



## Community Development Online Portal Instructions For Contractors

Contractors can pay for permits, print permit cards, print approved applications and stamped plans as well as schedule inspections using the portal.

[Creating Your Account](#)

[Locating Your Permit](#)

[Paying For Your Permit](#)

[Printing Your Permit Card](#)

[Printing Your Approved Application and Plans](#)

[Scheduling An Inspection](#)

[Canceling An Inspection](#)

[Need assistance?](#)

For instructions on how to view, renew or pay for your license, view the [Renewal Instructions](#).



## Creating Your Online Account:

(for contractors with existing license only)

- Do not register using the portal. Instead please call 303.438.6370 - option 5, and staff will create your online account.
- You will receive an email with instructions on how to access your account. Check your Spam emails.
- Follow the link in the email to access the Online Portal. Alternatively, you can also access the Online Portal from the Building Division Home Page at [www.broomfield.org/Building](http://www.broomfield.org/Building) :

Home » Live » Departments » Community Development » Building

### Building Division Home Page

**Responsibilities**  
As a part of the Community Development Department, the Building Division is dedicated to keeping our community safe by issuing building permits, making inspections, reviewing plans, and enforcing building codes for all construction in the City and County of Broomfield. Our highly trained employees deliver services in a professional and respectful manner to maintain and improve the quality of life for our residents.

[Daily Inspection List](#)   [Contractors Page](#)   [Homeowners Page](#)   **[Online Portal](#)**   [Public Records Search](#)

• Please review our [Public Access Guide](#) for instructions on how to maneuver through the system and access our permit database.

• Contractors can use our [Citizen Access Guide](#) for instructions on how to access their permits and licenses.

**FAQs...view more**

- [Do I need a building permit for my project?](#)
- [How long does it take to get a building permit?](#)
- [How much will my permit cost?](#)
- [Do I need a contractor's license to get a permit?](#)
- [I am thinking about a home improvement project and have questions. Who can I ask?](#)
- [What are your office hours?](#)

- First-time users will need to select Forgot Password

**public access**  
log in  
register  
**forgot password**

### Citizen Access

Email Address:

Password:

Need to find a permit, select Public Access on the side menu.

New users for Sales Tax select register below to create your profile.

Contractors for Community Development please call 303.438.6370

[log in](#)   [register](#)

[Click here to view site's browser compatibility](#)



- Enter your email address and click on Submit.

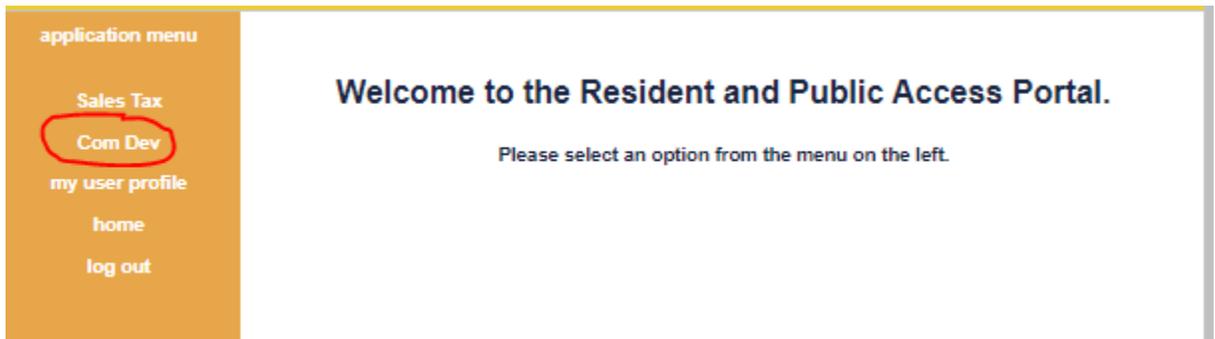
- You will receive an email with a temporary password. Check your Spam email.
- Select and Copy that password, return to the login screen. If you copy and paste the password into the system and it does not work, try hand-typing it in.

