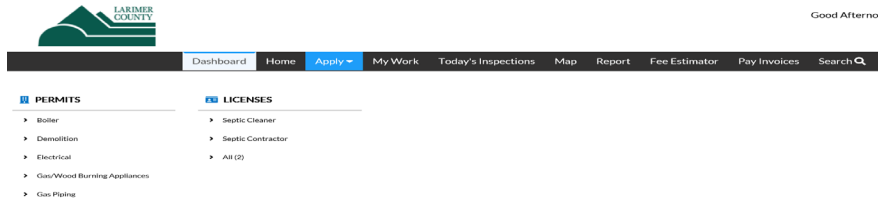
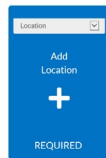


Miscellaneous Permit - Apply ONLINE Instructions

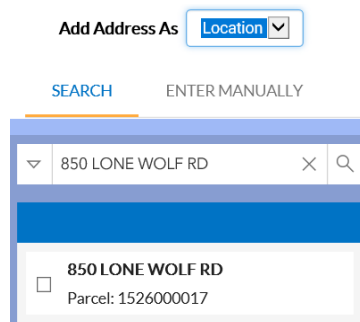
1. Go to onlineportal.larimer.org
2. If you do not have an account, please click on “Register”. If you have an account, please click on “Log On”.
3. Click the down arrow next to Apply and select the Permit that you would like to apply for



4. Location – Add the location where the work is to be performed
 - Click the + sign



- On the next screen:
 - Selection LOCATION for address
 - Enter **ONLY** the street number and first letter of street name
- Select the correct address and click APPLY



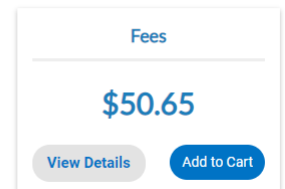
NOTE: If you are searching for the address correctly and unable to get the address to populate, it is most likely not in our jurisdiction. Please check the larimer.org/assessor (Property Records, Enter Address, Look at Tax District for jurisdiction information). **If you choose to enter the address manually, do not pay at submittal, until we can verify the jurisdiction.*

5. Select Next - Add the required permit details - Select Next
6. Click on Add Contact
 - **Applicant** - The system will automatically add you as the applicant
 - **Owner** - Click Add Contact to add the Homeowner - Search by last name
 - The system will search our database for the contact. If the name doesn't exist, enter it manually
 - If entering manually, fill in all required fields and click submit
 - **Company** - Search the company performing the work/pulling the permit
 - ★ **FAVORITE A CONTACT** - When searching, make sure to click the star to save as a favorite contact

7. Click Next and fill out all “Project Info” fields that pertain to your permit.
8. Click Next and do not add any attachments, click next
9. Review - This screen allows you to review everything you entered. Go back to make changes or click submit.
10. If submitted successfully, you will see this screen:

✔ Your application was successfully submitted!

[Continue to permit](#)



11. Pay Fees - Click on Add to Cart to pay the fees
12. Within 3 business days the Building Division will process the permit and you will receive an email stating the permit has been issued.
13. **PERMIT DOCUMENTS** - Log in to the portal, click on the permit number, go to **Attachments** and print permit documents.

Troubleshooting Errors:

- Make sure all required fields are filled in.
- Make sure you have a Contractor, Applicant and Owner.