

# How to add a document to an existing application:

## STEP 1

### Login if you are not already logged in.

**Boulder County Online Permits, Licenses, and Applications**

Global Search

Login Register

Main I Want To... Search Resources Contact Us

Announcements() REPORTS AND STATISTICS (0)

### Sign In

USER NAME \*

janedoetest@bouldercounty.org

PASSWORD \*

\*\*\*\*\*

Forgot Password?

**Sign In**

Remember me on this device

No Register? [CREATE AN ACCOUNT](#)

**Boulder County Online Permits, Licenses, and Applications**

You don't need to sign in to see permits, licenses, or applications.  
If you want to apply for one, or pay fees, you have to sign in.

**Need Help?**

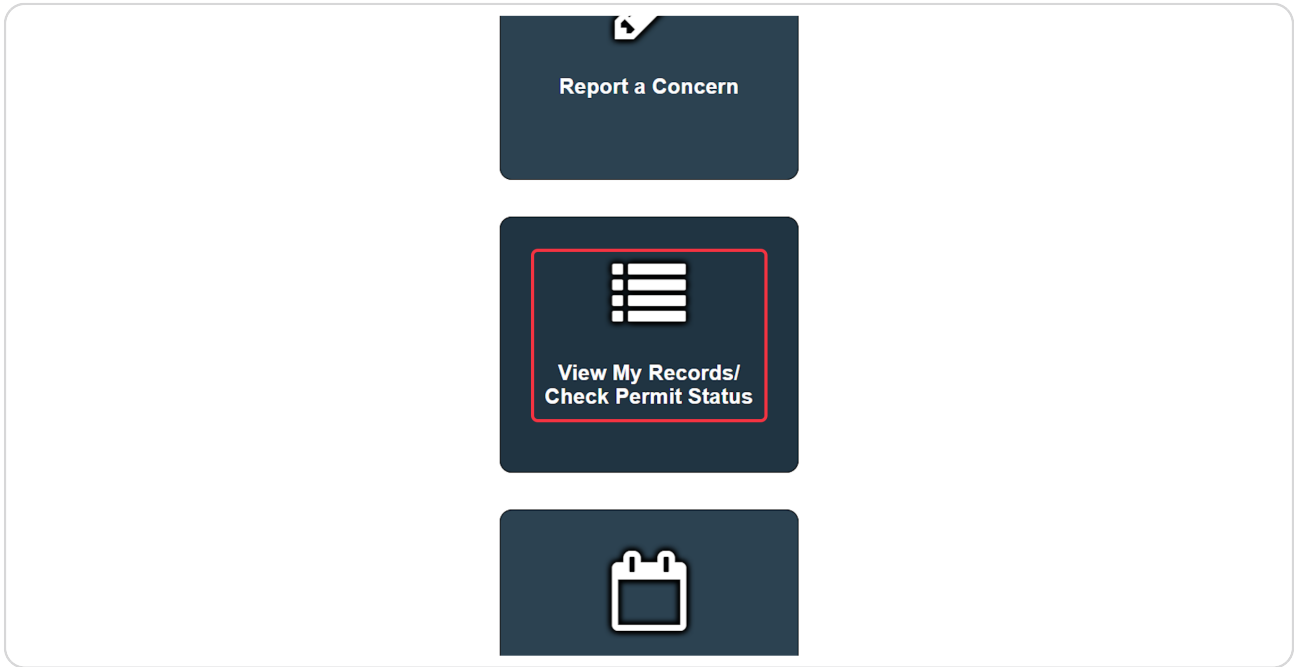
- If you forgot your password, [Reset your Password](#).
- If you forgot your username, email [cppltechsupport@bouldercounty.gov](mailto:cppltechsupport@bouldercounty.gov)
- Do not have a login? [Create an login / account](#)

[Register Now >](#)