- Enter your email address and temporary password and click **log in**.  
Be careful not to enter your email address multiple times in the Forgot Password screen or you will receive multiple passwords.
- Do not Register. We have already registered you and you can simply log in.
- You know you are logged in when you see the message "Welcome to the Resident and Public Access Portal".
- Once you are logged in, you can change the password under User Profile.



## Locating Your Permit:

- Login to the Citizen Access / Resident and Public Access Portal.  
(While logged in, you will only be able to see records your contractor's license is associated with.)



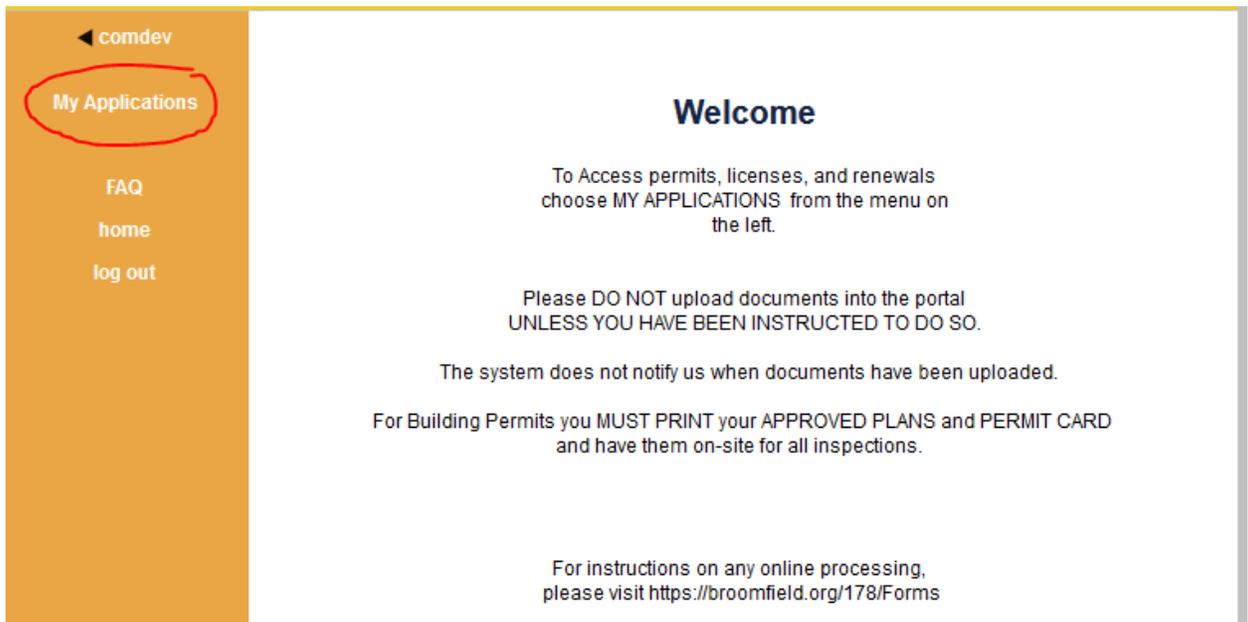
application menu

- Sales Tax
- Com Dev**
- my user profile
- home
- log out

### Welcome to the Resident and Public Access Portal.

Please select an option from the menu on the left.

- Click on Com Dev



◀ comdev

- My Applications**
- FAQ
- home
- log out

### Welcome

To Access permits, licenses, and renewals choose MY APPLICATIONS from the menu on the left.

Please DO NOT upload documents into the portal UNLESS YOU HAVE BEEN INSTRUCTED TO DO SO.

The system does not notify us when documents have been uploaded.

For Building Permits you MUST PRINT your APPROVED PLANS and PERMIT CARD and have them on-site for all inspections.

