

# ACA Citizen Portal - Guide for Combo Permits

<https://aca.ci.longmont.co.us/CitizenAccess/>



Welcome to the **Citizen Portal** page. This website allows users to submit various types of applications or code complaints. This website will also allow users to search existing permit information for any address within the city of Longmont. The current available applications are:

- Building
  - Combo Permit - Residential
  - Combo Permit - Multifamily
  - Combo Permit - Commercial
  - Fence
- Enforcement
  - Create a Complaint
- Licenses
  - Contractor Application
  - Backyard Chicken Hens
  - Wood Burning
  - Sales and Use Tax

This guide demonstrates how to apply for a **Building Permit**. There are three categories of these permits: Residential (Houses, Duplexes, and Condos); Multifamily (Apartments); Commercial (Non-residential building used for commercial use: Banks, Businesses, Restaurants)

## The Home Page

After loading the website, you will be directed to the **home page**. Please log into the account that is registered to you or your company. After logging in the home page will change to a profile page. Which will show all of your permits and applications in progress.

Home Building Enforcement Licenses Planning Public Works

Dashboard My Records My Account Advanced Search

Hello, [redacted] ← Registered account name

My Collection (0) View Collections

You do not have any collections right now.

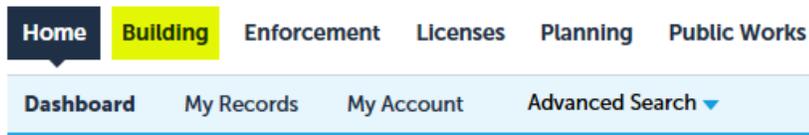
This area shows all permits that have been submitted by this account and all applications that have been saved but not submitted.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
RV Permit	18TMP- [redacted]	Licenses	1/2/2018 12:00:00 AM	<a href="#">Resume Application</a>
PV System - Residential	17TMP- [redacted]	Building	12/20/2017 12:00:00 AM	<a href="#">Resume Application</a>

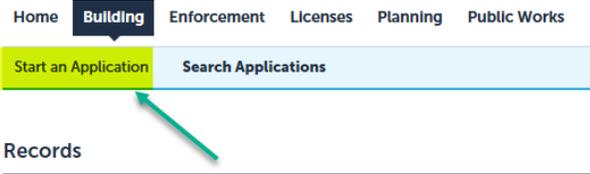
# Starting an Application

1. After logging into your account locate the “Building” tab and click on it to enter the Building page of the system.



Hello, [Redacted]

2. On this page you should see any permits that are linked to your account, search fields to look up older permits, and the “Start an Application” text to apply for a new permit. Click on the “Start an Application” text.



## Records

[Show on Map](#)

Showing 1-3 of 3 | [Download results](#) | [Add to collection](#) | [Copy Record](#)

<input type="checkbox"/>	Record Number	Action	Record Type	Address
<input type="checkbox"/>	17TMP-[Redacted]	<a href="#">Resume Application</a>	PV System - Residential	385 KIMBARK ST, LONGMONT CO 80501
<input type="checkbox"/>	B2017		Fence	385 KIMBARK ST, LONGMONT CO 80501
<input type="checkbox"/>	B2017		Combo Permit - Residential	385 KIMBARK ST, LONGMONT CO 80501

## Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

## General Search

3. Please read and accept the disclaimer to continue to the application.



## Online Application

Welcome to Longmont's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**

While the City of Longmont attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from various sources and are subject to change without notice.

I have read and accepted the above terms.

[Continue Application »](#)

Agree to the terms by clicking the box.

Press continue to start the application.

## Application Selection

The next page will be the location to select the application type. To complete an application for a Commercial combo permit please follow the steps listed below.

