ACA Citizen Portal - Guide for Combo Permits
https://aca.ci.longmont.co.us/CitizenAccess/

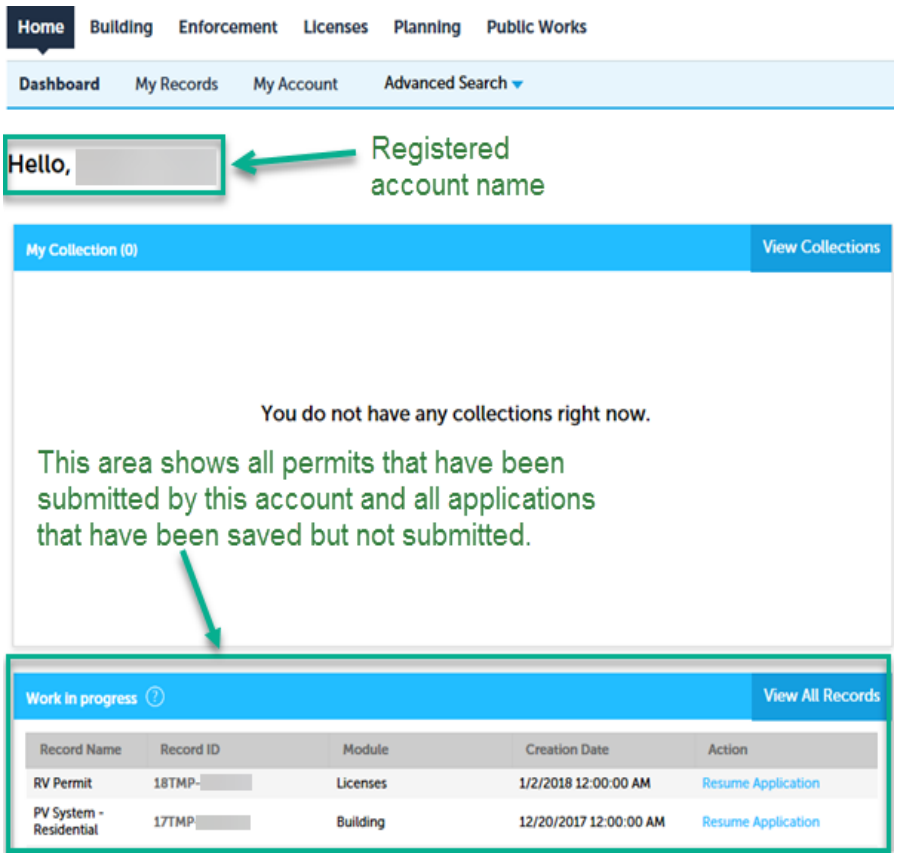
Welcome to the **Citizen Portal** page. This website allows users to submit various types of applications or code complaints. This website will also allow users to search existing permit information for any address within the city of Longmont. The current available applications are:

- 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)

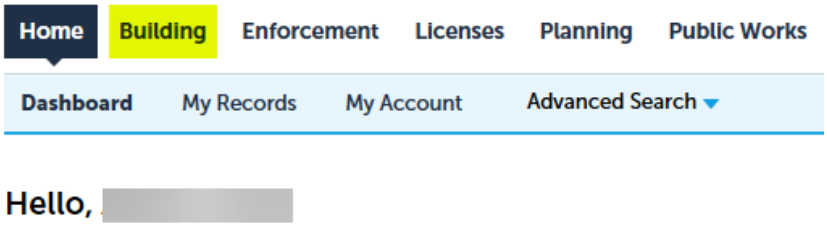
The Home Page

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.

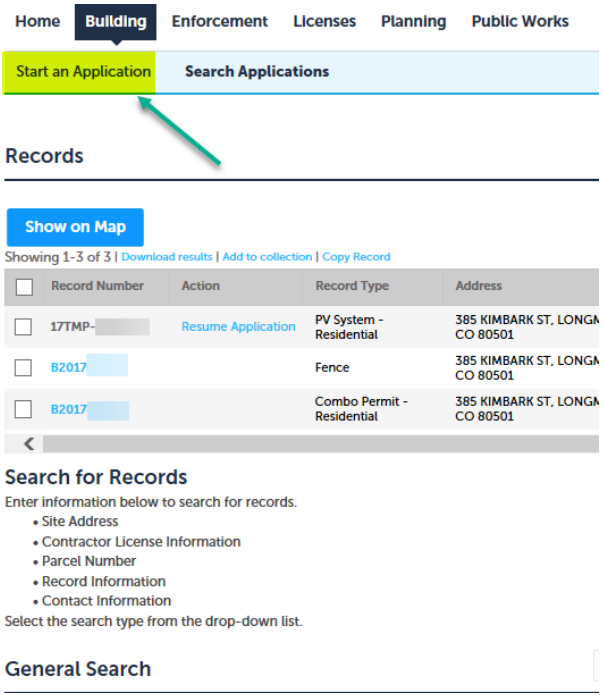


Starting an Application

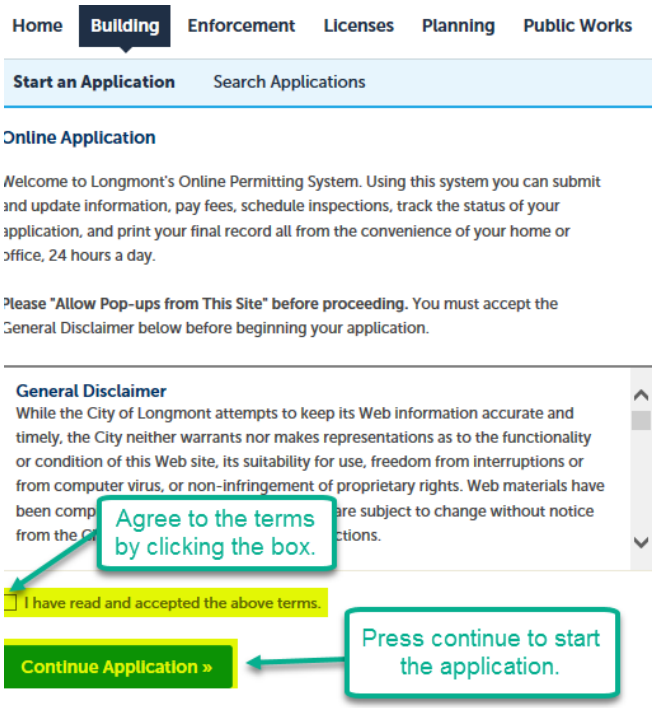
1. After logging into your account locate the “Building” tab and click on it to enter the Building page of the system.



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.



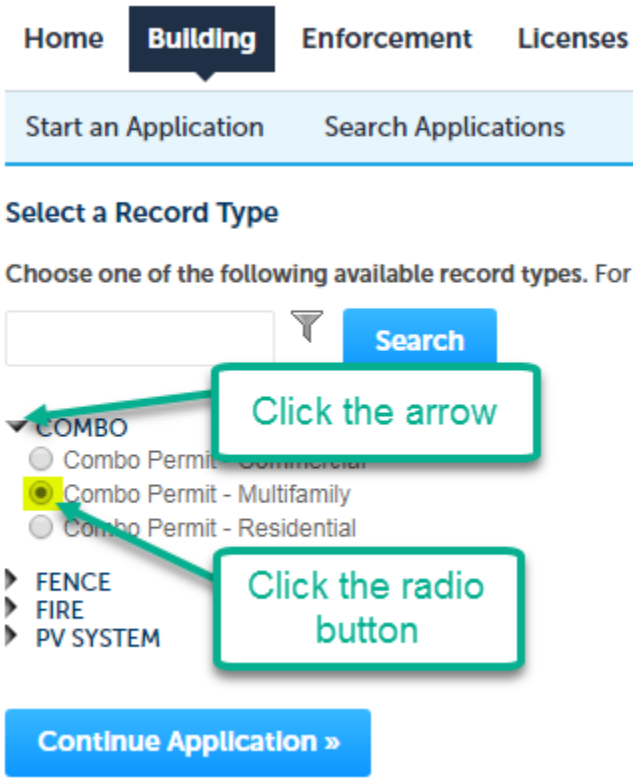
3. Please read and accept the disclaimer to continue to the application.



