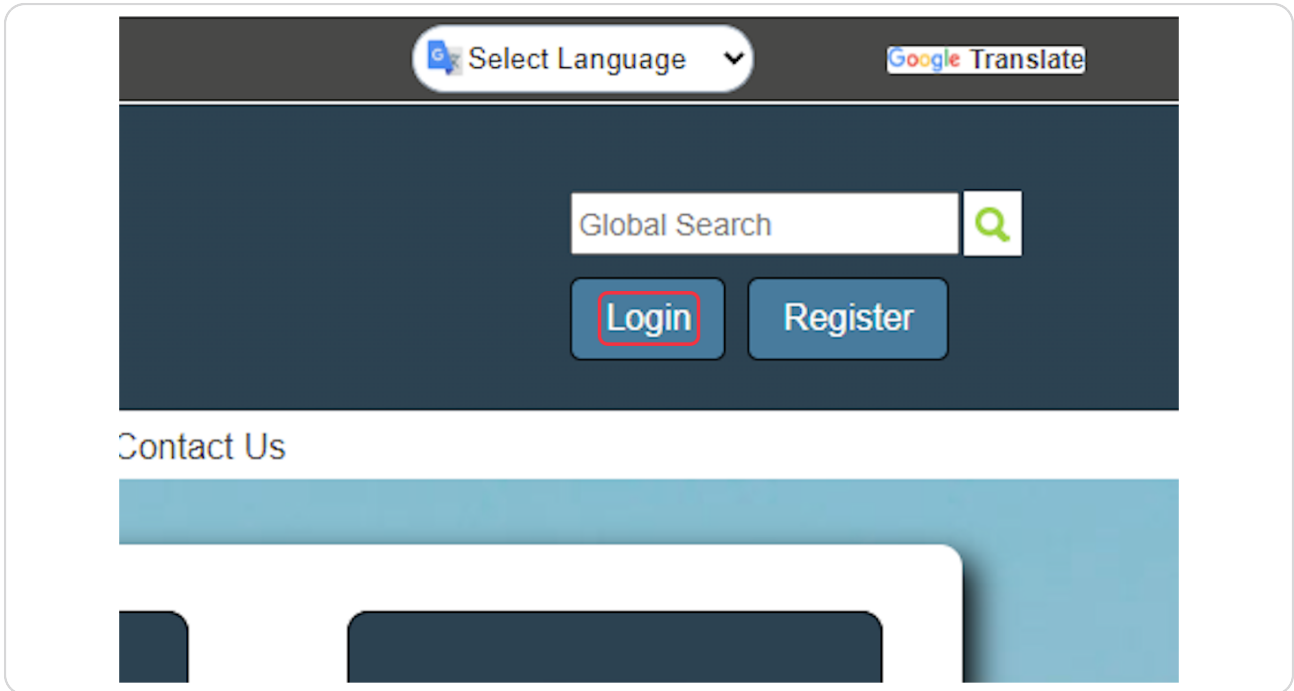


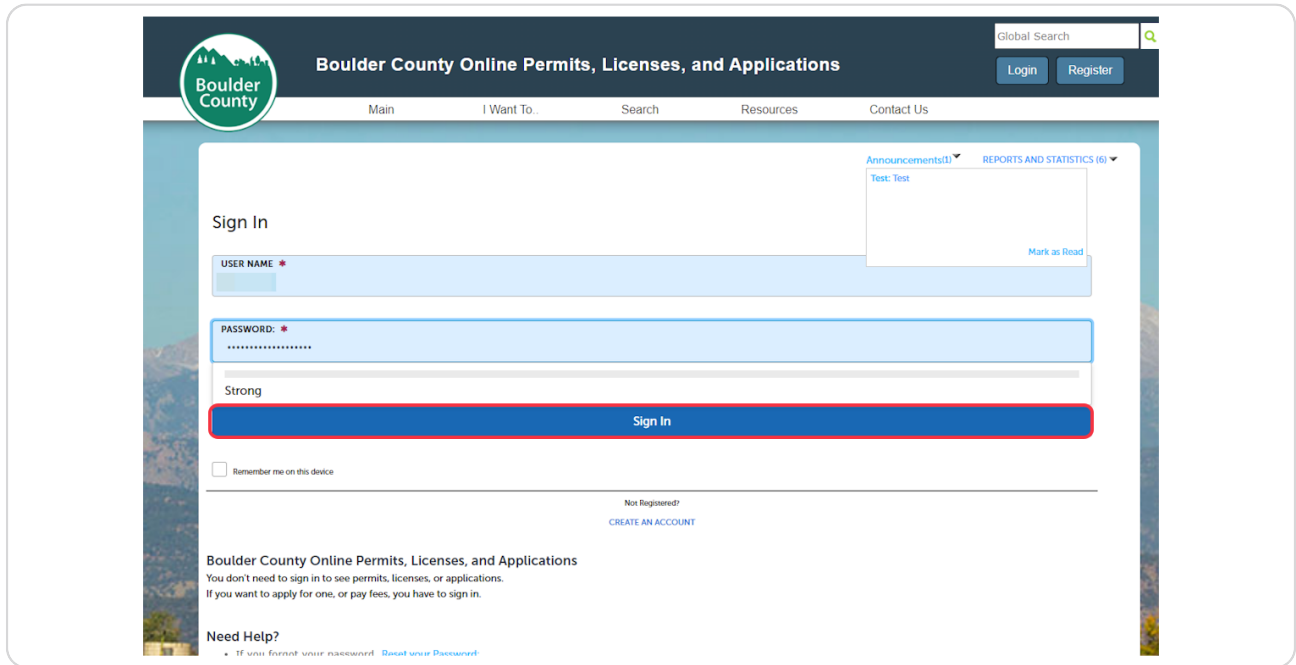
STEP 1

Click on Login



STEP 2

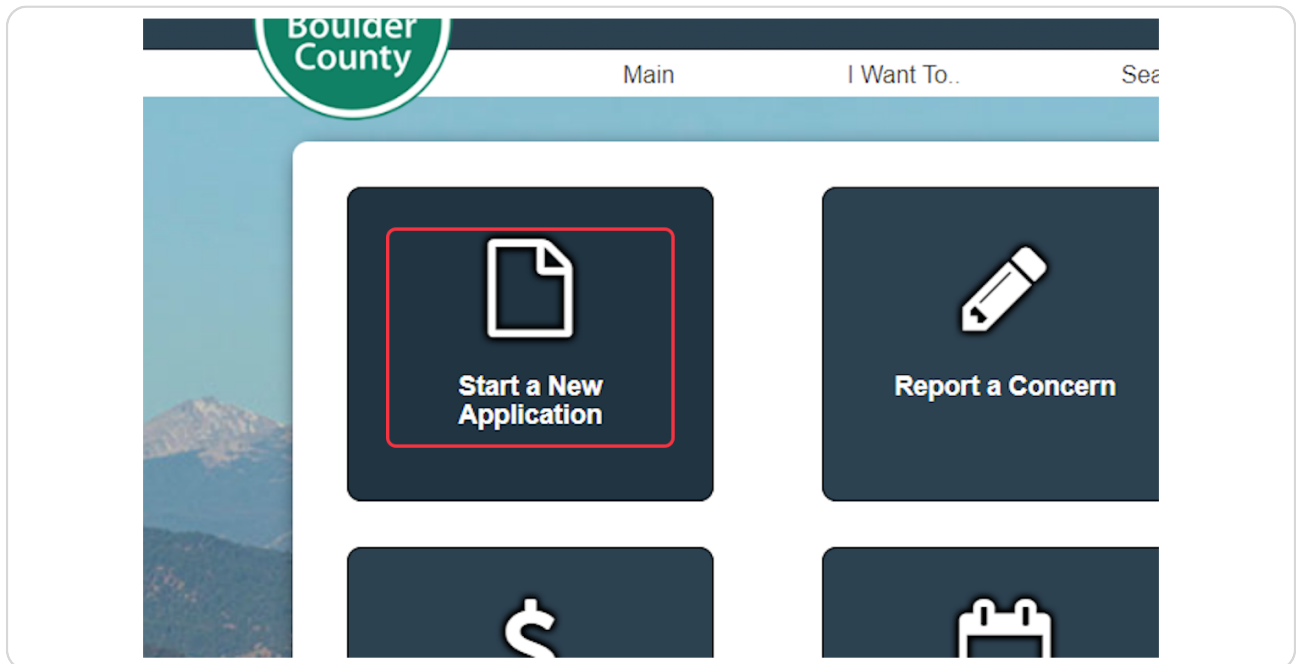
Click on Sign In



The screenshot shows the Boulder County Online Permits, Licenses, and Applications website. The header includes the Boulder County logo, the site title, a global search bar, and 'Login' and 'Register' buttons. A navigation menu contains 'Main', 'I Want To..', 'Search', 'Resources', and 'Contact Us'. The main content area features a 'Sign In' section with a 'USER NAME' field, a 'PASSWORD' field, and a 'Sign In' button highlighted with a red border. Below the password field, it indicates 'Strong' password strength. There is also a 'Remember me on this device' checkbox and a link for 'Not Registered? CREATE AN ACCOUNT'. A 'Need Help?' section at the bottom provides links for password issues.

STEP 3

Click on Start a New Application



STEP 4

Click on Septic Permits...

Building
A building permit is required for any construction that physically changes or adds structures to your property, or for work regulated by County Codes.

Planning
Planning review processes, such as Built Lot Determination, Site Plan Review, Subdivision Exemption, Special Use Review Exemption Plat, or Variance.

Septic Permits
All septic permits and property transfer certificates.

Special Events
A special event permit is required when an event uses a road, certain events on private property, and requests for use of Courthouse lawn.