1. Click on the arrow next to “Combo” and then click the radio button next to “Combo Permit – Commercial”.

The screenshot shows a navigation menu with 'Home', 'Building', 'Enforcement', and 'Licenses'. Below the menu are two buttons: 'Start an Application' and 'Search Applications'. The 'Building' menu item is highlighted with a dark background. Underneath, the heading 'Select a Record Type' is followed by the instruction 'Choose one of the following available record types. For'. There is a search input field with a dropdown arrow and a 'Search' button. A list of record types is shown, with 'COMBO' expanded. Under 'COMBO', there are three radio buttons: 'Combo Permit - Commercial' (which is selected), 'Combo Permit - Multifamily', and 'Combo Permit - Residential'. Below these are three expandable categories: 'FENCE', 'FIRE', and 'PV SYSTEM'. A blue button labeled 'Continue Application »' is at the bottom. Two callout boxes with green borders and arrows point to the dropdown arrow next to 'COMBO' and the selected radio button for 'Combo Permit - Commercial'.

2. Click Continue to go to the next page.

This screenshot is identical to the one above, showing the application selection interface. The 'Continue Application »' button at the bottom is highlighted with a yellow background. A callout box with a green border and an arrow points to this button, containing the text 'Click continue to proceed'.

# General Information

Please follow the steps to submit a Combo Permit – Multifamily application.

1. On this page there will be an “Address” field that is required. The best way to search for this field is to type the street number and street name without the suffix into the corresponding field and click search.

Home **Building** Enforcement Licenses Planning Public Works

Start an Application Search Applications

Combo Permit -

1 Required Information	2 Application Information	3 Review	4 Pay Fe
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Step 1: Required Information > Location

Address

\*Street No.: Direction: \*Street Name: Street Type:

Unit Type: Unit No.:

City: State: Zip:

Search Clear

2. A screen will appear with all addresses that match the street number or name you provided. For example: “385” resulted in 4 address. Select the address that matches the area of work. For those that have more than one page of addresses please use the “Next” button towards the bottom on the list to advance to the next page of addresses. If the address you are looking for is not found please make sure the address is within the city of Longmont.

Home **Building** Enforcement Licenses Planning Public Works

## Address Search Result List

Addresses

Showing 1-4 of 4

Address	City	State	Zip
<input checked="" type="radio"/> 385 KIMBARK ST, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, 202, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, B, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, LONGMONT CO 80501	LONGMONT	CO	80501

Select Cancel

City: State: Zip:

Search Clear

- After selecting the address that matches the owner fields and parcel information will generate. If everything is correct please click the select button. If your address is not in our system please call Building Inspection to verify the address (3036518332).

### Address Search Result List

Address	City	State	Zip
<input checked="" type="radio"/> 385 KIMBARK ST, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, 202, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, B, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, LONGMONT CO 80501	LONGMONT	CO	80501

Please scroll down if you do not see the select button

### Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 131503407018	23	64	

### Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> UMB BANK NA	1670 BROADWAY ST DENVER CO 80202

Click "Select" to move forward

**Select** Cancel

- Verify the address information that is automatically brought in and click "Continue" to proceed.

Combo Permit

1 Required Information   2 Application Information   3 Review   4 Pay Fees   5 Record Issuance

Step 1: Required Information > Location \* indicates a required field

#### Address

[Use map to select work location](#)

\*Street No.: 385   Direction: --Select--   \*Street Name: KIMBARK   Street Type: ST

Unit Type: --Select--   Unit No.:

City: LONGMONT   State: CO   Zip: 80501

**Search**   **Clear**

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#### Parcel

[Use map to select work location](#)

\*Parcel Number: 131503407018

Lot: 23   Block: 64   Subdivision: --Select--   Parcel Area:

Legal Description: LOTS 23-32 2NC BLK 64 LONGMONT O T

**Search**   **Clear**

**Continue Application >**   **Save and resume later**

Click "Continue" to move forward

## General Information Pt. 2

On this page you will be required to include contact information for the permit. The required types are “Applicant” and “Contact”. There are other types of contacts you may add to the permit for clarification, such as “Owner” and “Contractor”. If you have contact information saved in your account and you are the main contact, then choose the “Select from Account” button to bring in that information (Skip to step 6 of this section). If you are not the main contact for the permit please use the “Add New” button to enter the main contact’s information.

