Login if you’re not already logged in.
Click on the Building tab

Click on Apply for Permit
Online Application

Please "Allow Pop-ups from This Site" before proceeding.

This online process starts the permit application process, it does not complete it. An application will be considered acceptable upon receipt of payment.

1. Please ensure you have a complete application. Review the building permit publications and forms to verify you have the documents and plan required for your type of permit.

2. Once you submit this application request online, you will receive an email from ezbpebouldercounty.org with instructions on how to pay the application fee/deposit. Usually, you will receive this email within one business day.

Check the box

Click Continue Application
Enter the house number of the worksite

Enter the first two letters of the street name

Click Search button

TIP

Less is better! If the worksite address is 123 Main Street, enter “1234” into the Street # field, and only enter “ma” into the street name field.
Make a Building Permit Application Request

TIP
If the system finds an exact match this step is skipped.

Click the circle next to the worksite address.

Scroll Down
The Parcel Number, and the Property Owner for that address will then display. You may need to scroll down. Click the Select Button.
Verify the worksite address is correct.

Most people do not know the parcel number for a property, it’s ok to assume it’s correct.

The property owner’s mailing address is shown (this may be a different address than the worksite). Verify this information is correct. The phone and/or email of the owner can optionally be entered.

Click Continue Application.
Click this button, if the Primary Contact person for this permit is either you (as you registered for a login), or the property owner.

Click this button, if the Primary Contact person for this permit is someone else.

In the box that appears, select the contact you want and click Continue.
Verify and enter the contact information for the primary contract. The mailing address (not the project worksite) for the contact should be used. Note that the address, phone number, and email is required.

Click Continue when all information is entered.
Make a Building Permit Application Request

Click on the Enter New Contact button to add a contact.

To edit a contact, click the Edit link.

✓ Contact added successfully.

John Public

4321 Oak St

johnpublic@bouldercounty.org
303-555-5555

Click Continue Application
Enter a brief description of what the permit is for. For example, “New 500 sq ft greenhouse”
Upload required plans and documents in PDF format.

Keep each PDF file that is uploaded to 20MB or less. Split into separate files if needed – for example:

- Plans 1 of 2.PDF
- Plans 2 of 2.PDF

Click Add a Document
Click Add a Document

A new dialog box will open. Navigate to where your documents are stored and select them. Note you may be able to select more than one document. Click Open.
(This dialog box may differ based on the browser / computer you are using)
The documents you have select will be shown here

If you have additional documents to add, click Add a Document

Click Continue, when you are done adding documents
Make a Building Permit Application Request

The documents you have select will be shown here

Enter a brief description for each of the documents

When finished entering descriptions, click Upload Documents

Upload Documents  Add A Document  Remove All

Continue Application »
The uploaded documents will be shown here.

When the upload is finished, a banner will appear. Large files will take longer to upload.

Click Continue Application.
Click Continue Application. This submits your application request.

A final review page will open that shows all of the information you have entered. If you need to make any changes, click the edit button for that section.
Congratulations! You have submitted your application request.

Please remember, your application is not complete and your permit has not yet been issued. **Do not start work.**

You will be contracted if we have any questions about your application.

You will receive an email within one or two business days with instructions on how to pay the application deposit.