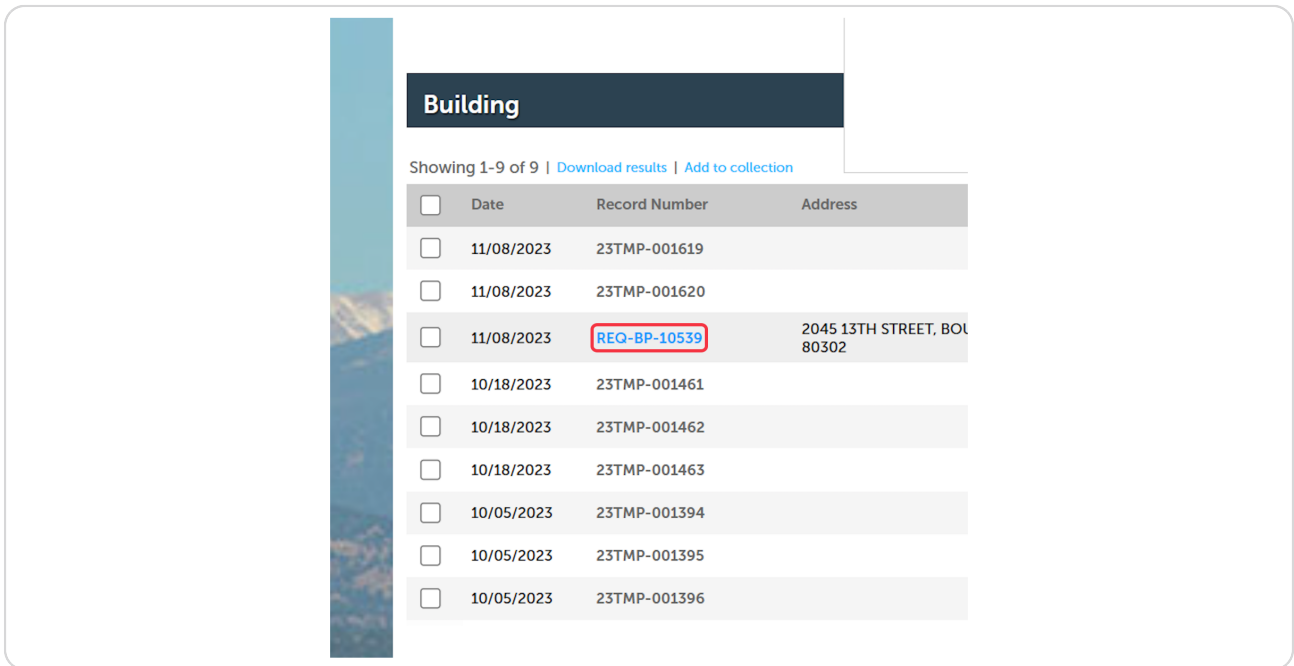
## STEP 2

### Click on View My Records/ Check Permit Status



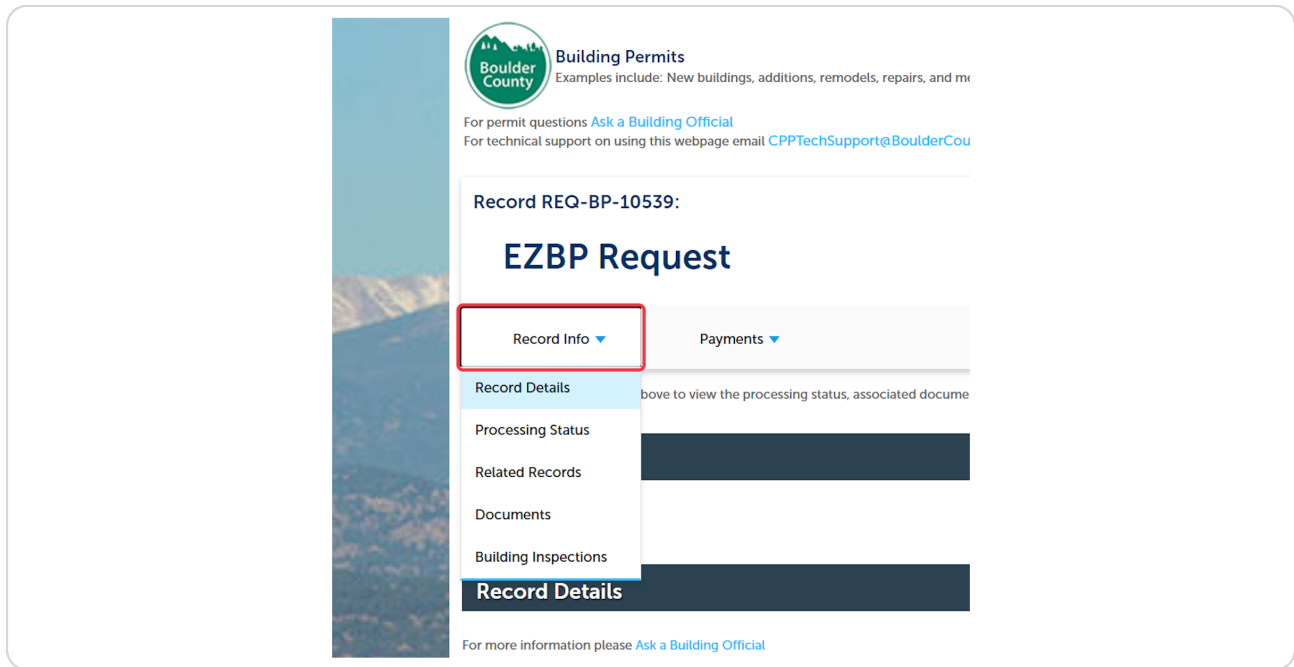
## STEP 3

### Click on Record Number



## STEP 4

### Click on Record Info



**Boulder County** Building Permits  
Examples include: New buildings, additions, remodels, repairs, and more