Stormwater
Click here for more information on

STEP 5

Click on the button that applies to your situation

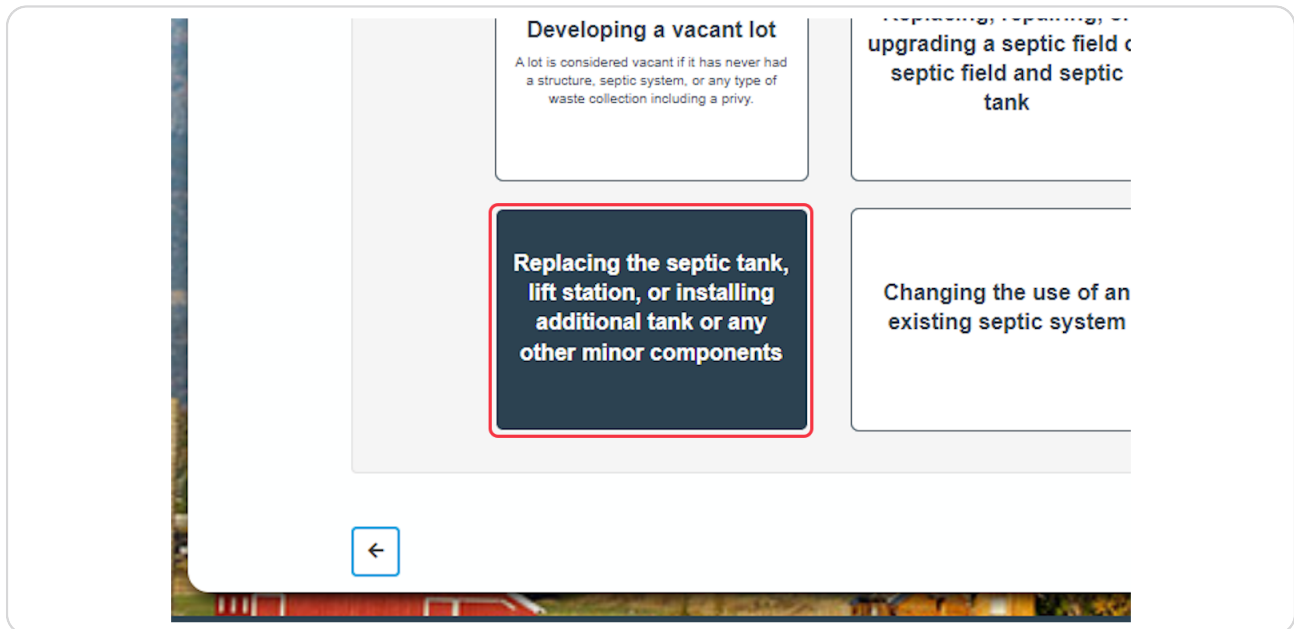
What fits your situation

Apply for a Property Transfer Certificate
Submit an inspection report and apply for a property transfer certificate.

Apply for a Septic Permit
For installing, replacing, repairing, or upgrading a septic field and septic tank

STEP 6

The next few pages will ask different questions to further help you find the correct application type.



Developing a vacant lot
A lot is considered vacant if it has never had a structure, septic system, or any type of waste collection including a privy.

Replacing, repairing, or upgrading a septic field and septic tank

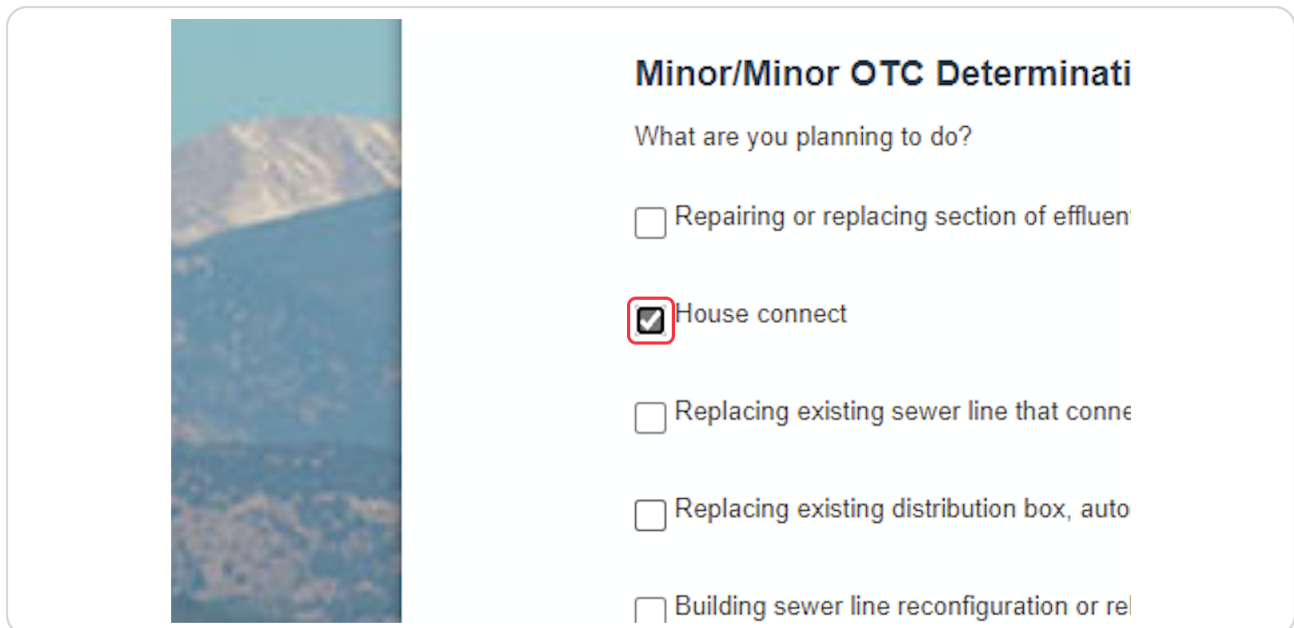
Replacing the septic tank, lift station, or installing additional tank or any other minor components

Changing the use of an existing septic system

←

STEP 7

Some pages may have multiple choice options. Select all items that apply to your situation.



Minor/Minor OTC Determinati

What are you planning to do?

