Log in:

Click on “Env Health”:

Choose “create an application”: 
Click “I have read and accepted the above terms.”:

Click “Continue Application”: 
Click the triangle next to “Water Quality” to open the drop-down:

Select “OWTS Property Transfer”: 
Click "Continue Application":

Select a Record Type
Choose one of the following available record types.

Enter the address of the property you are applying for, then hit "search":

Continue Application »
After you find your address, the parcel number and owner information should be filled in. If there is any missing information on the owner information section, complete that, then click on “Continue Application”:
On the Contact Information page, you can either select the owner (or yourself, if you are already associated with the property), or add a new contact, such as a licensed professional or contractor – whoever needs to be contacted regarding the status of the application. To do that, click on either the “Select Yourself or Owner,” or “Enter New Contact” button:

**Step 2: Contact Information > Contacts**

* Indicates a required field.
The contact information screen looks like this. If you chose “Select Yourself or Owner,” some of the information will already be filled out:

**Contact Information**

* First:  
  
* Last:  
  
Name of Business:  
  
* Address Line 1:  
  
* City:  
  
* State:  
  --Select--  
  
* Zip:  
  
* E-mail:  
  
Phone:  
  
Work Phone:  
  
Mobile Phone:  
  
Fax:  
  
[Continue]  [Clear]  [Discard Changes]

Click “Continue Application” after reviewing and/or updating:
Click “Add” to add a copy of your application and any other documents that are required:
Make sure that the progress bar on each attachment reaches 100% before you try to move on. You can click on “Add” to add more attachments, “Remove All” if you want to change the attachments you have added, or “Continue” to continue with the application:
Review your application information, then click on “Continue Application”:

<table>
<thead>
<tr>
<th>OWTS Property Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>Contact Information</td>
</tr>
</tbody>
</table>

**Step 4: Review**

**Continue Application**

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

**Record Type**

OWTS Property Transfer

**Address**

1777 BROADWAY
BOULDER CO 80302

**Parcel**

Parcel Number: 146359357002

**Owner**

CITY OF BOULDER
PO BOX 791
BOULDER CO 80306 079
test@test.com

**Agent for Applicant**

Test Test
CITY OF BOULDER
PO BOX 791
BOULDER, CO, 80306 079
E-mail: test@test.com

**Attachment**

Click “Continue Application” after reviewing the fees:
Click on the radio button to choose whether you want to pay via a credit card or an electronic check.
You will be sent to the Colorado Official State Web Portal to complete the transaction. Scroll down to fill in your customer information, then click “Next.”
Click “Next” after entering your credit card information:
Click “Submit Payment” after reviewing the information.
Once the payment is processed, the system will send you back to Boulder County, where you can print a copy for your records, if you wish.
**Step 6: 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 PTC-2022-0228.