1. To add a new contact please select the “Add New” button.

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Start an Application Search Applications

Combo Permit -

1 Required Information	2 Application Information	3 Review	4 Pay Fees
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Please read all of the instructions.

**Step 1: Required Information > Contacts**

You MUST enter contact information for the APPLICANT and a CONTACT. Select the contact type from the dropdown and fill in that persons information in the form below. When all the information is entered click SAVE to add that person to the record. Repeat those steps to add the next person to the application.

\* indicates a required field.

### Applicant and Contacts

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Required Contact Type	Minimum
Applicant	1
Contact	1

Select "Select from Account" to enter your contact information.

Select from Account Add New

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Continue Application > Save and resume later

2. Select the type of contact you want to add. Remember that “Applicant” and “Contact” types are the two required. Click “Continue” to proceed.

Select Contact Type Select Contact Type Select Contact Type

\*Type: --Select--

\*Type: --Select--  
Applicant  
Contact  
Contractor  
Engineer  
Owner

\*Type: Applicant

Continue Discard Changes Continue Discard Changes Continue Discard Changes

3. Enter the applicant information in the provided fields. Please be aware of spelling. Click continue to proceed.

### Contact Information

\*First: TEST \*Last: TESTER

Full Name / Business Name

\*Address Line 1: 34094

\*City: Longmont \*State: CO \*Zip: 80501-

Home Phone: 303-303-3003 Work Phone: Mobile Phone:

Fax:

E-mail: genericmail@genenc.com

Continue Discard Changes

- Repeat the process but select "Contact" instead of "Applicant". Enter the contact person's information in the form and click continue to add in the main contact information.

## Select Contact Type

\* Type:

--Select--  
 Applicant  
 Contact  
 Contractor  
 Engineer  
 Owner

[Continue](#) [Discard Changes](#)

- After doing this for both contact types there should be two green check marks next to each required type. Click the "Continue Application" button to continue. Skip to the next section of this guide.

Combo Permit -

1 Required Information	2 Application Information	3 Review	4 Pay Fees	5 Record Issuance
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### Step 1: Required Information > Contacts

You MUST enter contact information for the APPLICANT and a CONTACT. Select the contact type from the dropdown and fill in that persons information in the form below. When all the information is entered click SAVE to add that person to the record. Repeat those steps to add the next person to the application.

\* indicates a required field.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Required Contact Type	Minimum
Applicant	1
Contact	1

[Select from Account](#) [Add New](#)

✔ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
TEST TESTER		Applicant			genericemail@generic.com	<a href="#">Edit</a> <a href="#">Delete</a>
TEST TESTER		Contact				<a href="#">Edit</a> <a href="#">Delete</a>

[Continue Application »](#) [Save and resume later](#)

- If you have contact information saved on your account and you are the main contact, please use the "Select from account" button.

Home **Building** Enforcement Licenses Planning Public Works

[Start an Application](#) [Search Applications](#)

Combo Permit -

1 Required Information	2 Application Information	3 Review	4 Pay Fees
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[Continue Application »](#) [Save and resume later](#)

### Step 1: Required Information > Contacts

You MUST enter contact information for the APPLICANT and a CONTACT. Select the contact type from the dropdown and fill in that persons information in the form below. When all the information is entered click SAVE to add that person to the record. Repeat those steps to add the next person to the application.

\* indicates a required field.

### Applicant and Contacts

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Required Contact Type	Minimum
Applicant	1
Contact	1

[Select from Account](#) [Add New](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

[Continue Application »](#) [Save and resume later](#)

- Choose the associated contact from the list. Click "Continue" to proceed.

### Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	
<input type="radio"/> Associated Owner		UMB BANK NA

Associated Owner UMB BANK NA

**Continue** Discard Changes

- Next choose the type of contact this person will be. Remember that "Applicant" and "Contact" types are the two required. Click "Continue" to proceed.