Repairing or replacing section of effluent

House connect

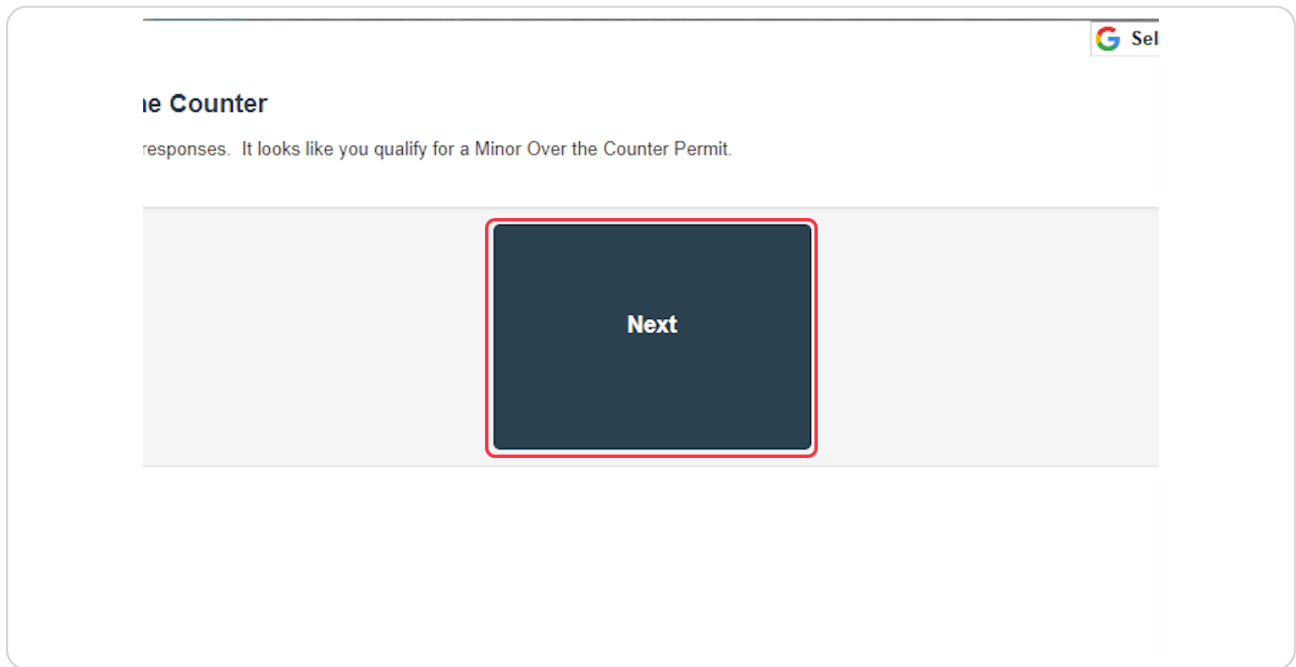
Replacing existing sewer line that connects

Replacing existing distribution box, auto

Building sewer line reconfiguration or rel

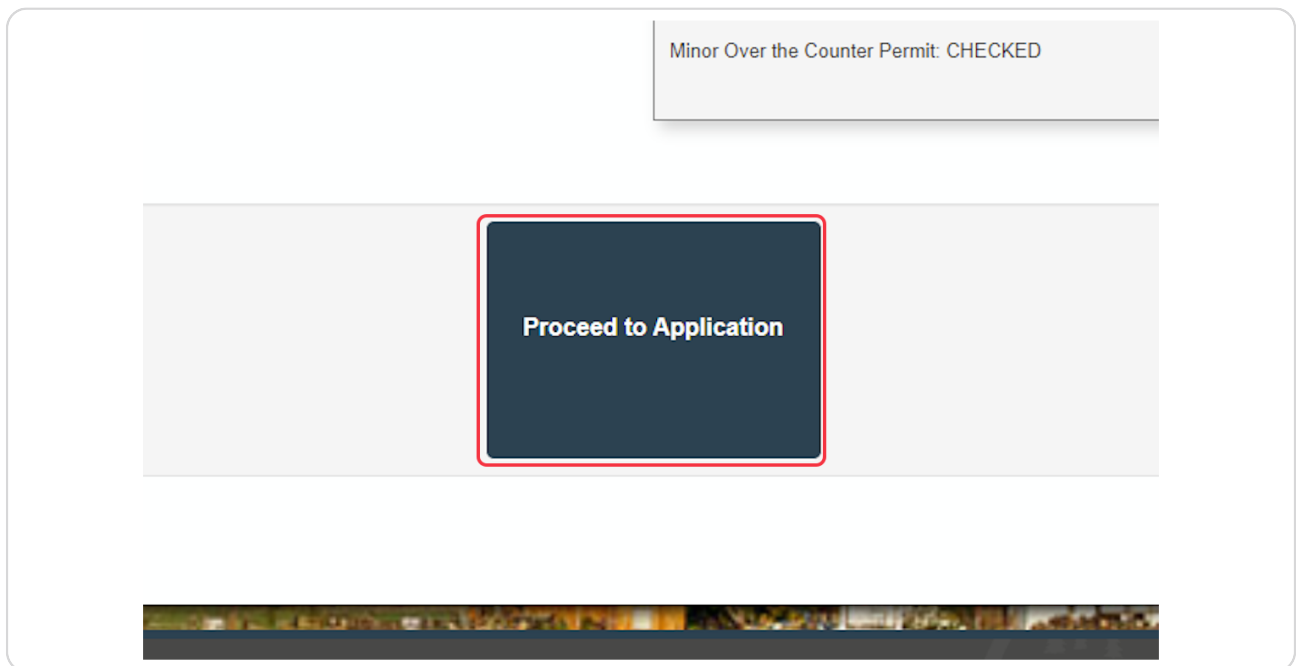
STEP 8

On each page, you can click on Next to go to the next step.



