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.

Water Quality
- Licensed Professional Registration
- OWTS Major Repair
- OWTS Minor Repair
- OWTS New System
- OWTS Property Transfer
- OWTS Use

Continue Application »

Enter the address of the property you are applying for, then hit “search”: 
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.

Add the primary contact for this application.

If you want the person associated with your registration/login or the property owner to be the primary contact, click on the Select Yourself Or Owner button. Click on the Enter New Contact button to add a different primary contact.

To edit a contact, click the Edit link.

**Select Yourself or Owner**  **Enter New Contact**
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”:

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.
OWTS Property Transfer

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.

View Record Details >