### Select Contact from Account

### Select Contact from Account

\*Type: **Con**

- Select--
- Applicant
- Contact
- Contractor
- Engineer
- Owner

**Continue** Discard Changes

\*Type: Applicant

**Continue** Discard Changes

- Repeat steps 6, 7, and 8 but select "Contact" instead of "Applicant". After doing this for both contact types there should be two green check marks next to each required type. Click the "Continue Application" button to continue.

### Select Contact from Account

\*Type: Contact

**Continue** Discard Changes

#### Combo Permit -

1 Required Information	2 Application Information	3 Review	4 Pay Fees	5 Record Issuance
------------------------	---------------------------	----------	------------	-------------------

#### Step 1: Required Information > Contacts

You MUST enter contact information for the APPLICANT and a CONTACT. Select the contact type from the dropdown and fill in that persons information in the form below. When all the information is entered click SAVE to add that person to the record. Repeat those steps to add the next person to the application.

\* indicates a required field.

#### Applica

Make sure there are two check marks.

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Required Contact Type	Minimum
<input checked="" type="checkbox"/> Applicant	1
<input checked="" type="checkbox"/> Contact	1

Select from Account Add New

✔ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
TEST TESTER		Applicant			genericemail@generic.com	Edit Delete
TEST TESTER		Contact				Edit Delete

Click continue to proceed.

**Continue Application »** Save and resume later

# Licensed Professionals

**Contractors:** If you are a contractor applying for a permit please look up your contractor license with the city.

## 1. Click the “Look Up” button

Home Building Enforcement Licenses Planning Public Works

Start an Application Search Applications

Combo Permit -

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Step 1: Required Information > Licensed Professional \* indicates a required field.

### Licensed Professionals

To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

Looking Up

Showing 0-0 of 0

License Number	License Type	Business Name	Contact Name	Home Phone	Fax	Action
No records found.						

Continue Application » Save and resume later

2. Look up your contractor license by typing in the license number and click “Look Up”. Another way to search is by name of business. **Note:** Business names could be formatted differently in our system. For example Longs Peak could be spelled as Long’s Peak or Longspeak. If you can’t find your contractor license please call the building inspection department at (303)651-8332.

## Look Up License

License Type: --Select--

License Number (As assigned by the City):

Name of Business:

Business License #:

Address Line 1:

City: State: Zip:

Phone 1: Phone 2: Phone 3:

E-mail

Looking Up Clear Discard Changes

Enter license number then click search.

Use Name of business as a alternate method if you do not have your license number.

3. After looking up your license number the license will populate in the application. You should see a green checkmark saying that the license was added successfully. Please click “Continue” to proceed. If you get an error saying that you cannot proceed it might mean your contractor license is expired or your insurance is expired. Please update this information with a staff member in the Building department.

[Home](#) **[Building](#)** [Enforcement](#) [Licenses](#) [Planning](#) [Public Works](#)

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### Combo Permit -

1 Required Information	2 Application Information	3 Review	4 Pay Fees	5 Record Issuance
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### Step 1: Required Information > Licensed Professional

\* indicates a required field.

## Licensed Professionals

To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

[Look Up](#)

✔ Licensed professional added successfully.

Showing 1-1 of 1

License Number	License Type	Business Name	Contact Name	Home Phone	Fax	Action
D0201	Specialty	BL				<a href="#">Edit</a> <a href="#">Delete</a>

[Continue Application »](#)

[Save and resume later](#)

## Application Information

This next section will be everything specific to the type of job you are doing. Please describe the work in detail so our review team can process the application as quickly as possible. Please pay attention to the fields that populate at the bottom of the application. These fields are also required for submittal.