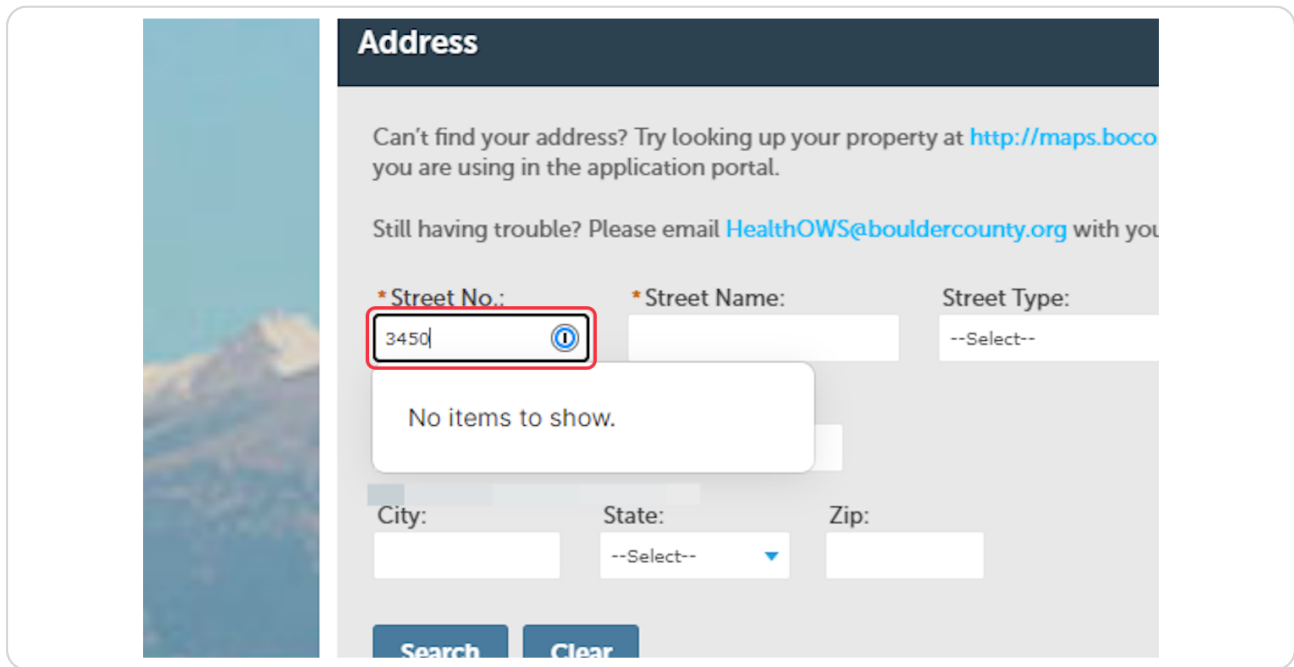
STEP 9

Click on Proceed to Application



STEP 10

Fill in the address information for the site



Address

Can't find your address? Try looking up your property at <http://maps.boco> you are using in the application portal.

Still having trouble? Please email HealthOWS@bouldercounty.org with you

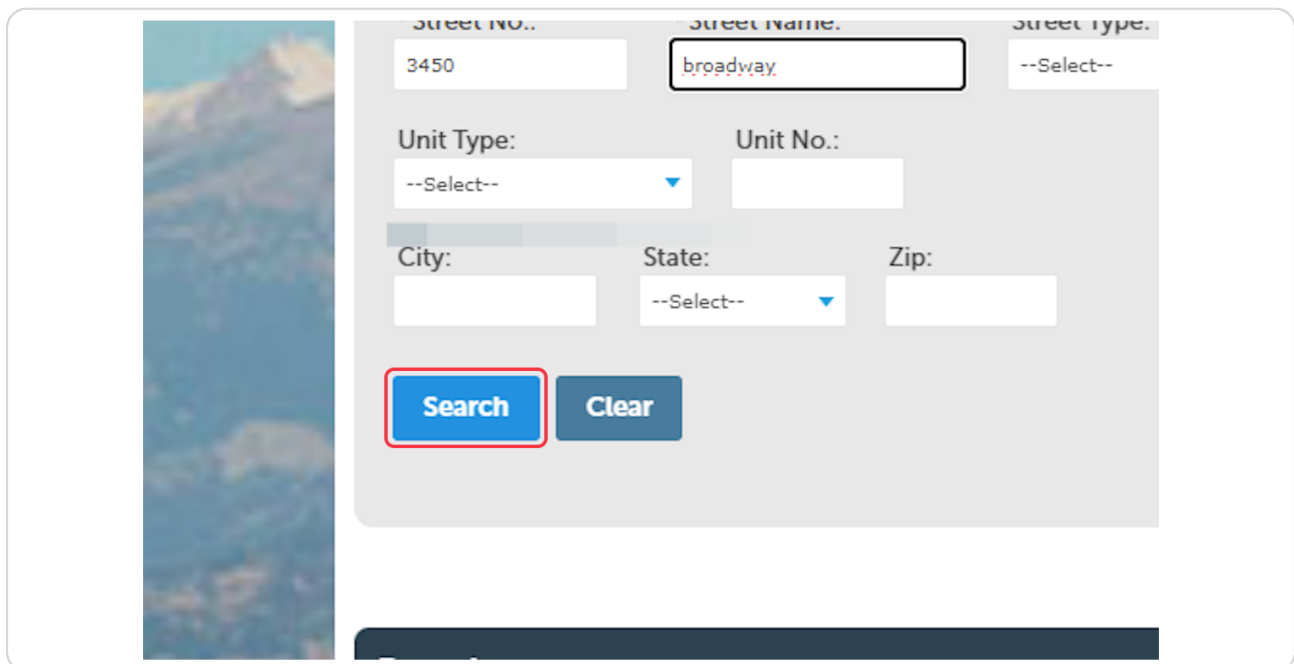
*Street No.: ⓘ *Street Name: Street Type:

No items to show.

City: State: Zip:

STEP 11

Click on Search. This will find the parcel and owner information for the site.



Street No.: Street Name: Street Type:

Unit Type: Unit No.:

City: State: Zip:

STEP 12

Don't forget to add an email address for the owner.

