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 :

- First-time users will need to select Forgot Password

- 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.
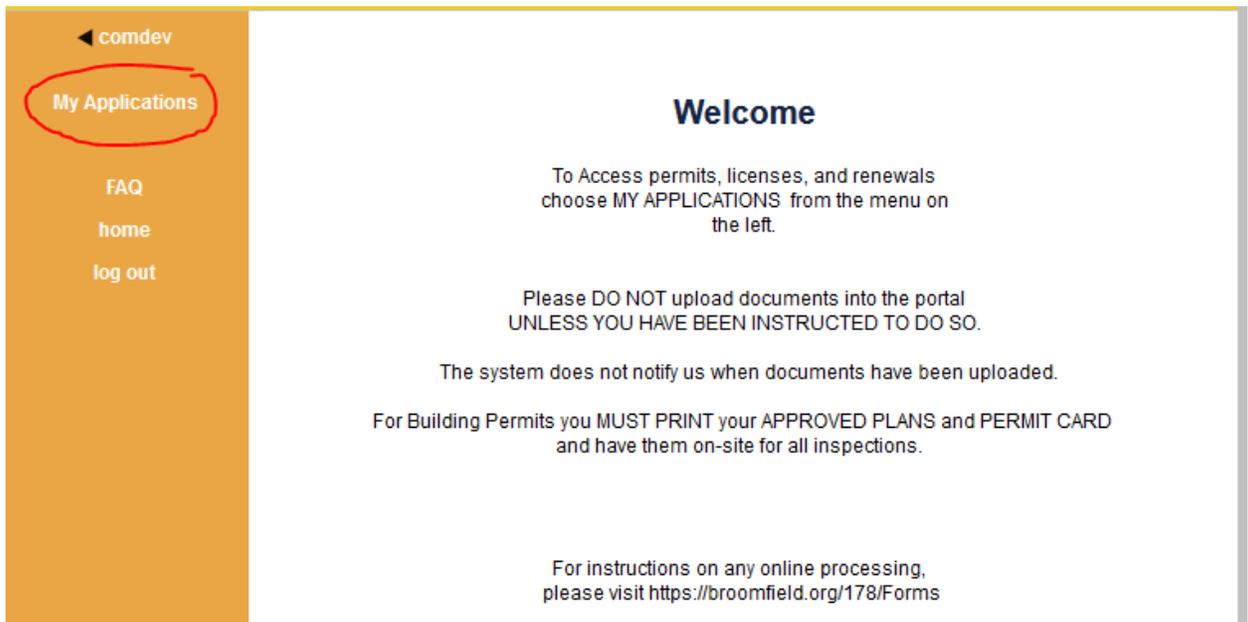 (While logged in, you will only be able to see records your contractor's license is associated with.)
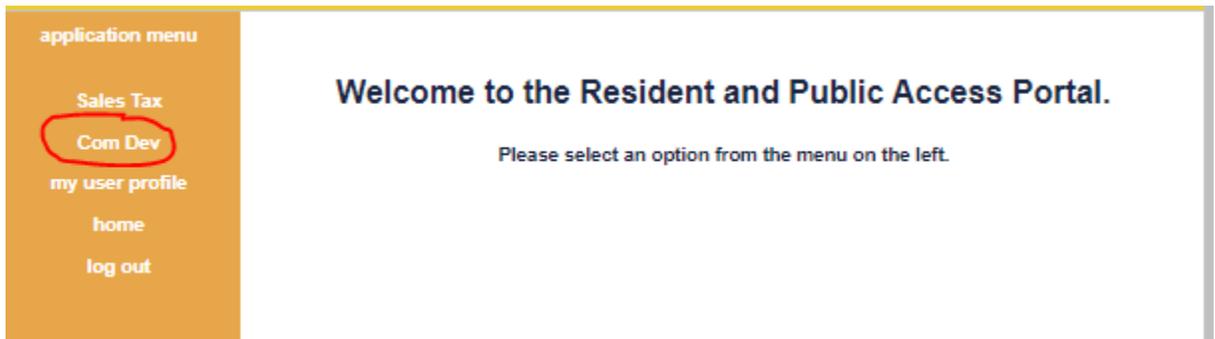
application menu

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.