For permit questions [Ask a Building Official](#)  
For technical support on using this webpage email [CPPTechSupport@BoulderCounty.gov](mailto:CPPTechSupport@BoulderCounty.gov)

Record REQ-BP-10539:

## EZBP Request

**Record Info** ▼    Payments ▼

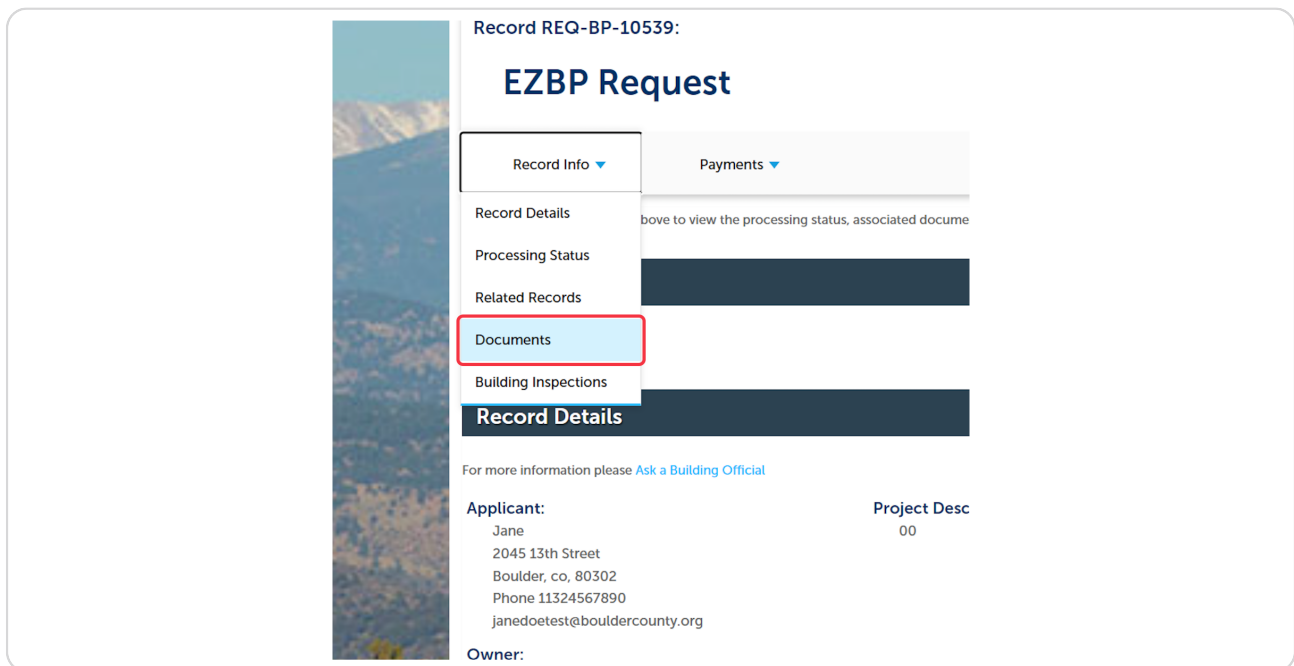
- Record Details
- Processing Status
- Related Records
- Documents
- Building Inspections