1. Please describe in detail the description of work.

### **Step 2: Application Information > Specific Information**

#### Detail Information

---

\* Detailed Description:

2. Next include any additional information you may have about the work area. These fields are not required.

#### Application Specific Information

---

##### GENERAL INFORMATION

Building Area:  SqFt

Number of Units:

Number of Stories:

Number of Buildings:

Total Lot Area:  SqFt

Plans Submitted:

3. Next select the work type that you will be doing. **Note:** As you select a work type additional information fields will appear at the bottom of the page. Fill out those fields, then press “Continue application” to proceed when completed

**WORK TYPE**

- Air Conditioner:**
- Furnace:
- Re-roof:
- Insulation:
- Lawn Sprinkler:
- Wood Stove:
- Wood Fireplace:
- Water Line Repair:
- Sewer Line Repair:
- Siding:
- Hot Water Heater:
- Awnings:
- Windows:
- Boiler:
- Foundation Repair:
- Structural Repair:
- Gas Line:
- Egress Window:
- Retaining Wall:
- RTU:
- Radon Vent:
- Electrical:
- Plumbing:
- Mechanical:
- Gas Fireplace:

After selecting a work type the accompanying information will load towards the lower part of the application.

Please fill out the additional information required. Each work type will have different information.

**AIR CONDITIONER**

Tons:

SEER:

**FURNACE**

**GAS FIREPLACE**

**Continue Application >**

Click continue to proceed

Save and resume later

## Application Information Pt. 2

This section will collect job value data and allow you to upload any documents that need to be attached with the application.

1. Please enter the Job Value amount in the field. Numbers only please.

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Start an Application Search Applications

Combo Permit -

1 Required Information	2 Application Information	3 Review
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Step 2 : Application Information > Documents

### Additional Information

\* Job Value(\$):

0

2. To attach documents please click the "Add" button to begin.  
Attachment

The maximum file size allowed is 500 MB.  
html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Type	Size	L
No records found.			

Add

Continue Application »

3. Click add again in the window that generates. Please take note that the maximum upload size is 500MB.

### File Upload

The maximum file size allowed is 500 MB.  
html;htm;mht;mhtml;exe are disallowed file types to upload.

