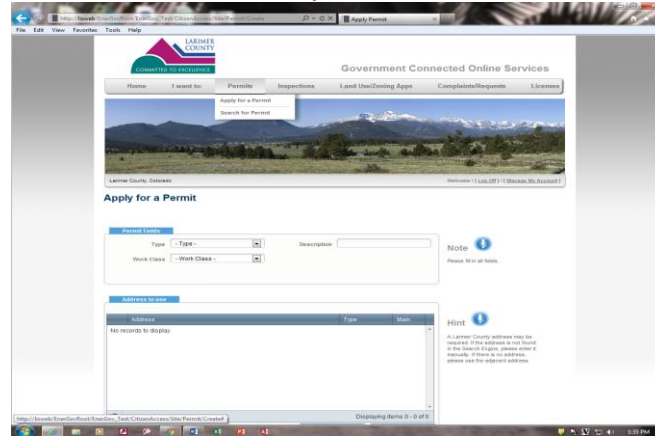# MISCELLANOUS PERMIT ONLINE

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)

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

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 www.larimer.org/assessor (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

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

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.