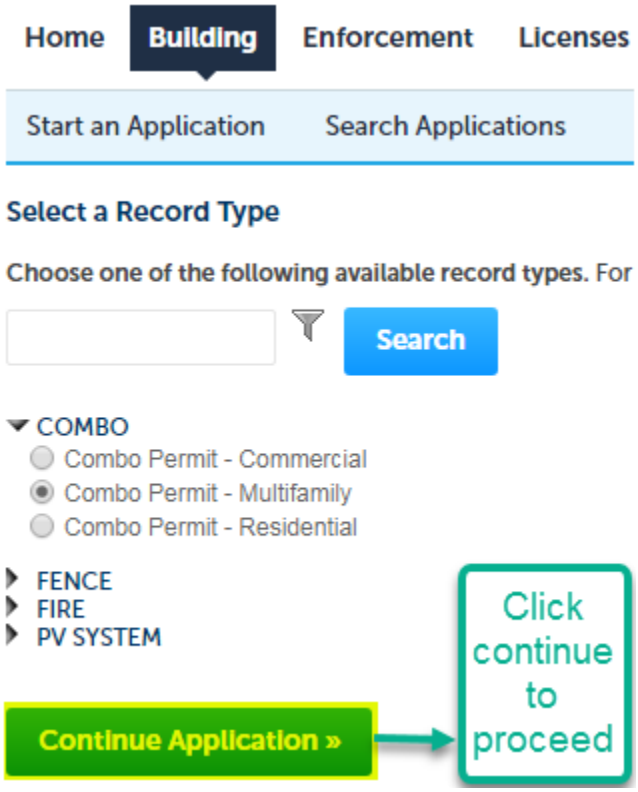
Application Selection

The next page will be the location to select the application type. To complete an application for a Multifamiy 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 – Multifamily**".



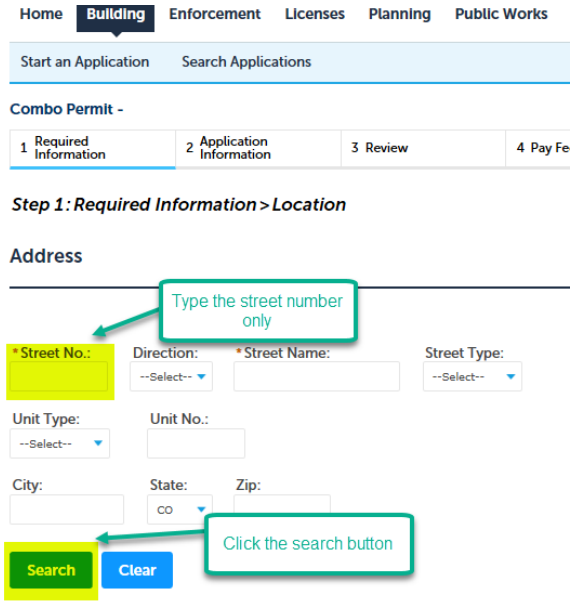
2. Click Continue to go to the next page.