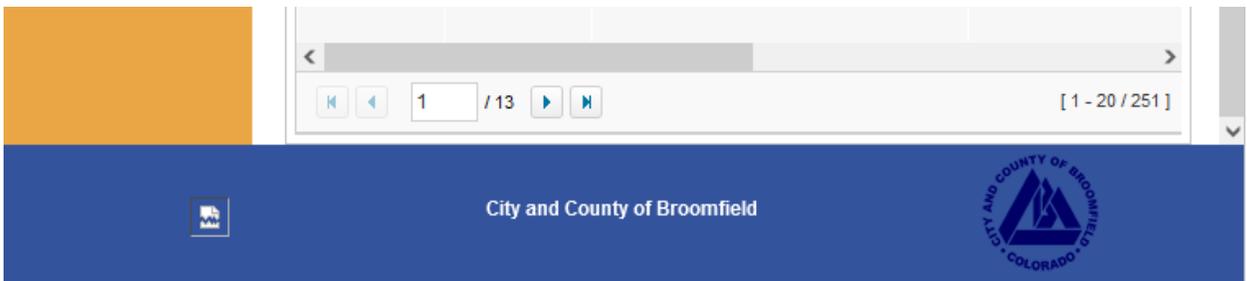For instructions on any online processing,
please visit https://broomfield.org/178/Forms
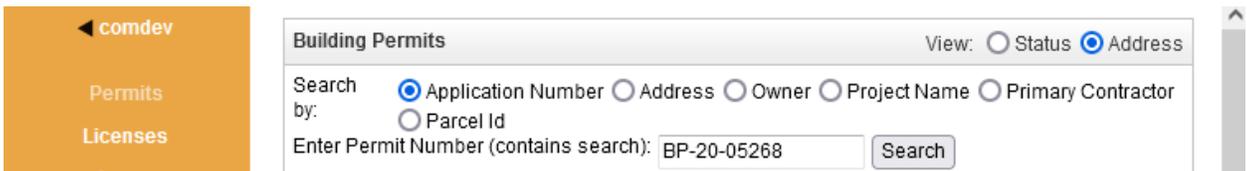
- Click on My Applications

- 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.

- 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.

- 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.

- 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.

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

- 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.

- **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.

- Click on the **Fees** tab

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- 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.

- 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-20-0526	$1241.38
Total Payment:		**$1241.38**

Payment Source

Payment Type: ◉ One Time

Card Type:	Mastercard ⌄
Credit Card Number:	
CVV:	☐ **Help Me Find It!**
Expiration Date:	⌄ 2022 ⌄
Name:	
Billing Address:	
City:	
State:	Zip:

cancel   next

- **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.

- Click on the arrow.

- Click on **Printables**

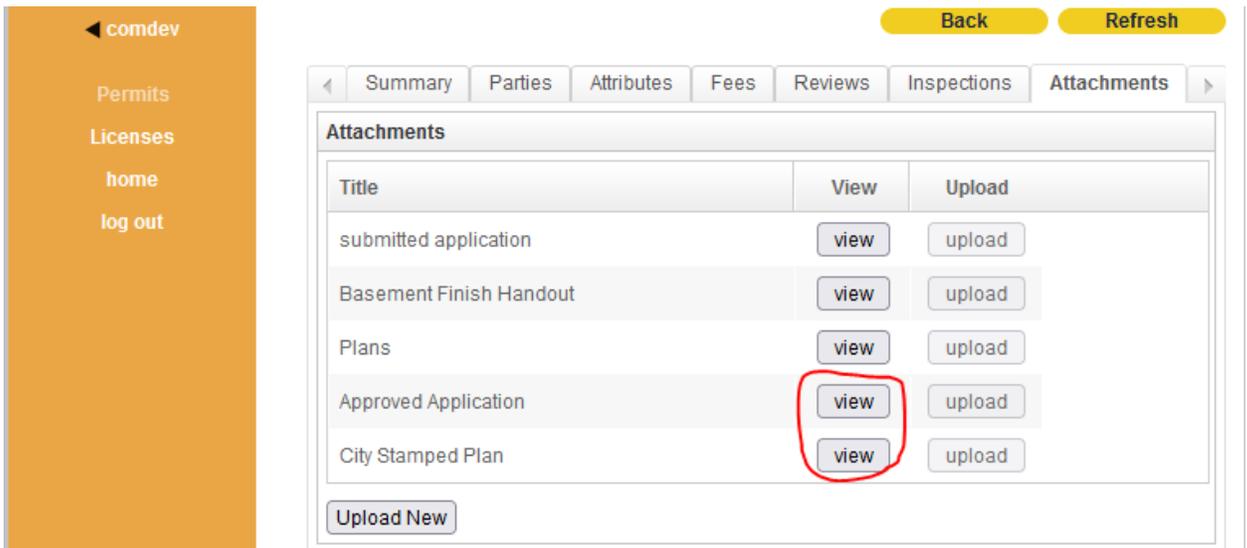- Download Reader if needed, and then **Click on Print BP-xx-xxxx**