**Record Details**

For more information please [Ask a Building Official](#)

## STEP 5

### Click on Documents



Record REQ-BP-10539:

## EZBP Request

**Record Info** ▼    Payments ▼

- Record Details
- Processing Status
- Related Records
- Documents**
- Building Inspections

**Record Details**

For more information please [Ask a Building Official](#)

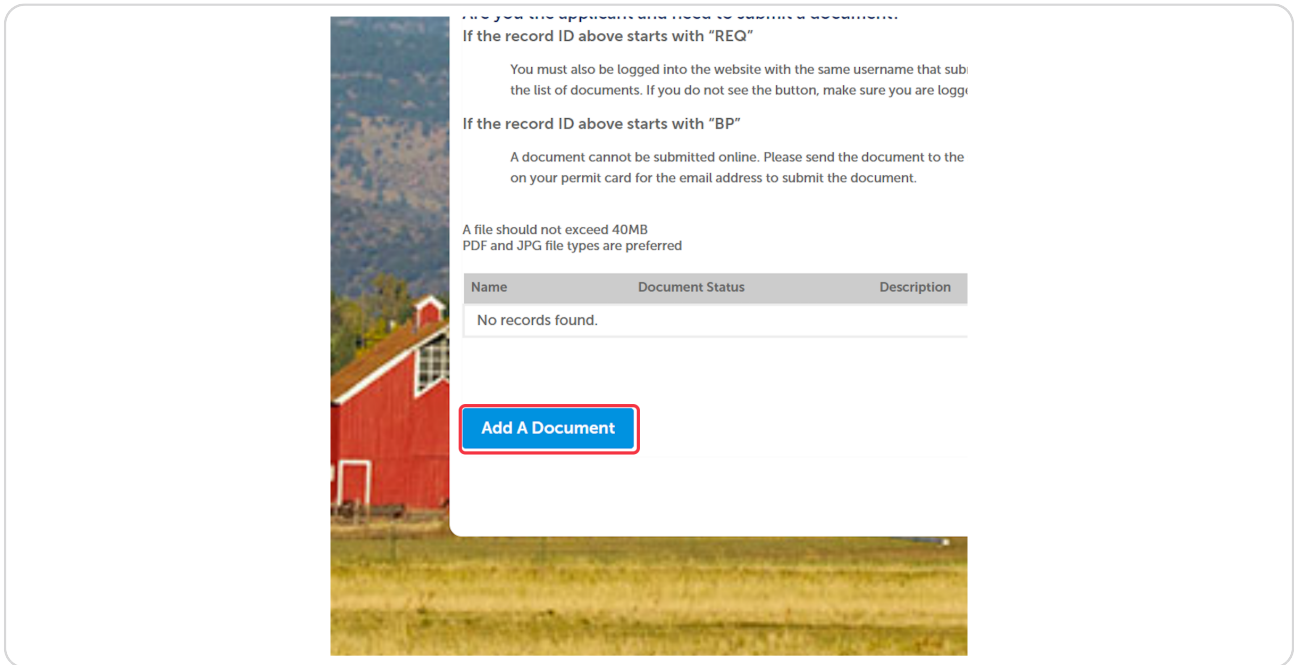
Applicant:	Project Desc
Jane 2045 13th Street Boulder, co, 80302 Phone 11324567890 <a href="mailto:janedoetest@bouldercounty.org">janedoetest@bouldercounty.org</a>	00

**Owner:**



## STEP 6

### Click on Add A Document



If the record ID above starts with "REQ"

You must also be logged into the website with the same username that submitted the list of documents. If you do not see the button, make sure you are logged in.