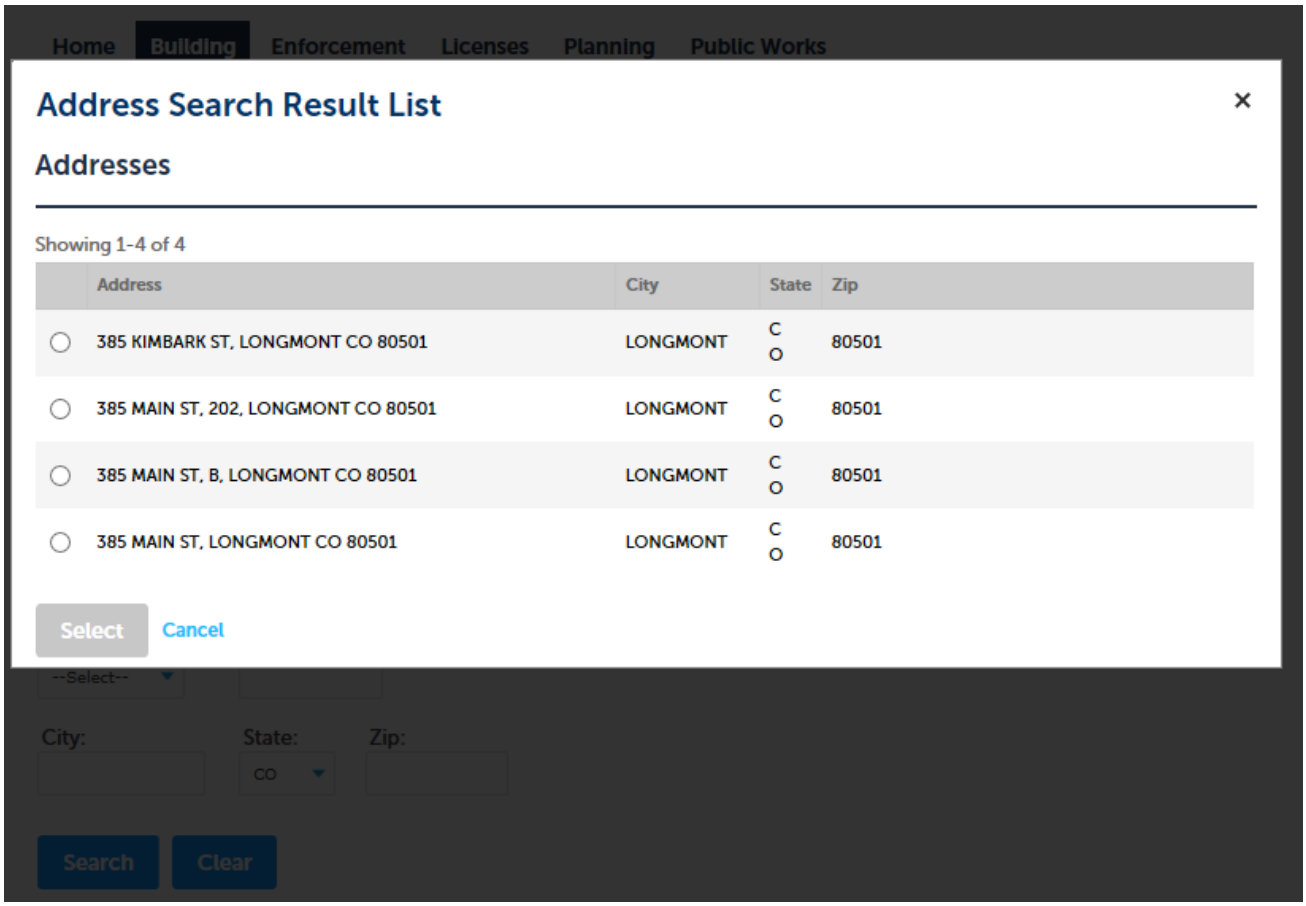
General Information

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

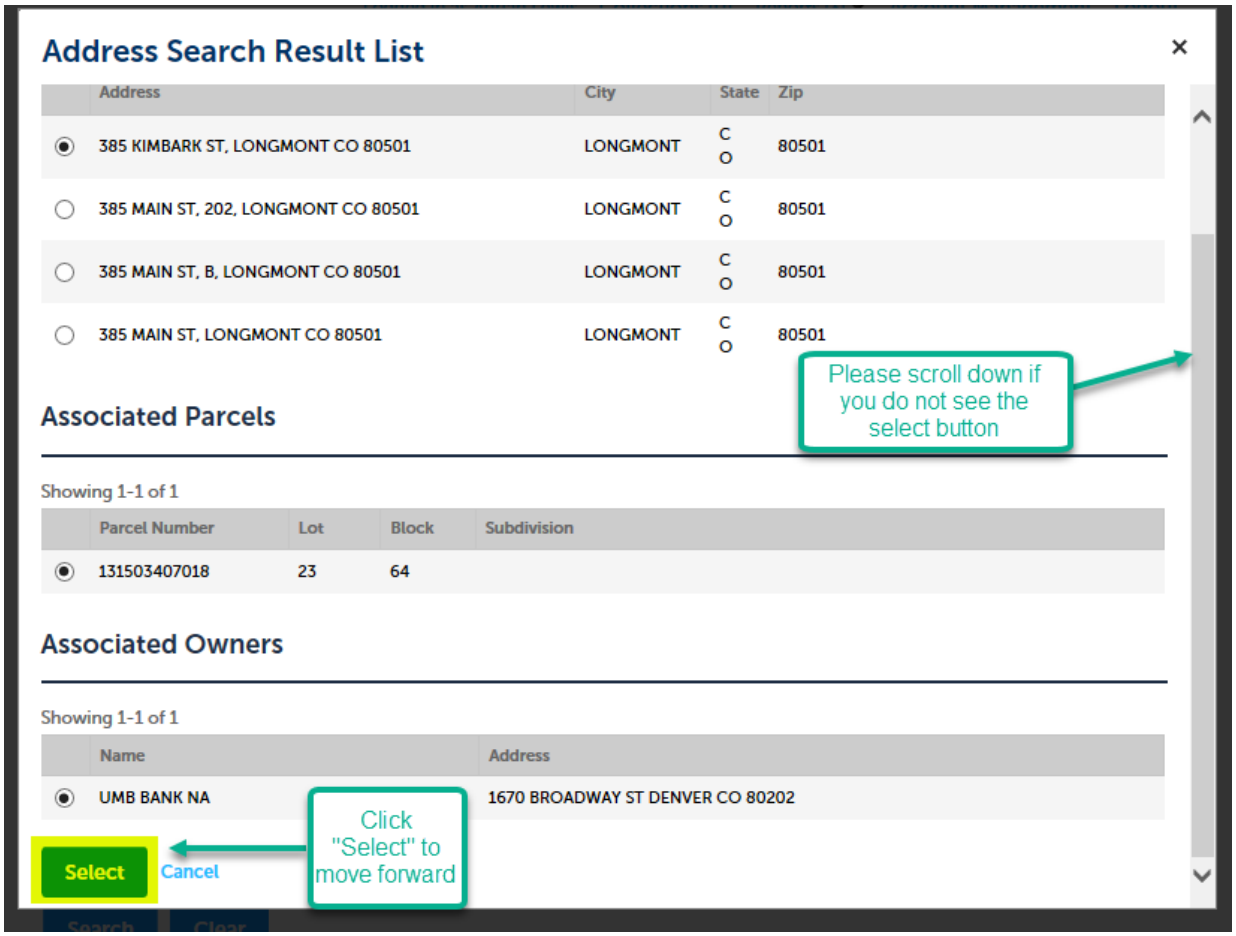
1. On this page there will be an "Address" field that is required. The best way to search for this field is to type the street number and street name without the suffix into the corresponding field and click search.



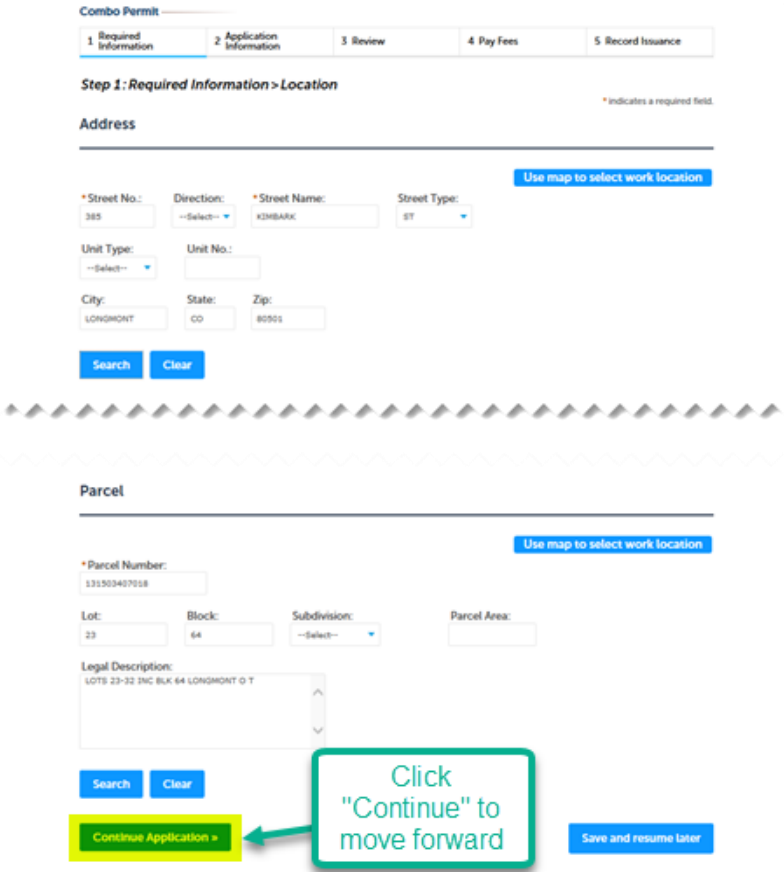
2. A screen will appear with all addresses that match the street number or name you provided. For example: "385" resulted in 4 address. Select the address that matches the area of work. For those that have more than one page of addresses please use the "Next" button towards the bottom on the list to 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.



3. 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).



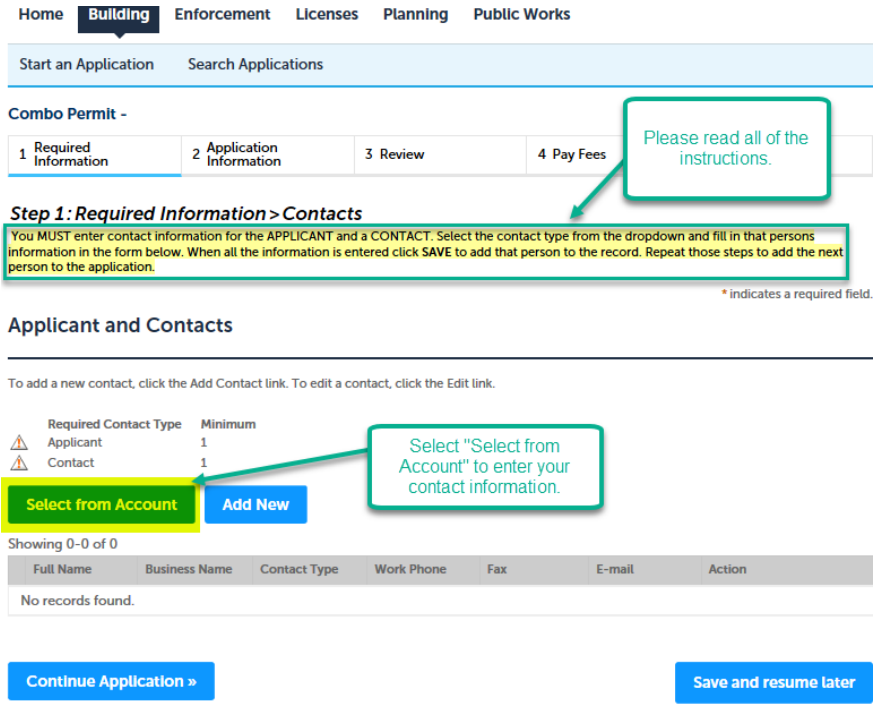
4. Verify the address information that is automatically brought in and click "Continue" to proceed.



