (Again ignore the Labor cost and material cost boxes).
3. Next Step

Step 5 location of Work Being Done
1. Enter the street address for the project.
2. Next Step

Step 6 Contacts

1. The applicant will auto populate using your registration information. If the registration is with a person name please add a contact and insert the building contractor name.
2. Enter the contact information for the Electrical, Mechanical and Plumbing Contractors.
3. Next Step

Step 7 Upload Files
1. Please combine all files including the application into a single PDF for upload. Next Step

Step 8 Review and Submit
1. Review your application make any corrections
2. Read and sign the application using the "Do you agree?" drop down box
3. Complete the Captcha.
4. Submit application

This completes the submittal process.