For instructions on any online processing, please visit <https://broomfield.org/178/Forms>

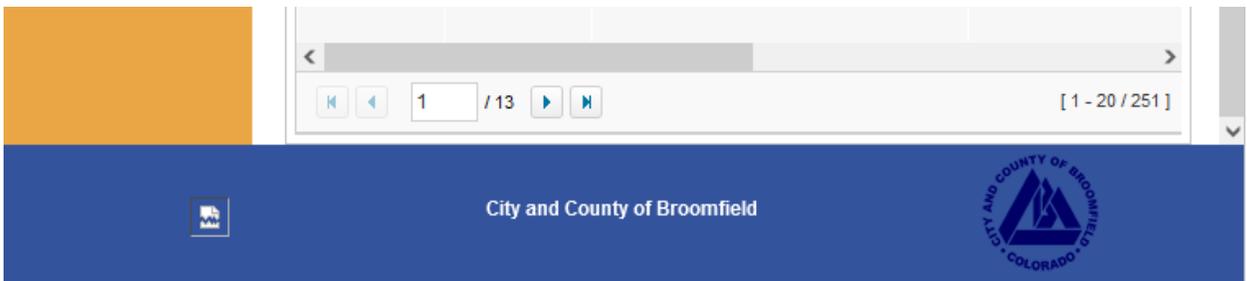
- Click on My Applications



## My Applications

Please select an option from the menu on the left.

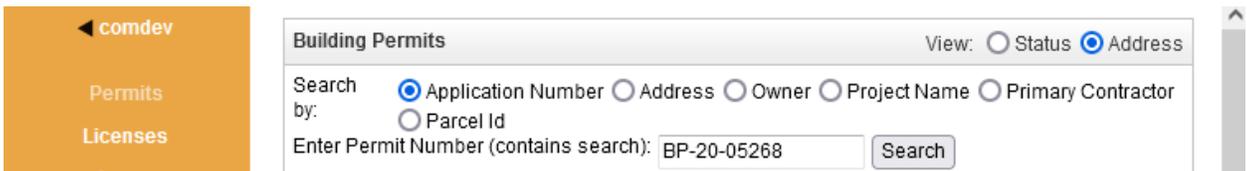
- Click on Permits



- You can search for any permit by scrolling down through the list. At the bottom of the page you can click on the arrow to go to the next page. There is also a scroll bar you can use to view additional permit information such as Owner, Contractor, Project Name, and Parcel ID.



- To narrow your search use any of the options:



- To search by permit number, move the dot to Application Number and then enter all or part of your permit number. The system will search for all permit numbers that contain the search criteria you entered. For example, BP-20-05268, or 20-05268, or 05268, will give the same results.



The screenshot shows the 'Building Permits' search interface. On the left is a navigation menu with 'comdev', 'Permits', 'Licenses', and 'home'. The main panel has a 'View:' dropdown set to 'Address'. Under 'Search by:', 'Address' is selected. The 'Street No From:' field contains '1', and the 'Street:' field contains 'descombes'. A 'Search' button is visible.

- To search by address, move the dot to Address. Enter the Street Number, skip the next box, and then enter the Street Name. Do not enter the Direction Suffix (E, W, N, S), or the Designation (Ave, Dr, Loop, Pkwy, St). If your search comes back with no results, try shortening the street name.

The screenshot shows the 'Building Permits' search interface. 'Owner' is selected under 'Search by:'. There are two input fields: 'Enter Owner First Name (contains search):' and 'Last Name (contains search):'. The 'Last Name' field contains the text 'city'. A 'Search' button is visible.

- To search by Owner, move the dot to Owner and enter the Owners First Name or Last Name. If the owner is a business, put part of the business name in the Last Name box.

The screenshot shows the 'Building Permits' search interface. 'Project Name' is selected under 'Search by:'. There is one input field: 'Enter Project Name (contains search):'. A 'Search' button is visible.

