- 1. Go to onlineportal.larimer.org
- 2. If you do not have an account, please click on "Register". If you have an account, please click on "Log On".
- 3. Click on the top section that says "Permits"
  - Apply for a Permit
  - Fill in Permit Fields Valuation is just the number (Ex: 5000)

LARIMER					
COMMITTED TO EXCELIENCE		Government Cor	Government Connected Online Services		
Home I want to:	Permits Inspections	Land Use/Zoning Apps	Complaints/Requests Licenses		
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- 4. Additional Info:
  - Fill in Project Info
  - For Reroof Permits Enter information on ALL reroof tabs
- 5. Address:
  - Click New Search
  - ONLY put street number and first letter of street name Click search Do not put in city, state, zip code
  - Select correct address Save
  - Address Type is Location (this is the location where the work will be done) Save

Street Number			Suite/Unit	
Pre Direction	-Prefix-	•	City	[
Street Name	[		State	-State-
Street Type	-Туре-	•	Zip Code	[
Post Direction	-Postfix-	T	County	[
Address Type	-Type-	•		

**NOTE:** If you are searching for the address correctly and unable to get the address to populate, it is most likely not in our jurisdiction. Please check the <u>www.larimer.org/assessor</u> (Property Records, Enter Address, Look at Tax District for jurisdiction information).

- 6. Contact Search You will first search our database for the homeowner's name
  - Add contact
  - Contact Type Owner
  - Enter first name and last name Search
    - If owner is found, click on them Add Selected
    - If owner is not found, click ADD NEW
  - Fill in each required field with accurate information and click the ADD button

	First Name 🌱	Last Name 🌱				
0	DEER PARK	LIMITED LLC				
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0	AKN	PROPERTIES LLC				
С	Housing Authority Of The	Housing Authority Of The				
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14	4 1 × H				Displaying	items 1 - 8 of 8
Con	npany:		Title:			
	npany: ct ID #: ID-000002760		Title: Main Address:	3441 Chu	rchill Rd	
	and the second se			3441 Chu	rchill Rd	

- 7. Applicant Add Me
  - The system will automatically add you as the applicant
- 8. Contractor Add New
  - Fill in all required fields.
  - (Favorites): If the person that you have added is someone that you will use again in the future, add them to your Favorites by selecting the white star next to their name which turns yellow to indicate a favorite.
- 9. You will set Contact Type for Owner, Applicant, Contractor
- 10. Click the **Submit** button at the bottom of the screen

Select
Submit

- 11. Pay Fees A new screen with pop up with a permit number. Go to the bottom of that pay and click on **Pay Fees**.
- 12. Within 3 business days the Building Department will process the permit and you receive an email stating the permit has been issued.
- 13. Log in to the online portal, click on the permit number, go to the box labels **Attachment Details** to print your permit documents.

Troubleshooting Errors:

- Make sure all required fields are filled in.
- Make sure you have a Contractor, Applicant, Owner.
- Make sure the valuation is **just a number**, no decimal or dollar sign.
- Make sure you searched for an address by using the number and first letter of street name ONLY.