General Information Pt. 2

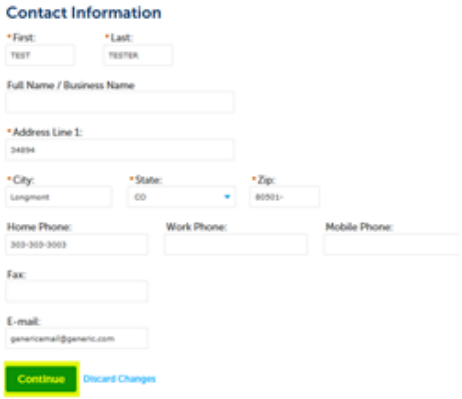
On this page you will be required to include contact information for the permit. The required types are “Applicant” and “Contact”. There are other types of contacts you may add to the permit for clarification, such as “Owner” and “Contractor”. If you have contact information saved in your account and 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.

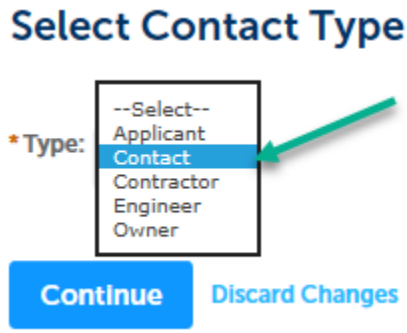


2. Select the type of contact you want to add. **Remember that “Applicant” and “Contact” types are the two required.** Click “Continue” to proceed.

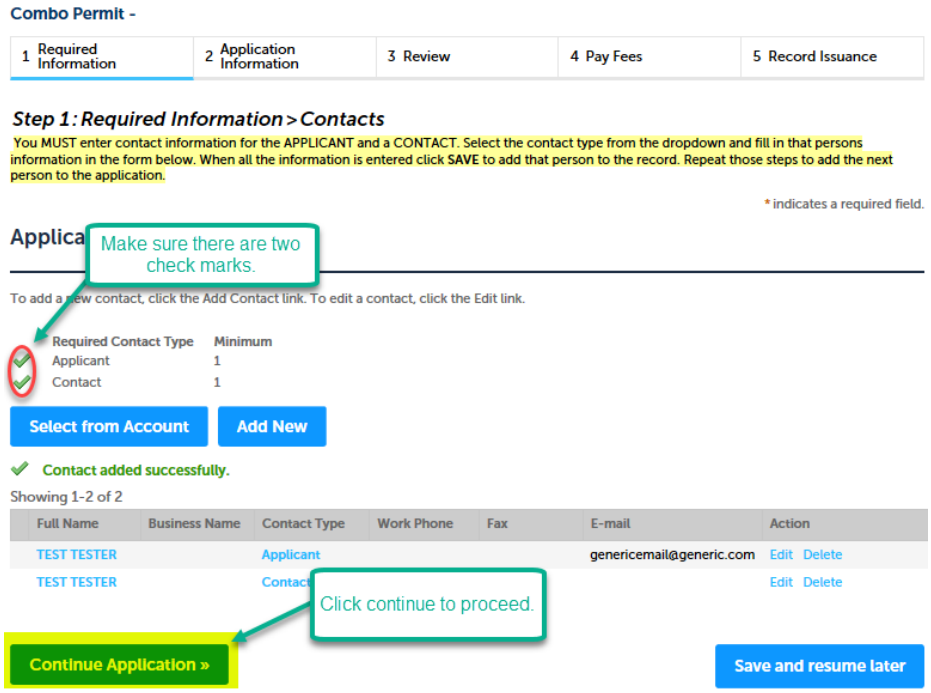
3. Enter the applicant information in the provided fields. Please be aware of spelling. Click continue to proceed.



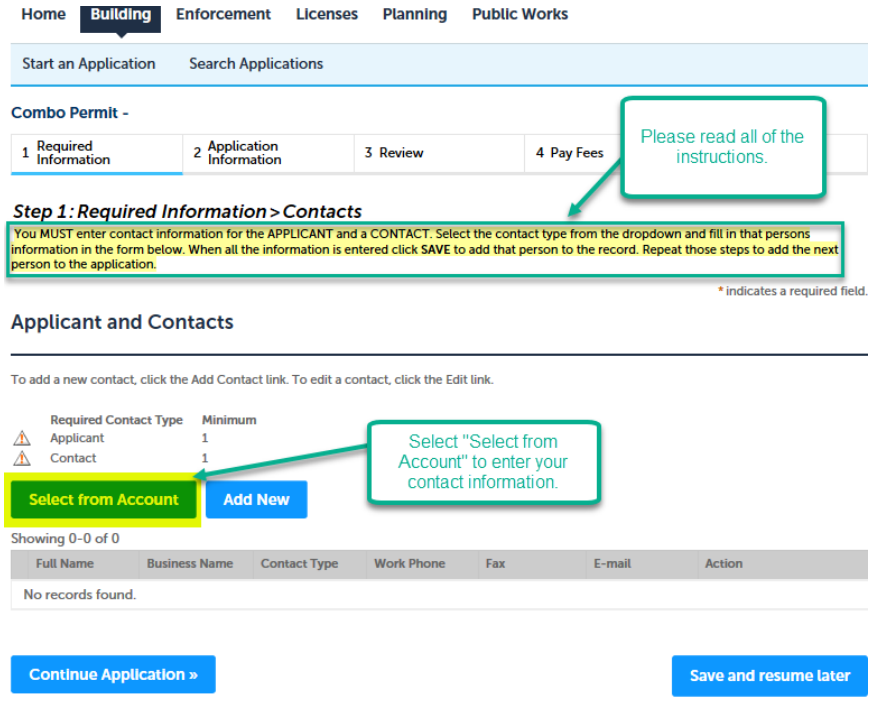
4. Repeat the process but select “Contact” instead of “Applicant”. Enter the contact person’s information in the form and click continue to add in the main contact information.



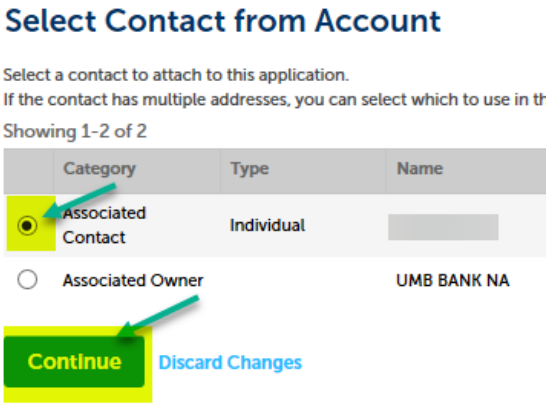
5. After doing this for both contact types there should be two green check marks next to each required type. Click the “Continue Application” button to continue. Skip to the next section of this guide.



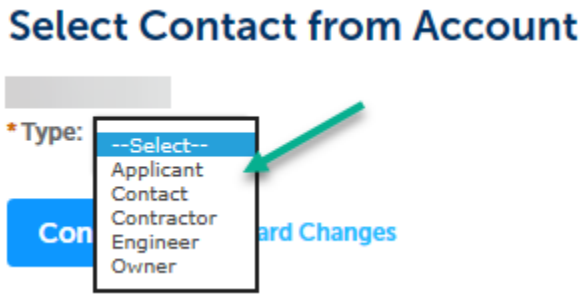
6. If you have contact information saved on your account and you are the main contact, please use the “Select from account” button.