If the record ID above starts with "BP"

A document cannot be submitted online. Please send the document to the email address on your permit card for the email address to submit the document.

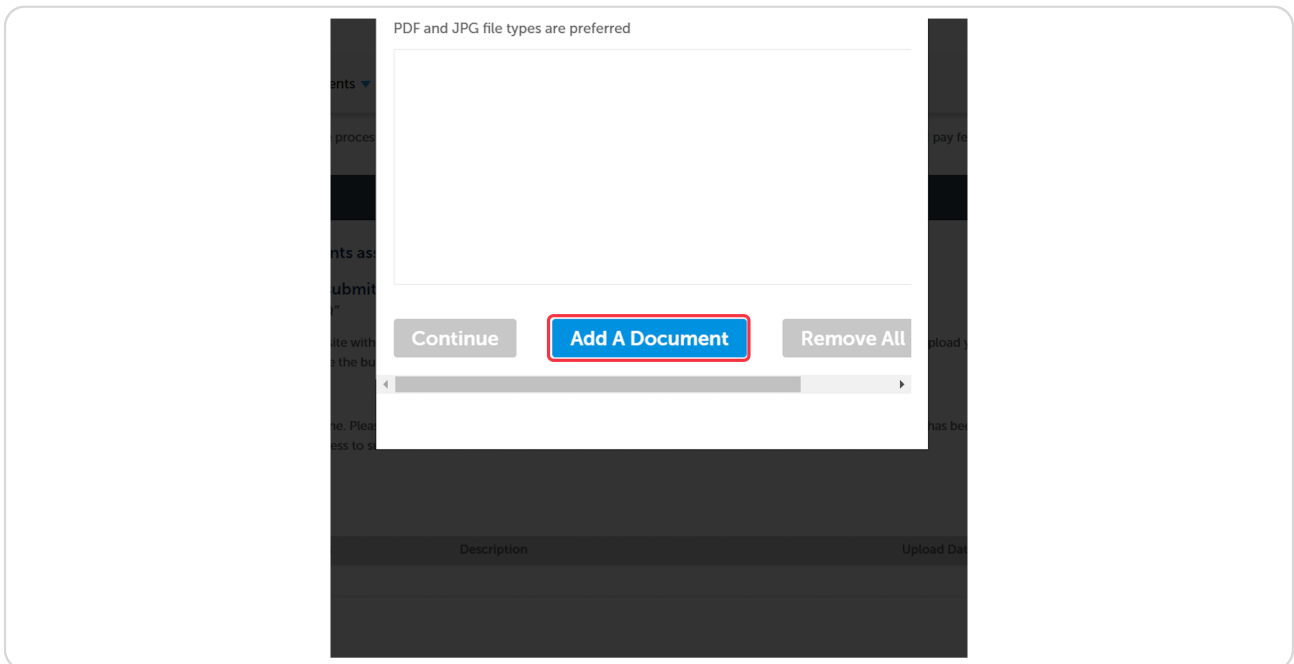
A file should not exceed 40MB  
PDF and JPG file types are preferred

Name	Document Status	Description
No records found.		