- To search by Project Name, move the dot to Project Name and then enter a key word or project type in the box, for example, remodel, a/c, roof, water heater, windows.

The screenshot shows the 'Building Permits' search interface. 'Primary Contractor' is selected under 'Search by:'. There is one input field: 'Enter Contractor Business (contains search):'. A 'Search' button is visible.

- To search by Primary Contractor, move the dot to Primary Contractor and then enter part of the Contractors business name.



- ◀ comdev
- Permits
- Licenses
- home
- log out

**Building Permits** View:  Status  Address

Search by:  Application Number  Address  Owner  Project Name  Primary Contractor  Parcel Id

School District	<input type="text"/>	Subdivision	<input type="text"/>	Filing	<input type="text"/>
Block	<input type="text"/>	Lot	<input type="text"/>	City	<input type="text"/>
Township	<input type="text"/>	Range	<input type="text"/>	Section	<input type="text"/>
Quarter Section	<input type="text"/>	GIS Pin	<input type="text"/>		

- To search by the **Parcel ID**, move the dot to Parcel Id and enter pertinent information. The less you enter the more results you will get.

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- Permits
- Licenses
- home
- log out

**Building Permits** View:  Status  Address

Search by:  Application Number  Address  Owner  Project Name  Primary Contractor  Parcel Id

Street No From:  To:  Street:  Secondary No:

**Click on a row to view details**

Number	Submitted	Address	Permit Class
BP-22-01183	03/30/2022	1 DESCOMBES DR	B-Add/Alt Tenant Finish
BP-21-03981	08/31/2021	1 DESCOMBES DR	B-Graywater Permit
BP-21-02116	05/18/2021	1 DESCOMBES DR	B-Add/Alt Hvac Comme

- Click on a row to view the details.



## Paying For Your Permit:

- Login to the Citizen Access / Resident and Public Access Portal, locate your permit (Directions Above), and click on it.
- The permit will open in the Summary tab.

comdev Back Refresh

Summary Parties Attributes Fees Reviews Inspections Attachments

Details

Application #:	BP-20-05268
Classification:	B-Add/Alt Basement Finish
Address1:	1 DESCOMBES DR
Address2:	
Parcel ID:	B-BRM CITY C-2--1-BF-1S-69W-36-SW-157536313001

comdev Back Refresh

Summary Parties Attributes Fees Reviews Inspections Attachments

Details

Application #:	BP-20-05268
Classification:	B-Add/Alt Basement Finish
Address1:	1 DESCOMBES DR

- Click on the Fees tab



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- Permits
- Licenses
- home
- log out

Back Refresh

<input type="checkbox"/>	Description	Amount	Balance
<input type="checkbox"/>	B-Electrical Permit Add/Alt Fee:	\$83.25	\$83.25
<input type="checkbox"/>	B-Mechanical Permit Add/Alt Fee:	\$54.00	\$54.00
<input type="checkbox"/>	B-Plumbing Permit Add/Alt Fee:	\$139.25	\$139.25
<input type="checkbox"/>	B-Use Tax CIP Fund A:	\$348.75	\$348.75
<input type="checkbox"/>	B-Use Tax Gen Fund A:	\$465.00	\$465.00
<input type="checkbox"/>	B-Use Tax Open Space A:	\$58.13	\$58.13
<input type="checkbox"/>	B-Use Tax County A:	\$93.00	\$93.00
Total:		\$1,241.38	\$1,241.38

Print Fees

Pay Balance

- Click on this box. This box will mark all the boxes. If you skip this step and click on Pay Balance, a box will appear that says “Nothing to Pay”.
- If you choose not to use this box, please hand select all the boxes for fees that are due.