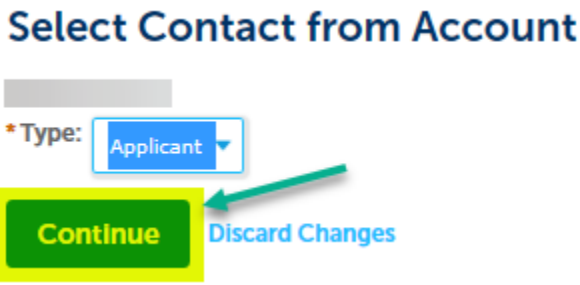


7. Choose the associated contact from the list. Click “Continue” to proceed.

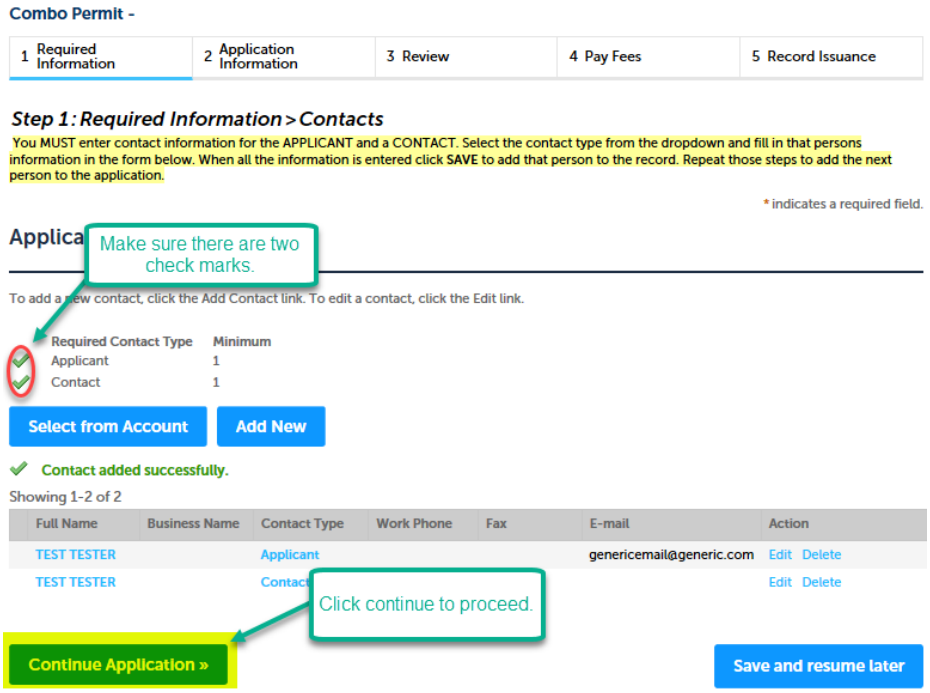


8. Next choose the type of contact this person will be. **Remember that “Applicant” and “Contact” types are the two required.** Click “Continue” to proceed.





9. 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.

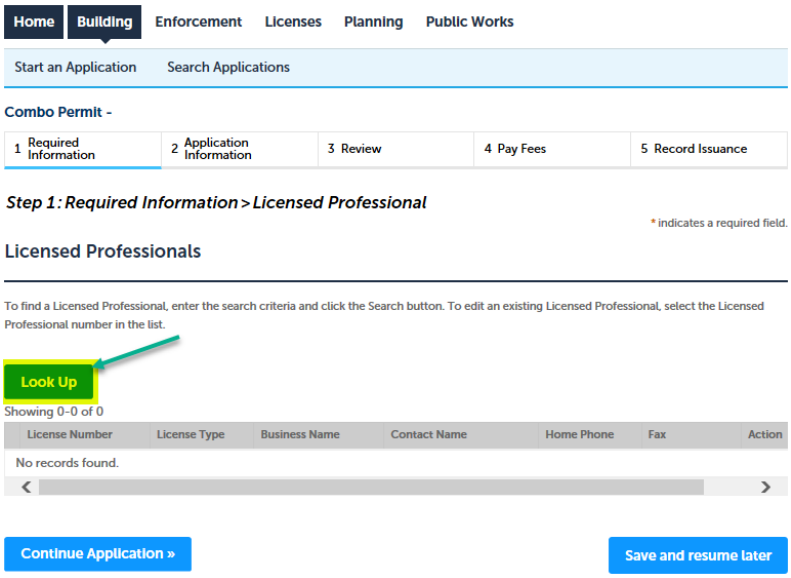


Licensed Professionals

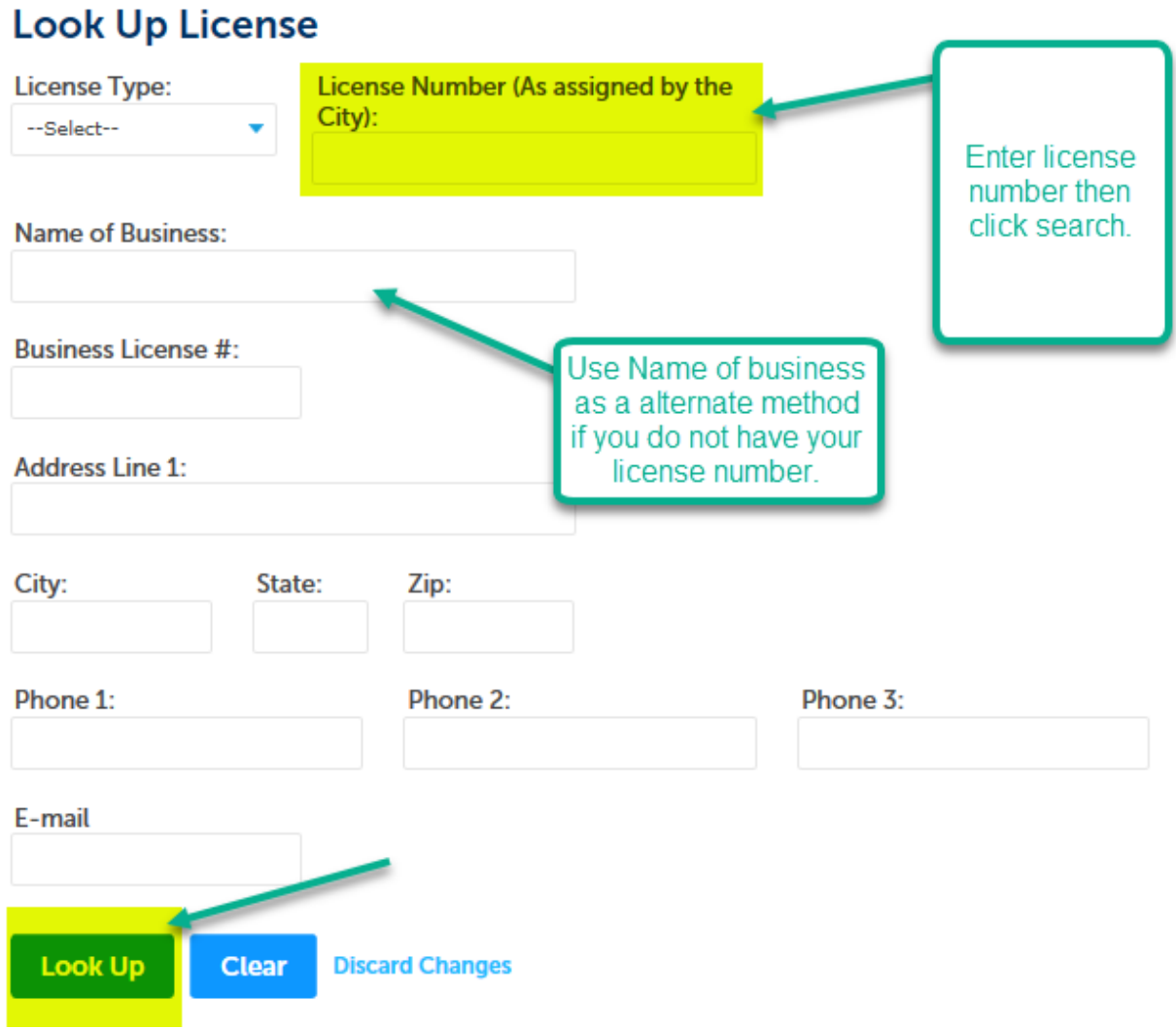
Home Owners: If you are applying for this permit then you do not need to use this page. Click continue to proceed.

