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.

This guide demonstrates how to apply for a Right of Way Permit. Please describe the work area as well as you can. Our staff will contact you if there are questions about your work area or application.

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.
1. After logging into your account locate the “Public Works” tab and click on it to enter the Public Works 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.

> **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 timeliness of this Web site. Its suitability for use, freedom from interruptions or defects, or suitability for your specific needs is not guaranteed. The city reserves the right to discontinue or revise the information without notice. The city is not responsible for any damages suffered from downloading information from this site. You agree to indemnify and hold the city harmless from any claims arising from the use of this site, including but not limited to costs of defense, damages, judgments, settlements, and awards, including reasonable attorney fees.

Agree to the terms by clicking the check box.

Press continue to start the application.

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Rev. (date) / ver. (version)
Please follow the steps to submit a Right of Way application.

1. On this page there will be an “Address” field that is available. **If your job does not have an address or the job spans an area, please skip this section and use the location description (step 5).** The best way to search for this field is to type the street number without 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. The address information will populate the fields. Please verify that these are correct.

5. Please use the location description if you do not have an address or if your work area is not limited to the address. Please use directions and intersections to describe the work area. Please use feet as a measurement if there’s a need for it.
6. Please complete the detail information section to fully describe your job. Use the Application name if you have a project name that your company uses. This section is not required. Please use the detailed description to fully describe your job so our staff can review it properly. Failure to complete this section may result in a rejected permit. Press “Continue Application” to proceed.

**Detail Information**

If your project has a name or number then enter it into the “Application Name” box. APPLICATION NAME IS NOT REQUIRED

In the “Detailed Description” box please provide a detailed description of the project.

**Application Name:**

**Detailed Description:**

[Select from Account] [Add New]

Continue Application ▶ Save and resume later

**General Information Pt. 2**

On this page you will be required to include contact information for the permit. The required types are “Applicant”, “24 Hour Contact”, “Contractor”, “Owner”. If you have contact information saved in your account and you are the contact for the associated type, 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 there are several contact types required.** Click “Continue” to proceed.

Select Contact Type

![Select Contact Type](image)

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

Select Contact Type

![Select Contact Type](image)

4. Repeat the process for the other types of contacts required. Enter the contact person’s information in the form and click continue to add in the main contact information.

Select Contact Type

![Select Contact Type](image)

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.

Select the "Select From Account" button

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

Select Contact from Account

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.
Home Owners: If your job will not be blocking the street, you will not need to fill out this screen. Press “Continue Application” to proceed.

Contractors: If you are a contractor applying for a permit please look up your specialty license with the city. If you do not have a specialty license, please call (303)651-8332 to request one. You may need proof of liability insurance.

1. Click the “Look Up” button

   2. Look up your specialty 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.
Step 1: General Information > Licensed Professional

If you are a home owner and will not have a contractor doing work please skip this page.

If you are a contractor please find your City of Longmont Specialty license. If you do not have a license and want to do work please contact the Building Inspection Department at 303-651-8332.

* indicates a required field.

Traffic Control Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Licensed professional added successfully

License Type: Specialty
License Number: 18-UL-
Address:

Edit  Remove

Continue Application »

Save and resume later
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 click on the trash collection date to view what day your work area falls under for Solid Waste collection.

   **Step 2: Application Details > Project Details**
   For trash collection schedule please [click here](#).

2. Next include any additional information you may have about the work area. Press continue to proceed.

**Work Schedule**

**PW_ROW**

Applicant Job: [ ]

Start Date: [ ]

Work Hours: [ ]

Estimated Duration: [ ] Day(s)

Solid Waste Collection: [ ]

--Select--
3. Continue to describe the details of your work area by choosing the appropriate options. Press “Continue Application” to proceed.

**Road Class**

**PWNR ROAD CLASS**
- Alley: ☐
- Arterial: ☐
- Collector: ☐
- Local: ☐

**Road Type**

**PWNR ROAD TYPE**
- Concrete: ☐
- Asphalt: ☐
- Dirt Shoulder: ☐

**Work Location**

**PWNR WORK LOCATION**
- Aerial: ☐
- Crosswalk: ☐
- Manhole: ☐
- Parking Lane: ☐
- Sidewalk: ☐

**Work Type**

**PWNR WORK TYPE**
- Bone: ☐
- Driveway: ☐
- Flawwork: ☐
- Pothole/Curb: ☐
- Surface Cut: ☐
- Other: ☐

**Equipment**

**PWNR EQUIPMENT TYPE**
- Cone/Barricade: ☐
- Construction Fence: ☐
- Crane: ☐
- Dumpster/Pod: ☐
- Scaffolding: ☐

**Traffic Control**

**PWNR TRAFFIC CONTROL**
- Lane Closure: ☐
- Road Closure: ☐
- Utility Access: ☐

[Continue Application] [Save and resume later]
This section will allow you to upload any documents that need to be attached with the application.

1. To attach documents please click the “Add” button to begin.

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

3. Navigate to the file(s) you want to upload and click open to add it to the application.
4. 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.
5. 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

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

6. Click save after entering the information.
7. 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST PDF.pdf</td>
<td>Application</td>
<td>1.14 MB</td>
<td>04/12/2018</td>
<td>Actions</td>
</tr>
</tbody>
</table>

- **Upload verification.**
- **Use this button to view the details of the document.**
- **Click to proceed**
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.
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.

Step 6: Record Issuance

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

Please keep this record number for your records.

Thank you for using our online services.
Your Record Number is 18-R521.

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.

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.)