* Owner Name:

Address Line 1: Address Line 2:

City: State: Zip:

* E-mail:

Phone:

STEP 13

Click on Continue Application >>

PO BOX 471

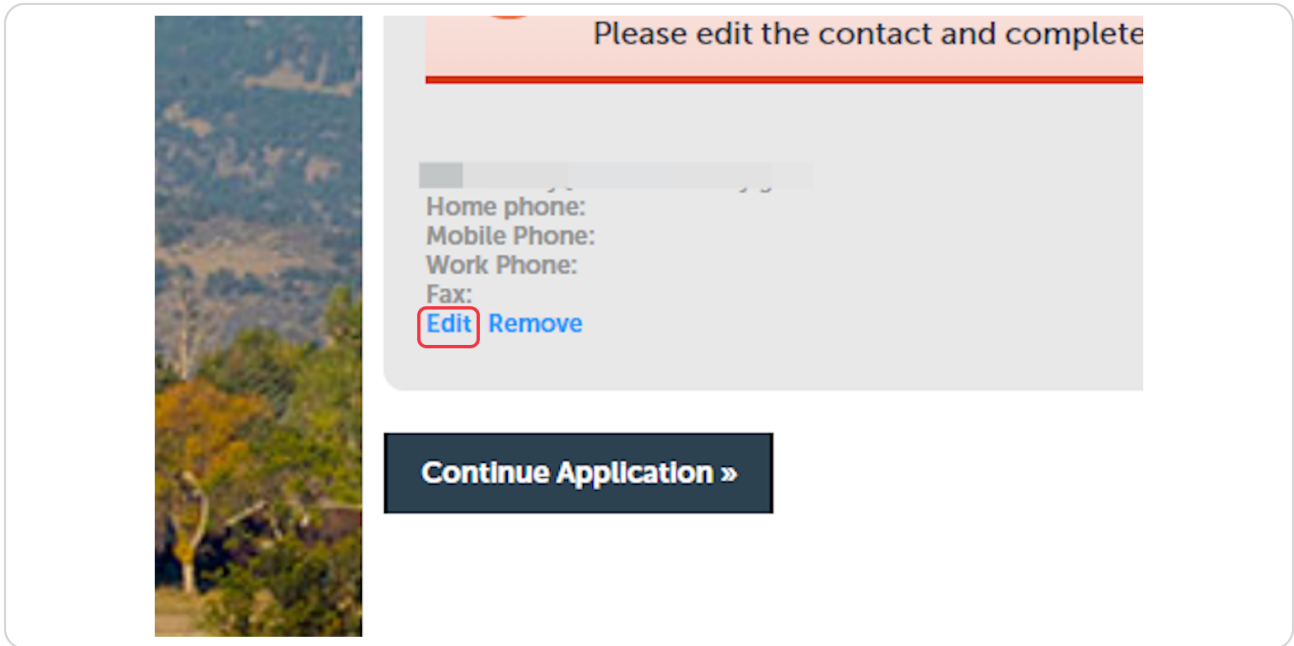
City: State: Zip:

* E-mail:

Phone:

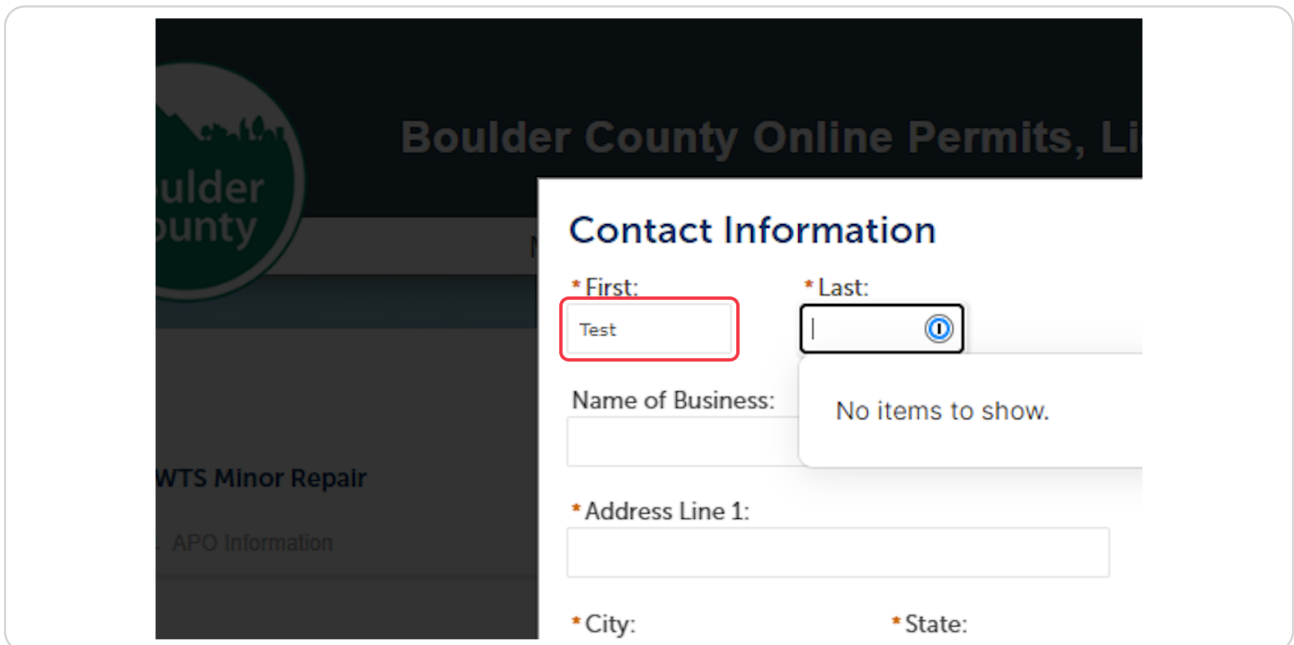
STEP 14

If you get an error message on this page, click on Edit in order to update the information.