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

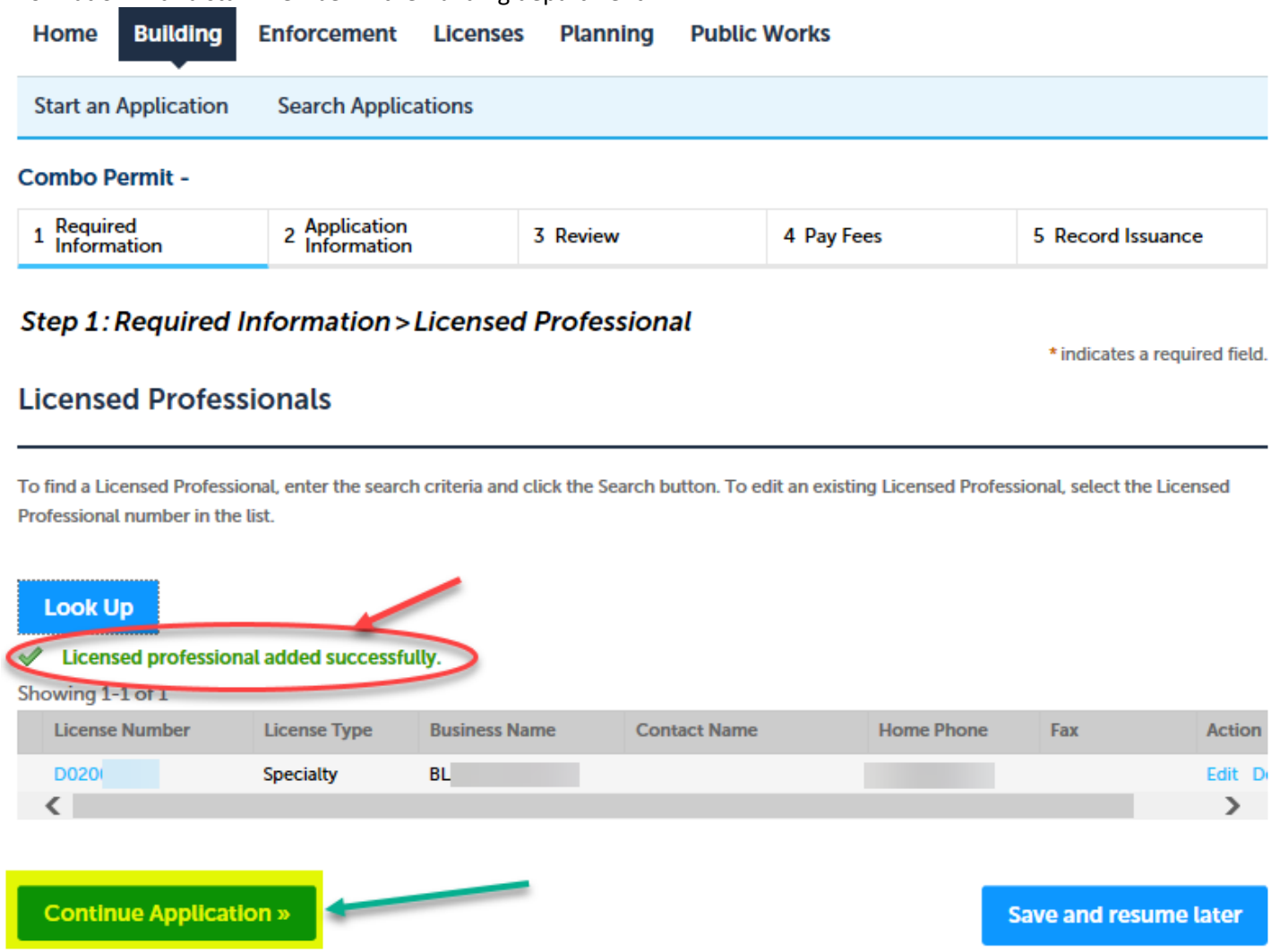
1. Click the "Look Up" button



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.



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.



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

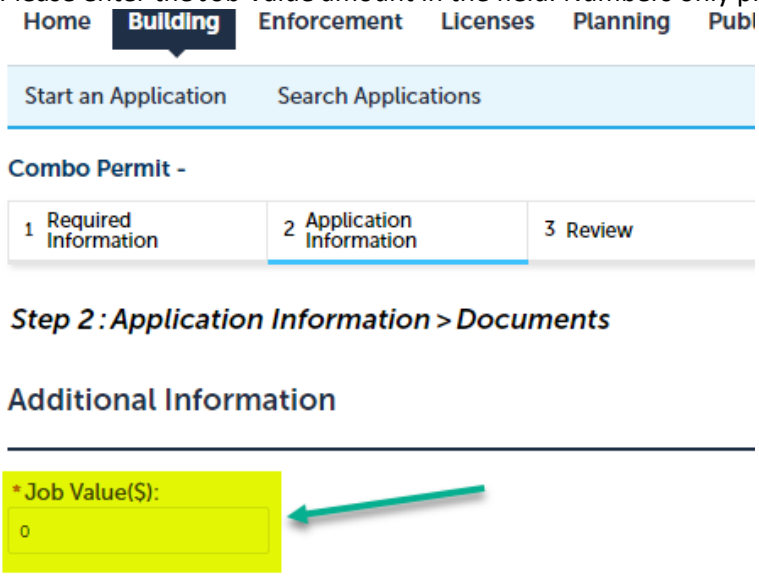
Building Area:		SqFt
Number of Units:		
Number of Stories:		
Number of Buildings:		
Total Lot Area:		SqFt
Plans Submitted:	--Select--	

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

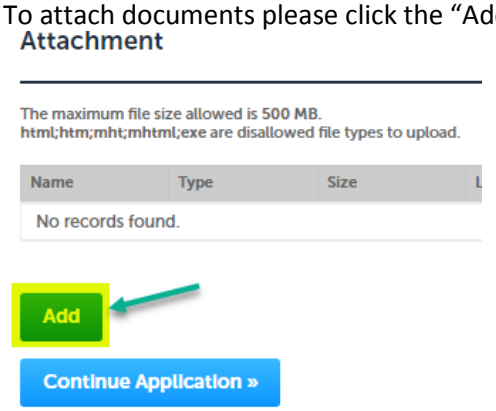
Application Information Pt. 2

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

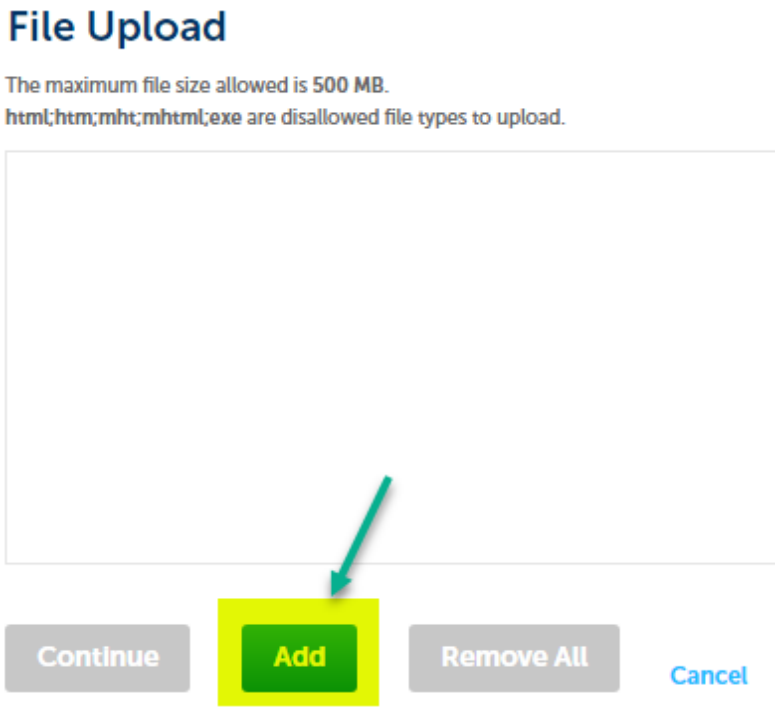
1. Please enter the Job Value amount in the field. Numbers only please.