**Add A Document**

## STEP 7

### Click on Add A Document



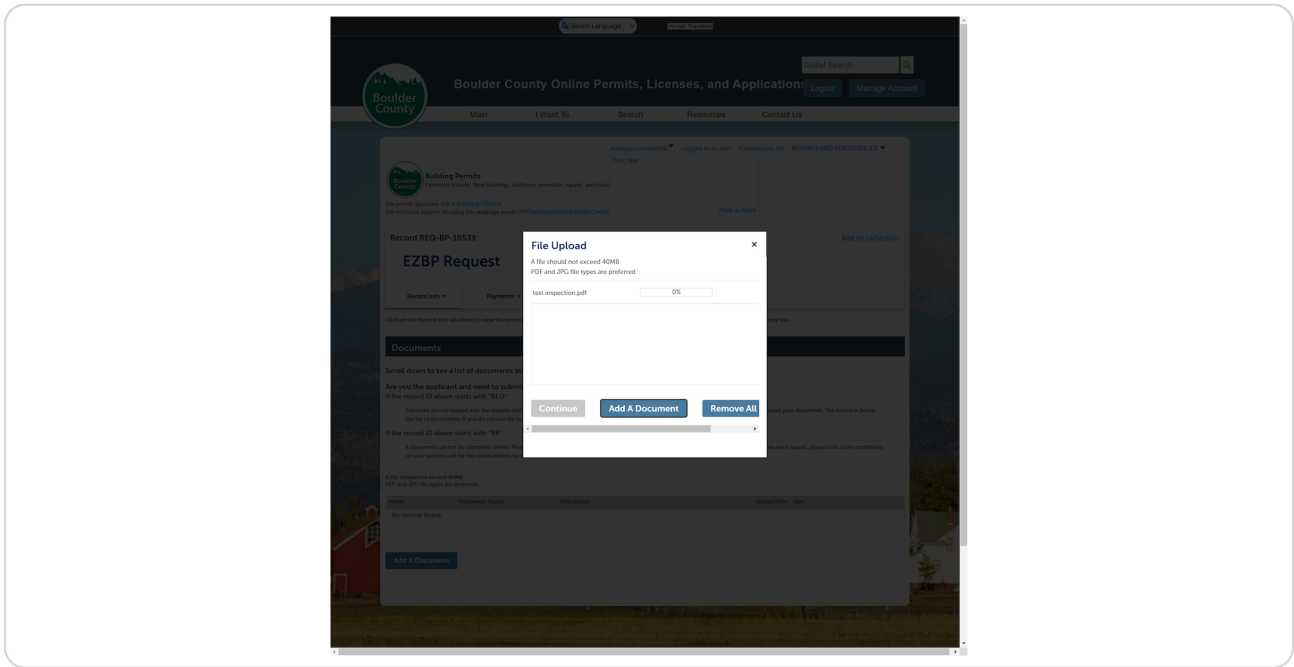
PDF and JPG file types are preferred

**Add A Document**

Continue Remove All

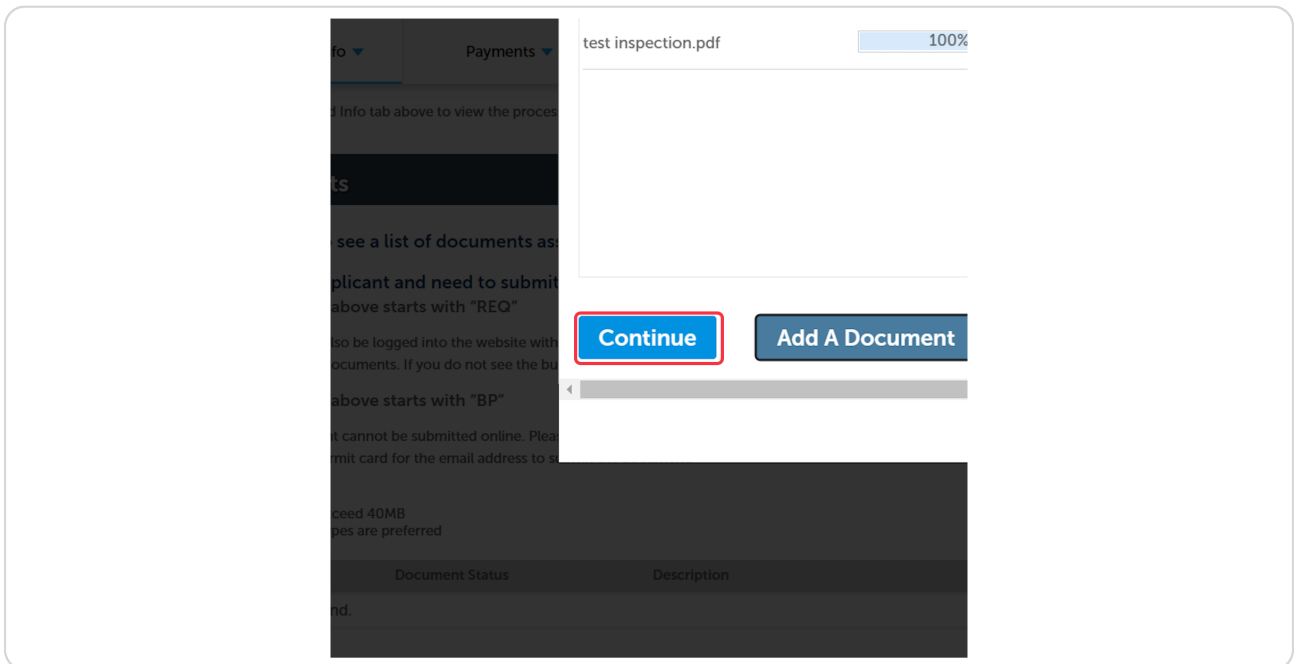
## STEP 8

### Select a file from upload menu



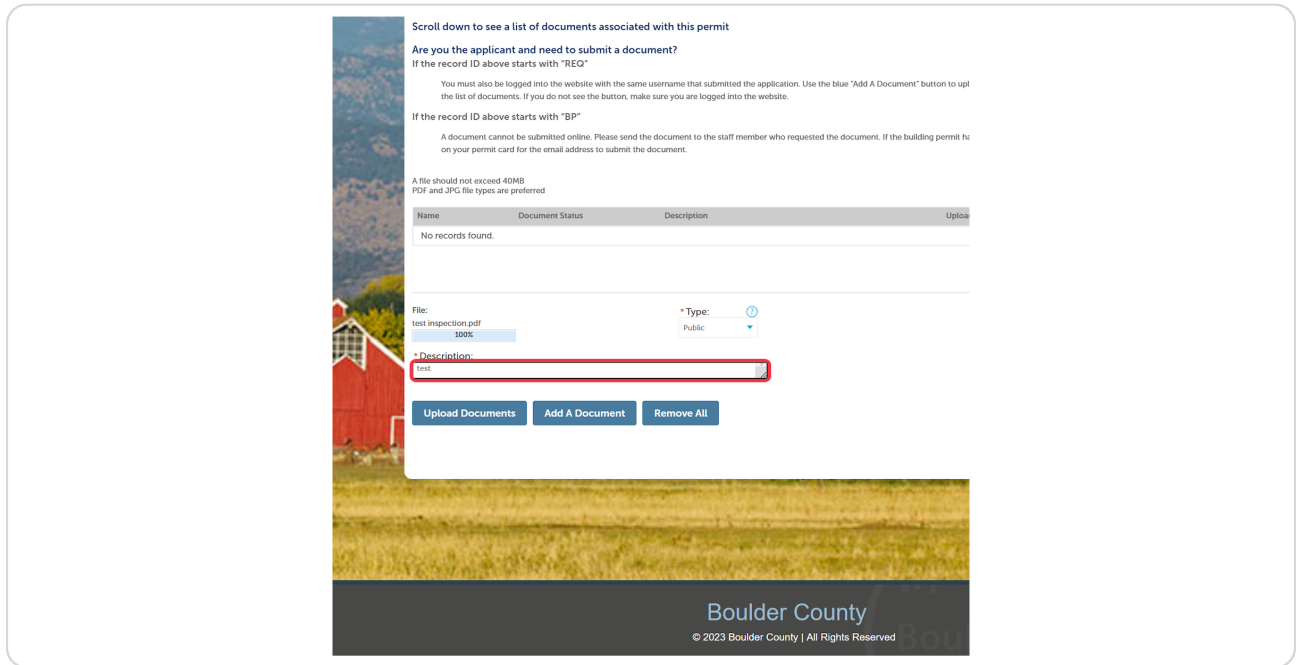
## STEP 9

### Click on Continue



## STEP 10

### Enter a description



Scroll down to see a list of documents associated with this permit

**Are you the applicant and need to submit a document?**

If the record ID above starts with "REG"

You must also be logged into the website with the same username that submitted the application. Use the blue "Add A Document" button to update the list of documents. If you do not see the button, make sure you are logged into the website.