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- Permits
- Licenses
- home
- log out

Back Refresh

<input checked="" type="checkbox"/>	Description	Amount	Balance
<input checked="" type="checkbox"/>	B-Electrical Permit Add/Alt Fee:	\$83.25	\$83.25
<input checked="" type="checkbox"/>	B-Mechanical Permit Add/Alt Fee:	\$54.00	\$54.00
<input checked="" type="checkbox"/>	B-Plumbing Permit Add/Alt Fee:	\$139.25	\$139.25
<input checked="" type="checkbox"/>	B-Use Tax CIP Fund A:	\$348.75	\$348.75
<input checked="" type="checkbox"/>	B-Use Tax Gen Fund A:	\$465.00	\$465.00
<input checked="" type="checkbox"/>	B-Use Tax Open Space A:	\$58.13	\$58.13
<input checked="" type="checkbox"/>	B-Use Tax County A:	\$93.00	\$93.00
Total:		\$1,241.38	\$1,241.38

Print Fees

Pay Balance

- Once all of the boxes are checked, you can click on the Pay Balance button. If you do not pay for all fees due, your permit cannot be issued and you will not be able to print your permit card.



- ◀ comdev
- Permits
- Licenses
- home
- log out

### Enter Payment Information

Enter Payment Information Here

Module	App No	Amount
PERMIT	BP-20-0526i	\$1241.38
<b>Total Payment:</b>		<b>\$1241.38</b>

### Payment Source

Payment Type:  One Time

Card Type:

Credit Card Number:

CW:  [Help Me Find It!](#)

Expiration Date:

Name:

Billing Address:

City:

State:  Zip:

- Enter your payment information, and click next. On the next screen you will Confirm and click on **Submit**. You should receive a receipt via email confirming your payment has been received.



## Printing Your Permit Card

- Login to the Citizen Access / Resident and Public Access Portal, locate your permit (Directions Above), and click on it. The permit will open in the Summary tab.

comdev

Permits

Licenses

home

log out

Back Refresh

Summary Parties Attributes Fees Reviews Inspections Attachments

Details

Application #: BP-20-05268

Classification: B-Add/Alt Basement Finish

Address1: 1 DESCOMBES DR

- Click on the arrow.

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Permits

Licenses

home

log out

Back Refresh

Parties Attributes Fees Reviews Inspections Attachments Printables

Details

Application #: BP-20-05268

Classification: B-Add/Alt Basement Finish

Address1: 1 DESCOMBES DR

- Click on **Printables**

comdev

Permits

Licenses

home

log out

Back Refresh

Parties Attributes Fees Reviews Inspections Attachments Printables

You need Adobe Acrobat Reader in order to use this feature. Download Reader

Print

Date	Type	Number	Description	Sub Type
8/26/22	Permit	Print BP-20-05268	Basement Finish (Test)	INITIAL