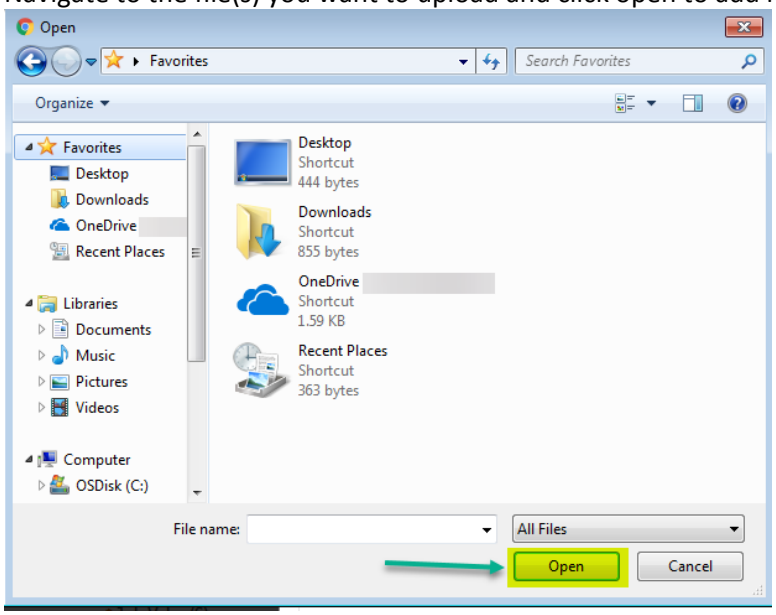
2. To attach documents please click the "Add" button to begin.



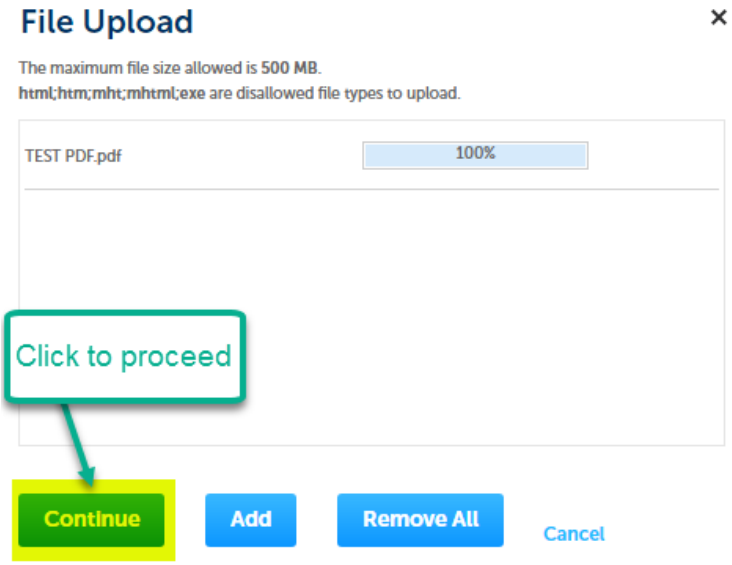
3. Click add again in the window that generates. Please take note that the maximum upload size is 500MB.



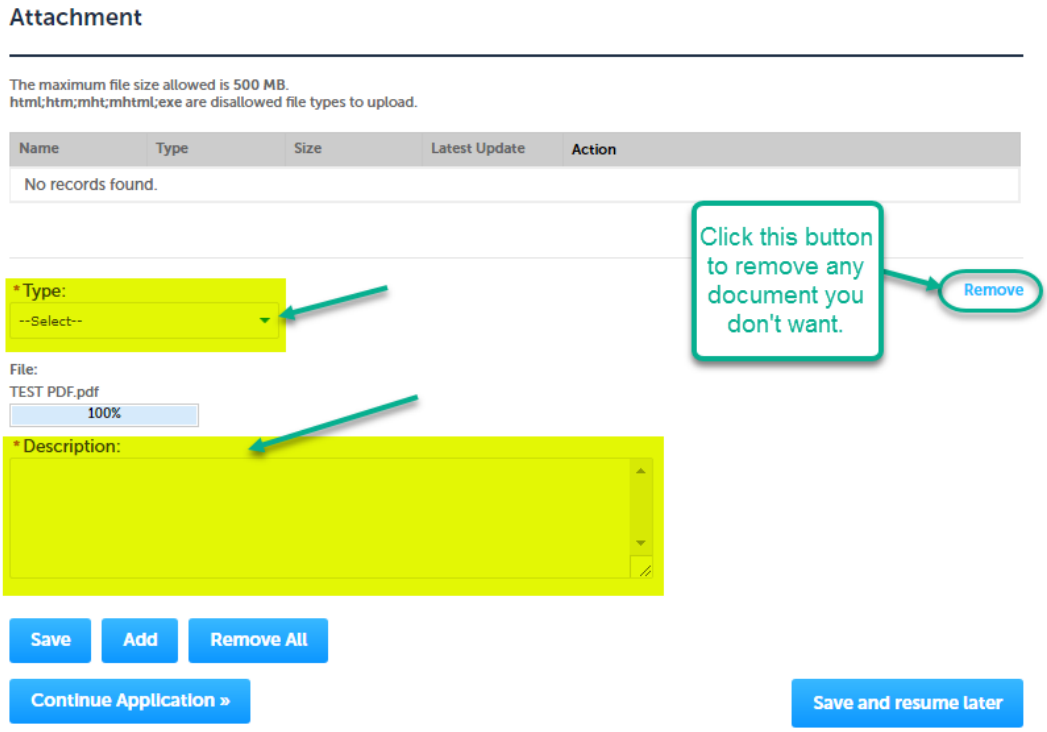
4. Navigate to the file(s) you want to upload and click open to add it to the application.



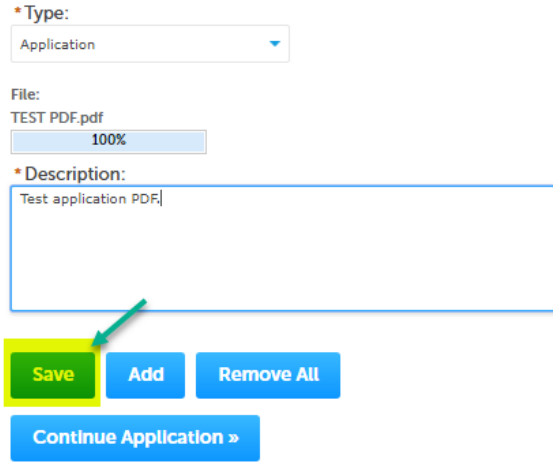
5. If you have more documents to add to the application, click the "Add" button again. When you are done uploading documents click the "Continue" button to proceed.