If the record ID above starts with "BP"

A document cannot be submitted online. Please send the document to the staff member who requested the document. If the building permit has on your permit card for the email address to submit the document.

A file should not exceed 40MB  
PDF and JPG file types are preferred

Name	Document Status	Description	Upload
No records found.			

File: test inspection.pdf 100%

\* Type: Public

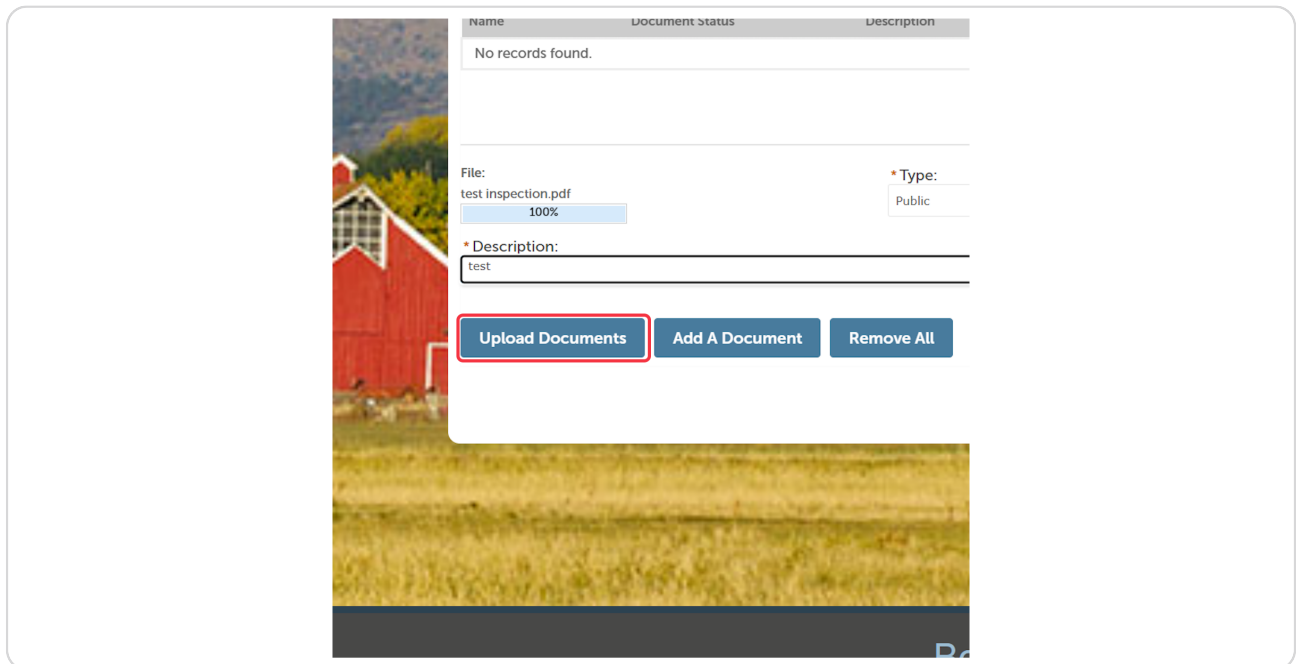
\* Description: test

Upload Documents Add A Document Remove All

Boulder County  
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## STEP 11

### Click on Upload Documents



Name	Document Status	Description
No records found.		

File: test inspection.pdf 100%

\* Type: Public

\* Description: test

Upload Documents Add A Document Remove All