- Download Reader if needed, and then Click on **Print BP-xx-xxxx**

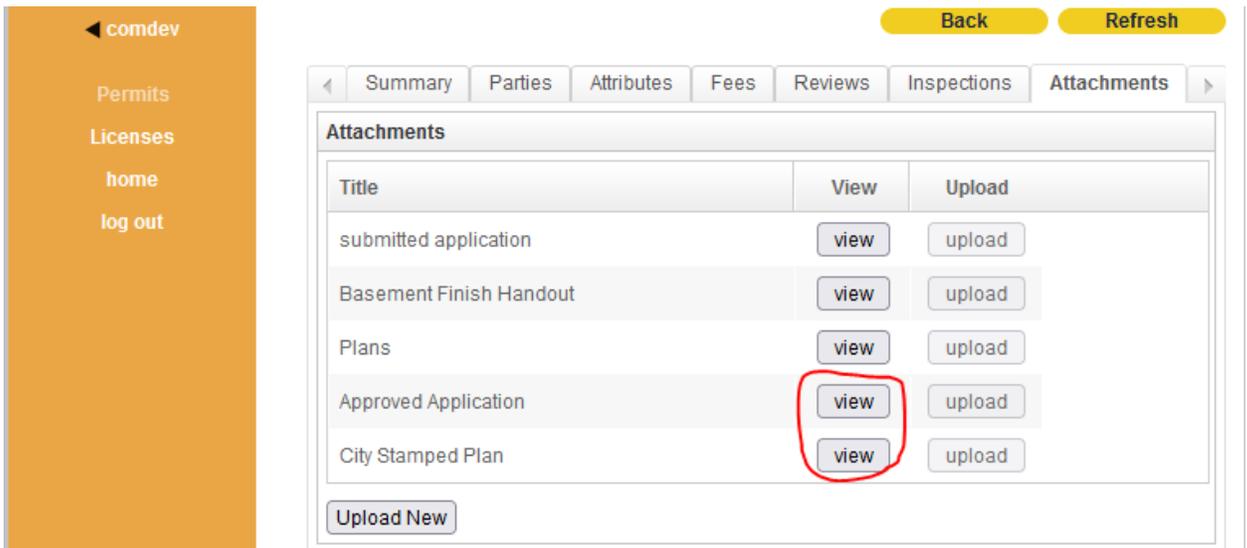


## Printing Your Approved Application and Plans

- Login to the Citizen Access / Resident and Public Access Portal, locate your permit (Directions Above), and click on it. The permit will open in the Summary tab.



- Click on **Attachments**.

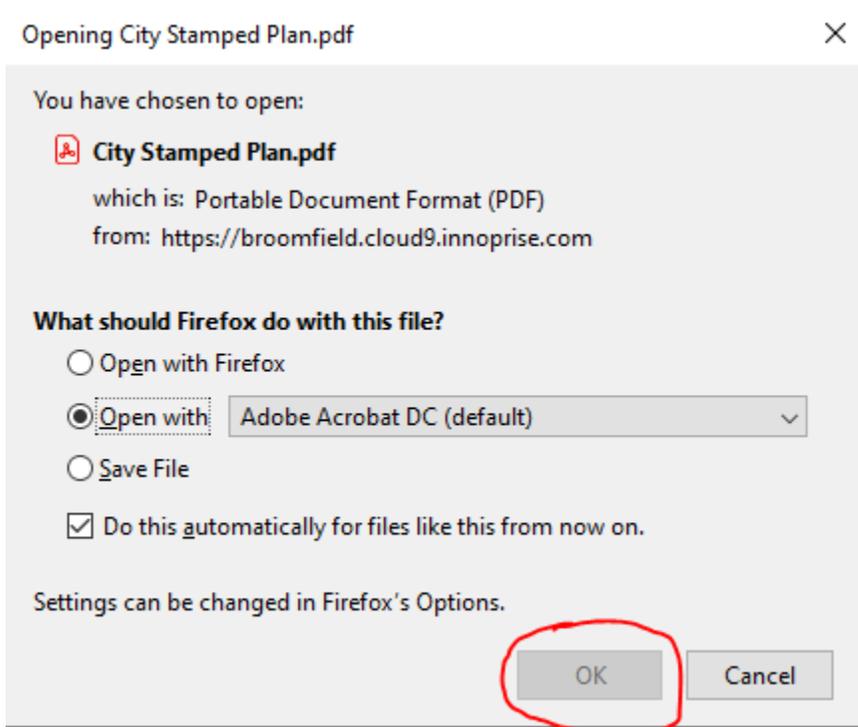


- Click on one of the documents you wish to print. **Always print the City Stamped Plans and have them onsite for all inspections.**