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.
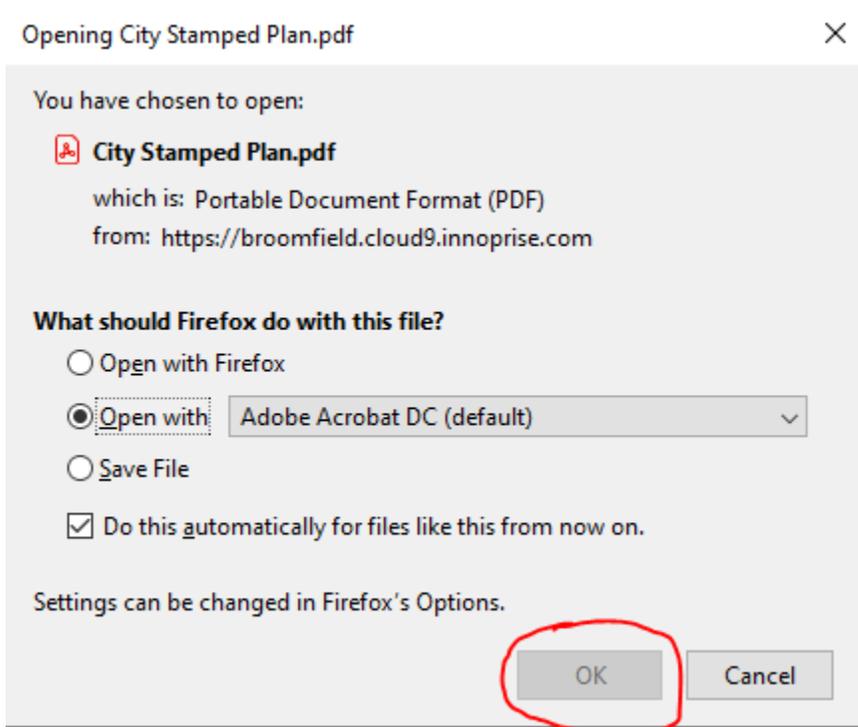

● Click on **Attachments**.

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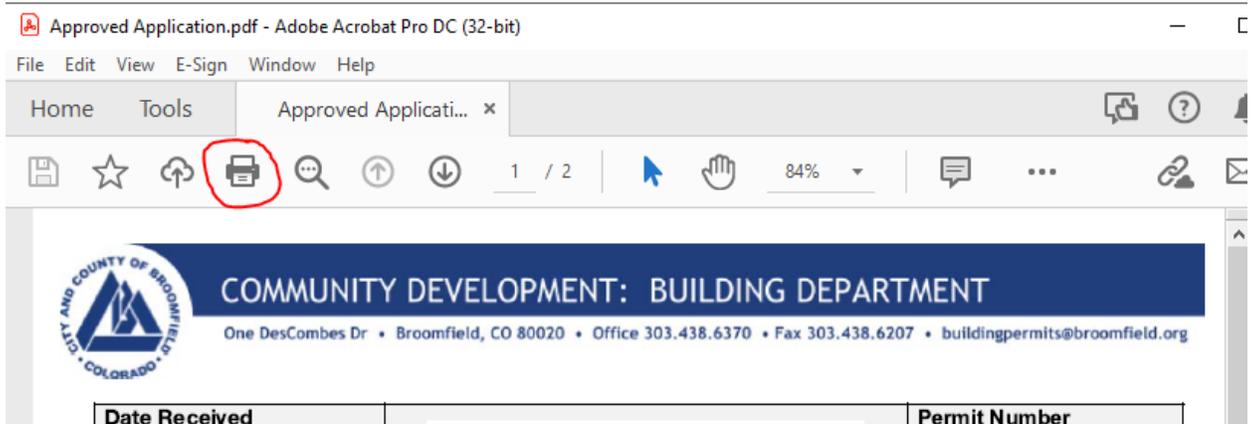
● Click on **OK**

● 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.

- Click on **Inspections**

- **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.

- Click on **Schedule**

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

- Click on **Request Inspection**

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

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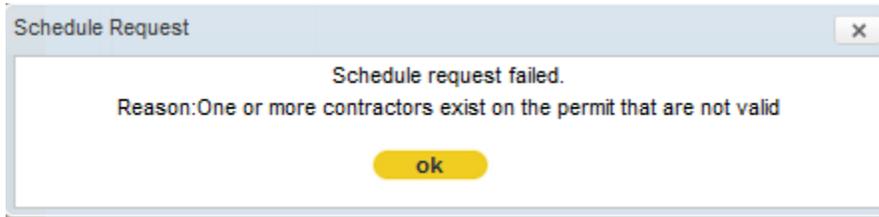
- If the message you receive says **"One or more contractors exist on the permit that are not valid"** please call 303.438.6370 and select option 5 to speak with a Permit Technician.

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**

- 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, or call the Building Department at 303-438-6370 and select option number 5 to speak with a Permit Technician.