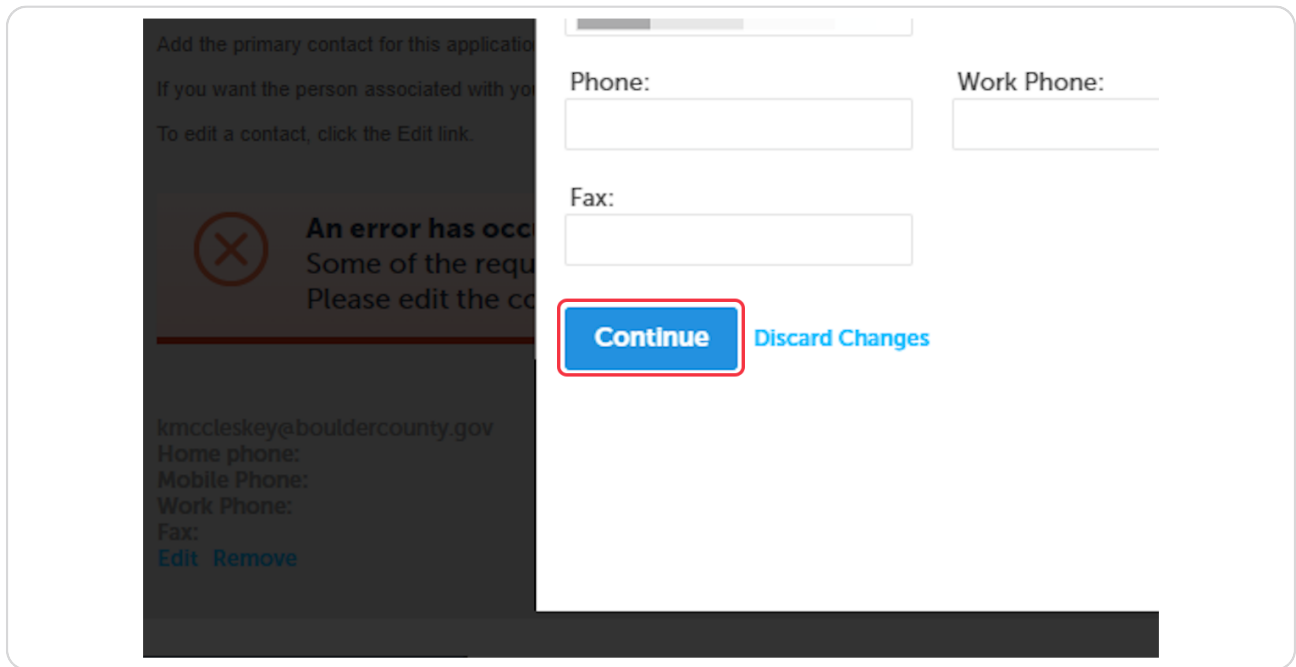
STEP 15

Update your contact information.



STEP 16

Click on Continue



Add the primary contact for this application
If you want the person associated with your registration to be the primary contact or the property owner to be the primary contact, click the Edit link.
To edit a contact, click the Edit link.

An error has occurred
Some of the required fields are missing.
Please edit the contact information.

kmccleskey@bouldercounty.gov
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

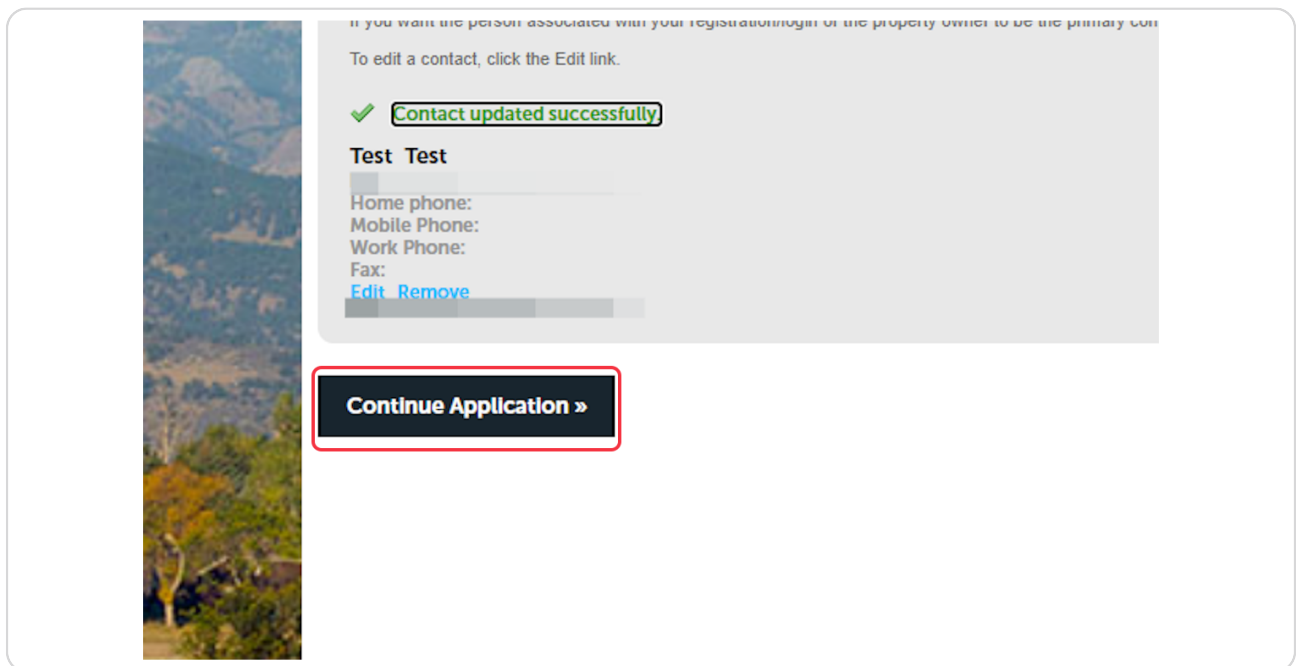
Phone: Work Phone:

Fax:

Continue [Discard Changes](#)

STEP 17

Click on Continue Application >>



If you want the person associated with your registration to be the primary contact or the property owner to be the primary contact, click the Edit link.
To edit a contact, click the Edit link.