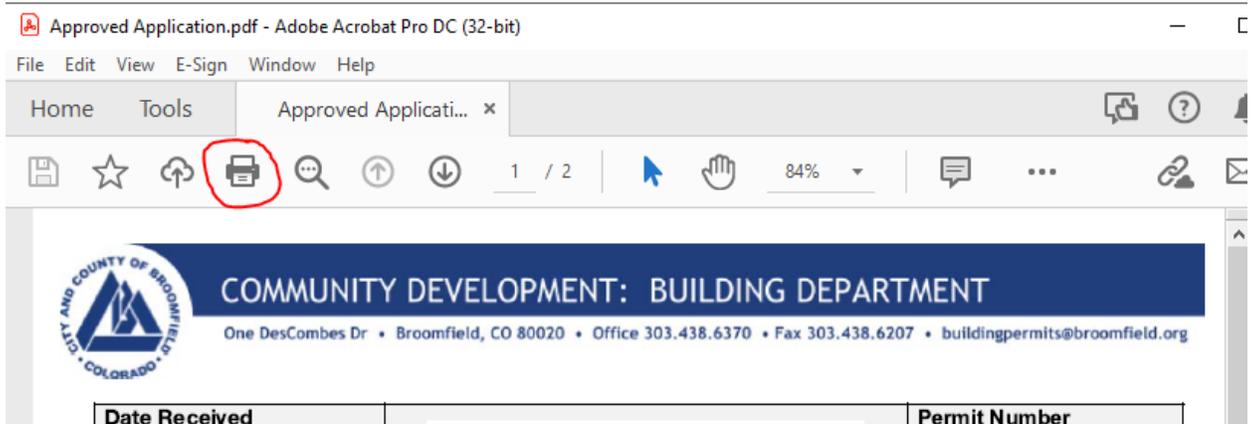


# COMMUNITY DEVELOPMENT

One DesCombes Drive • Broomfield, CO 80020 • 303.438.6389 • www.broomfield.org



- Click on OK



- Click on the printer.
- Be sure to have your Permit Card (directions above) and Approved Plans on-site for all inspections to avoid Inspection Penalty Fees.
- Do not upload documents into the portal unless you have been instructed to do so. The system does not notify us when documents have been uploaded.



## Scheduling An Inspection:

- Login to the Citizen Access / Resident and Public Access Portal, locate your permit (Directions Above), and click on it. The permit will open in the Summary tab.

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes 'comdev', 'Permits', 'Licenses', 'home', and 'log out'. The main content area has a top bar with 'Back' and 'Refresh' buttons. Below this is a tabbed interface with tabs for 'Summary', 'Parties', 'Attributes', 'Fees', 'Reviews', 'Inspections', and 'Attachments'. The 'Inspections' tab is highlighted with a red circle. The 'Details' section below the tabs shows the following information:

Application #:	BP-20-05268
Classification:	B-Add/Alt Basement Finish
Address1:	1 DESCOMBES DR
Address2:	

- Click on Inspections

The screenshot shows the 'Inspection List' page. The navigation menu is the same as in the previous screenshot. The main content area has a top bar with 'Back' and 'Refresh' buttons. Below this is a tabbed interface with tabs for 'Summary', 'Parties', 'Attributes', 'Fees', 'Reviews', 'Inspections', and 'Attachments'. The 'Inspection List' tab is active. A yellow highlight is placed over the text 'Click on a row to view details and scheduling options'. Below this is a table with the following data:

Order	Inspection	Round	Scheduled	Completed	Result	Is Final
1	B-Comb Basement Roughs	1				
1	B-Plbg Underground/General	1				
2	B-Bldg Drywall Screw/Res	1				
3	B-Comb Basement Finals	1				Y

Below the table is a 'Detail' section.

- Click on the inspection you wish to schedule.
- Order 1 must be completed before Order 2 can be scheduled and so on.
- The “Y” under “Is Final” is only an indicator that this is a Final Inspection and once all Final Inspections are completed then the system will close the permit.