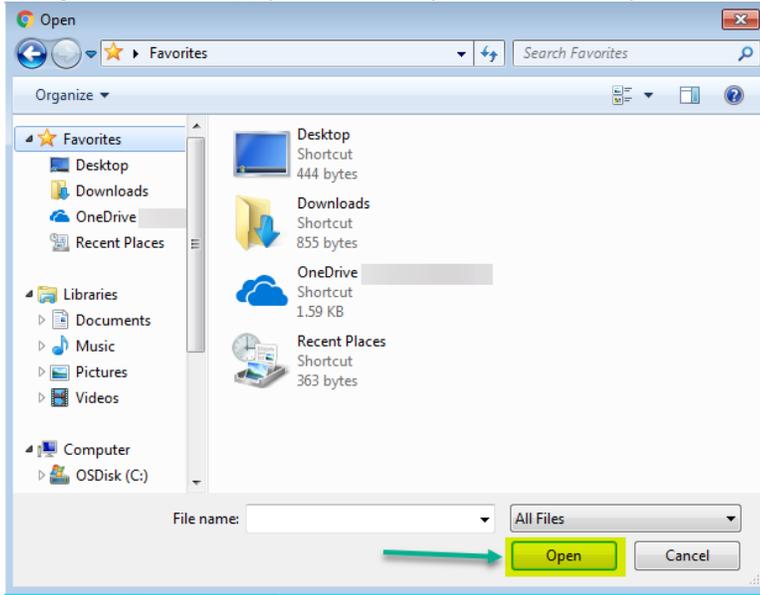
Continue

Add

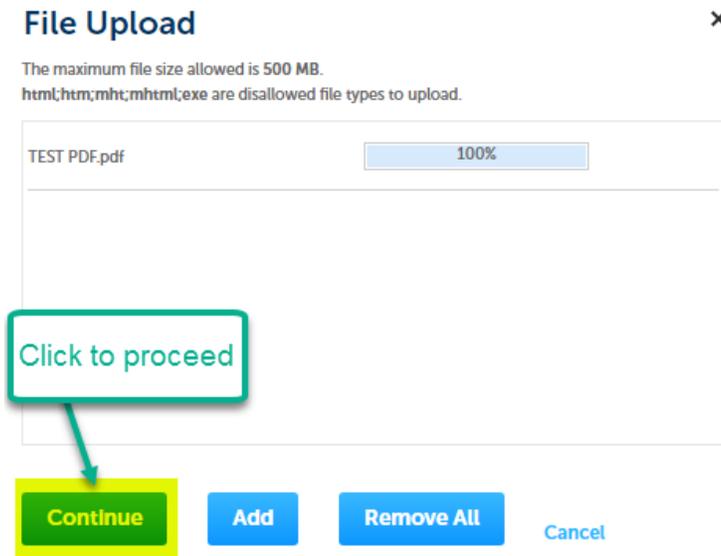
Remove All

Cancel

4. Navigate to the file(s) you want to upload and click open to add it to the application.



5. If you have more documents to add to the application, click the “Add” button again. When you are done uploading documents click the “Continue” button to proceed.



6. The document will be uploaded but not attached to the application. To complete the process please select the type of file it is and describe the file in detail. Most document types can be "Application", but please list drawings as "Drawings" and etc.

### Attachment

The maximum file size allowed is 500 MB.  
html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

\* Type:  
--Select--

File:  
TEST PDF.pdf  
100%

\* Description:

Click this button to remove any document you don't want.

Remove

Save Add Remove All  
Continue Application »

Save and resume later

7. Click save after entering the information.

\* Type:  
Application

File:  
TEST PDF.pdf  
100%

\* Description:  
Test application PDF]

Save Add Remove All  
Continue Application »

8. The page will show you a verification that the document was uploaded. Click “Continue application” to proceed. If you have uploaded a document in error please call the Building Inspection department to get it deleted.

Start an Application Search Applications



**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

Upload verification.

Combo Permit -

1 Required Information	2 Application Information	3 Review	4 Pay Fees	5 Issuance
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Step 2: Application Information > Documents

\* indicates a required field.

Additional Information

\* Job Value(\$):

Attachment

Use this button to view the details of the document.

The maximum file size allowed is 500 MB.  
html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
TEST PDF.pdf	Application	1.14 MB	04/12/2018	Actions ▾

Add

**Continue Application »**

Click to proceed

Save and resume later

# Review

This page will be the last page before your application is submitted. Please look over each section and make sure you have everything correct. To edit a section click the blue "Edit" button to the right of each section. Scroll to the very bottom of the page and click the box under the certification. Click the "Continue application" button to **SUBMIT** your application.

Home **Building** Enforcement Licenses Planning Public Works

Start an Application Search Applications

Combo Permit -

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Step 3: Review

Continue Application »

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

## Record Type

Combo Permit - Residential

Click here to edit a section.

## Address

Edit

385 KIMBARK ST  
LONGMONT CO 80501

## Owner

Edit

UMI [REDACTED]  
DENVER CO 80202

## Parcel

Edit

Parcel Number: 131503407018  
Lot: 23  
Block: 64

GAS FIREPLACE

Edit

## Additional Information

Edit

Job Value(\$):1,000.00

## Attachment

Edit

The maximum file size allowed is 500 MB.  
html,htm,mht,mhtml,exe are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
TEST PDF.pdf	Application	1.14 MB	04/12/2018	Actions ▼

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

Continue Application »

Click to submit application

Save and resume later

## Record Submittal

Please keep the record number provided at the end of the application for your records. Please continue to check on your permit status to complete payment and complete the permit issuance.

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### Combo Permit -

1 Required Information	2 Application Information	3 Review	4 Pay Fees	5 Record Issuance
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### Step 5 : Record Issuance



Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is B2018

Please keep this  
record number for  
your records.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

[Copy Record](#)

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#) (You must post the record in the work area.)