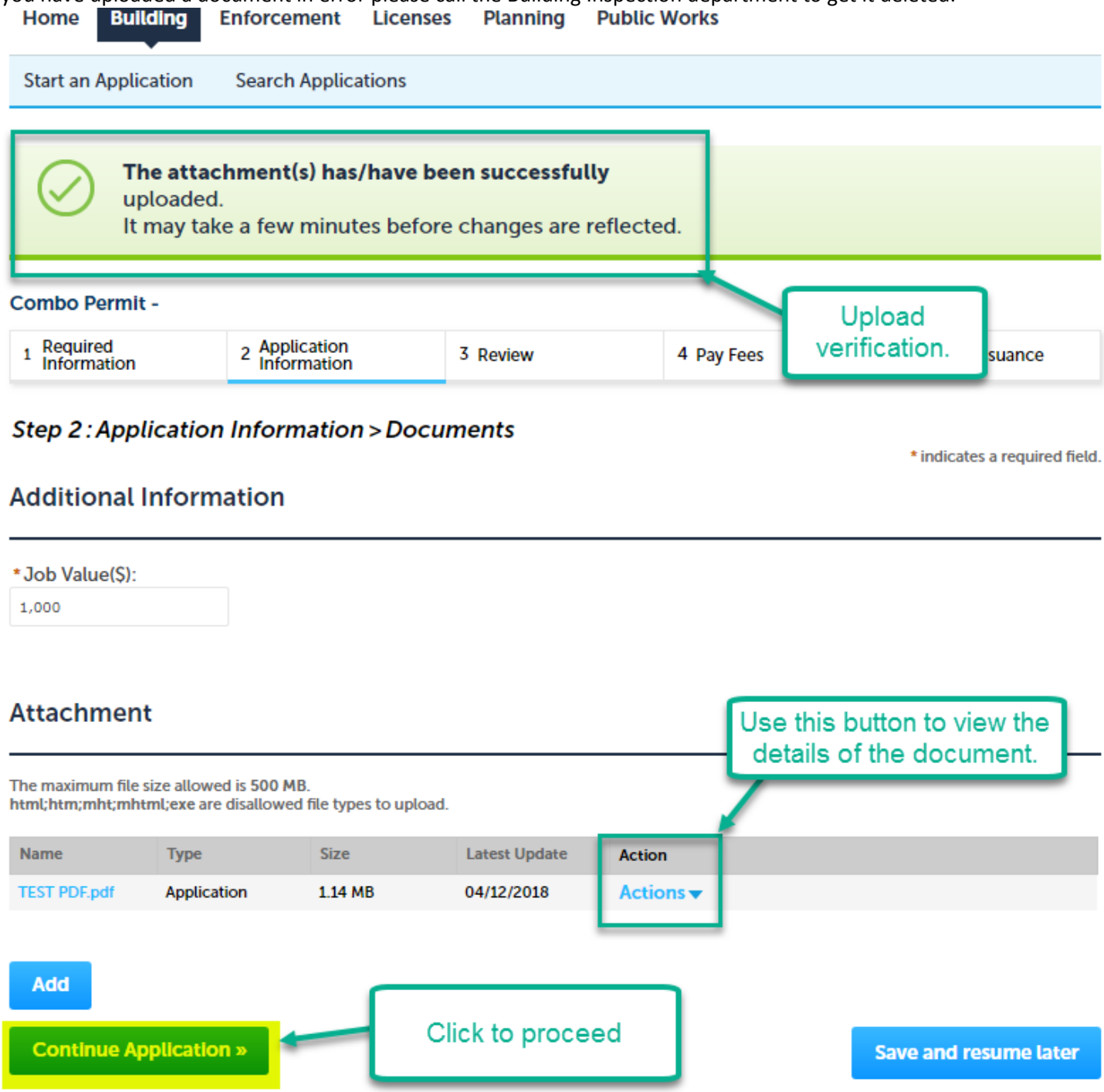
6. The document will be uploaded but not attached to the application. To complete the process please select the type of file it is and describe the file in detail. Most document types can be “Application”, but please list drawings as “Drawings” and etc.



7. Click save after entering the information.

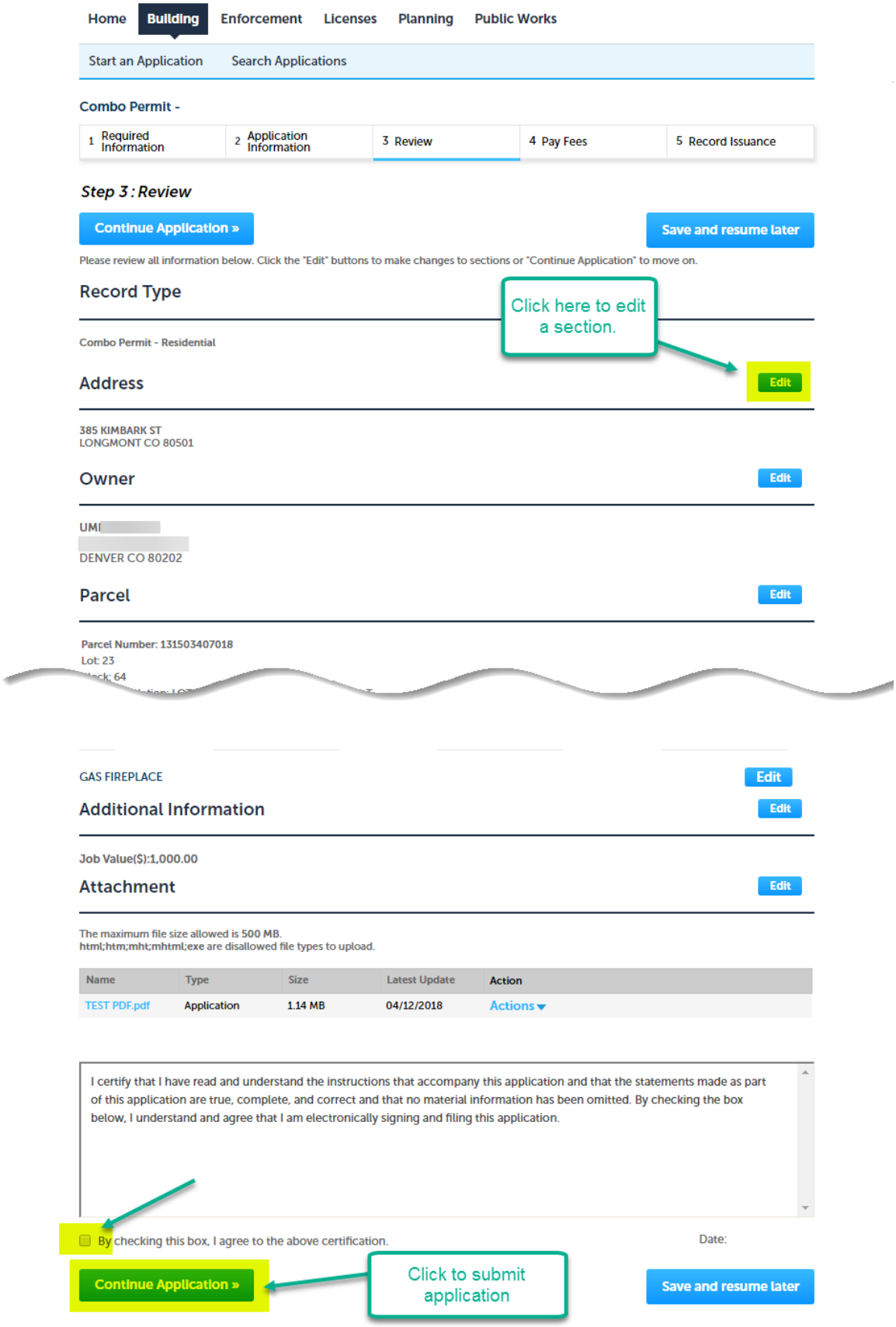


8. The page will show you a verification that the document was uploaded. Click “Continue application” to proceed. If you have uploaded a document in error please call the Building Inspection department to get it deleted.



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.



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.

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	5 Record Issuance

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.)