- ◀ comdev
- Permits
- Licenses
- home
- log out

[Back](#) [Refresh](#)

◀ Summary Parties Attributes Fees Reviews **Inspections** Attachments ▶

### Inspection List

All  Current

**Click on a row to view details and scheduling options**

Order	Inspection	Round	Scheduled	Completed	Result	Is Final
1	B-Comb Basement Roughs	1				
1	B-Plbg Underground/General	1				
2	B-Bldg Drywall Screw/Res	1				
3	B-Comb Basement Finals	1				Y

**Detail: B-Comb Basement Roughs -> Round: 1**

[Schedule](#) [Cancel Inspection](#) [Print Inspection Ticket](#)

No Comments [Refresh](#)

Attachments [Fetch](#)

- Click on **Schedule**

- ◀ comdev
- Permits
- Licenses
- home
- log out

[Back](#) [Refresh](#)

◀ Summary Parties Attributes Fees Reviews **Inspections** Attachments ▶

### Schedule Inspections

**Inspection: B-Comb Basement Roughs**

Enter your preferred date.

Requested date (subject to approval)  

Notes to inspector

[Request Inspection](#) [Back](#)

- Click on the **calendar** and **select a date**, add a note for the inspector if needed.



comdev Back Refresh

Summary Parties Attributes Fees Reviews Inspections Attachments

**Schedule Inspections**

**Inspection: B-Comb Basement Roughs**

Enter your preferred date.

Requested date (subject to approval) 09/30/2022

Notes to inspector

Request Inspection Back

- Click on **Request Inspection**

comdev Back Refresh

Summary Parties Attributes Fees Reviews Inspections Attachments

**Schedule Inspections**

**Inspection: B-Comb Basement Roughs**

Request successfully made. Scheduled Inspection Date: 09/30/2022

Back

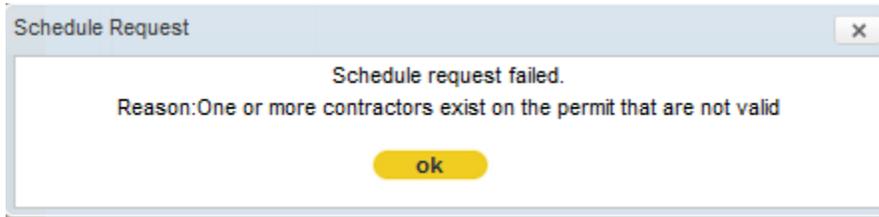
- If your inspection was successfully made you will receive a confirmation message.

Schedule Request x

Schedule request failed.  
Reason: No inspectors are available on this date

ok

- If your request was **not approved** a message box will appear with the reason.
- If the message you receive says “**No inspectors are available on this date**”, please continue to select another date until you receive confirmation that your request was successful.



- If the message you receive says **“One or more contractors exist on the permit that are not valid”** please call 303.438.6370 and select option 5 to speak with a Permit Technician.

## Canceling An Inspection:

- Inspections can be canceled using the Online Portal prior to the day of your inspection.
- If you wish to cancel an inspection on the day of the inspection you must call 303.438.6370 and select option 5. You must cancel before 8:30am in order to avoid a reinspection fee.
- To cancel an inspection, login to the Citizen Access / Resident and Public Access Portal, locate your permit (Directions Above), and click on it. The permit will open in the Summary tab.



- Click on **Inspections**



Order	Inspection	Round	Scheduled	Completed	Result	Is Final
1	B-Comb Basement Roughs	1	09/30/2022			
1	B-Plbg Underground/General	1				
2	B-Bldg Drywall Screw/Res	1				
3	B-Comb Basement Finals	1				Y

- Click on the inspection you wish to cancel and then click on **Cancel Inspection**.
- **Please note** that once you click this button and try another date you may not get your original date back. If you wish to see if the inspection can be moved without losing your current date, please contact a Permit Technician at 303.438.6370 and select option 5.
- The system will ask you to confirm your request for cancellation.

- Click on **OK**. You will then get a notification that Inspection was successfully cancelled.
- You can now proceed to reschedule.



## Assistance:

If you are having difficulty, please email us at [buildingpermits@broomfield.org](mailto:buildingpermits@broomfield.org), or call the Building Department at 303-438-6370 and select option number 5 to speak with a Permit Technician.