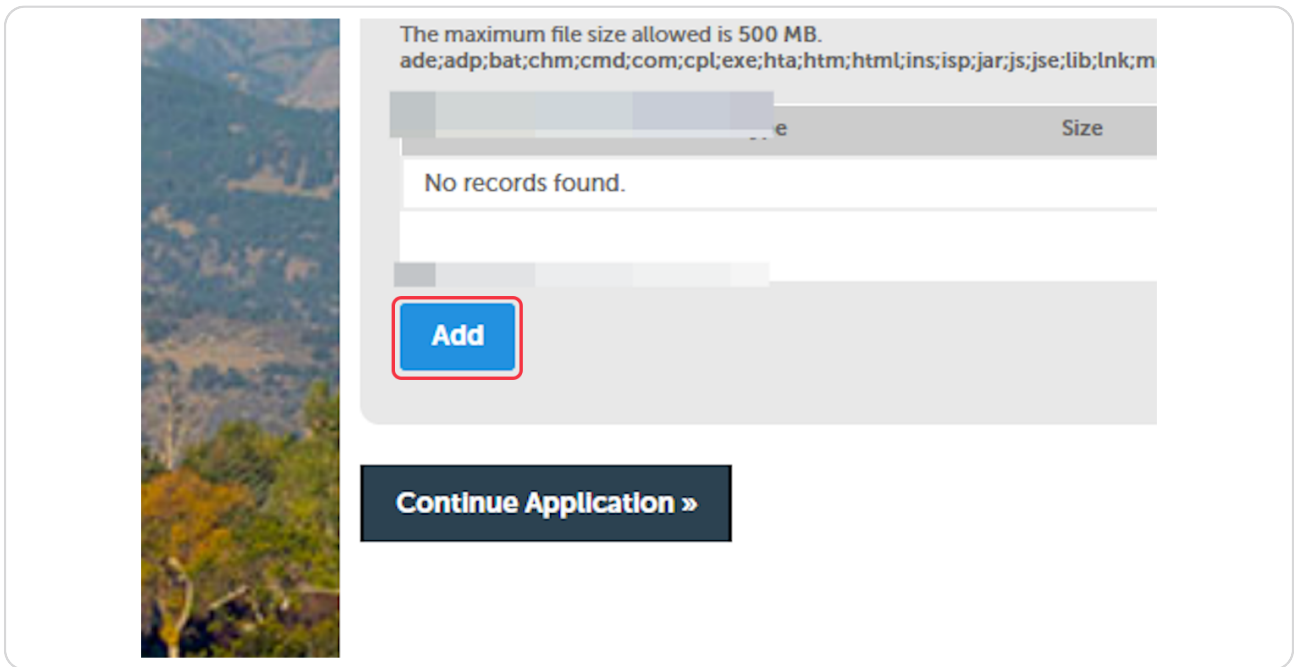
✓ **Contact updated successfully**

Test Test
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Continue Application >>

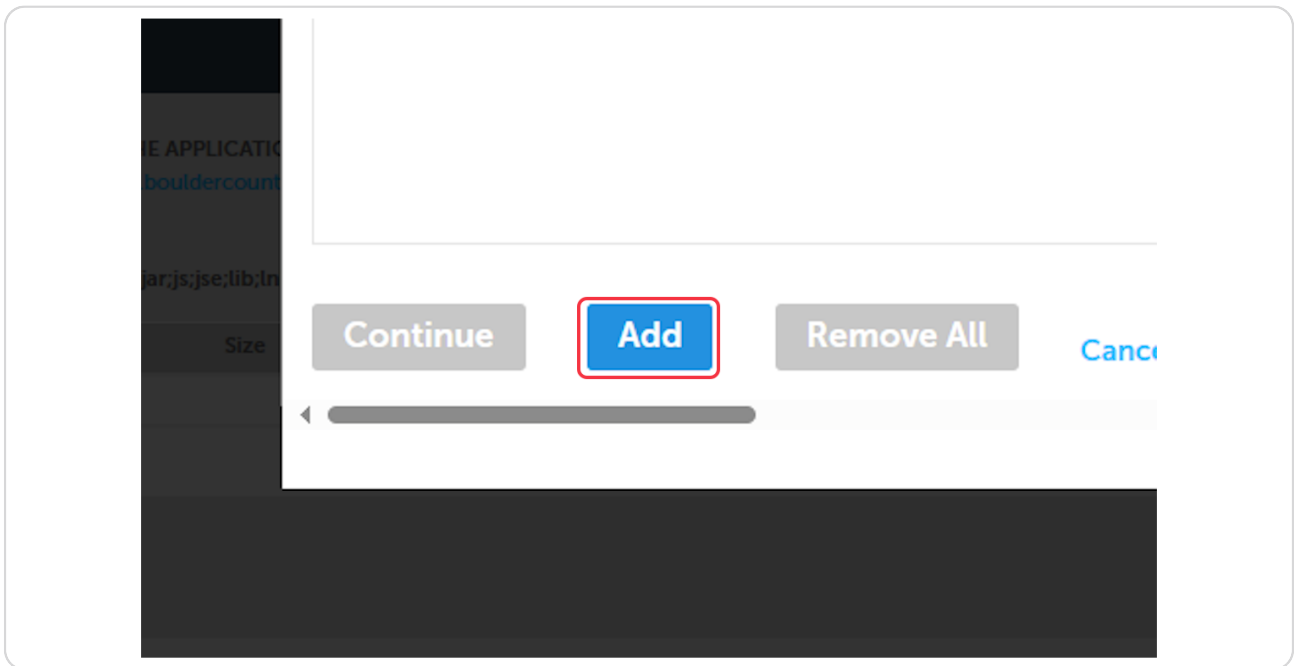
STEP 18

Click on Add



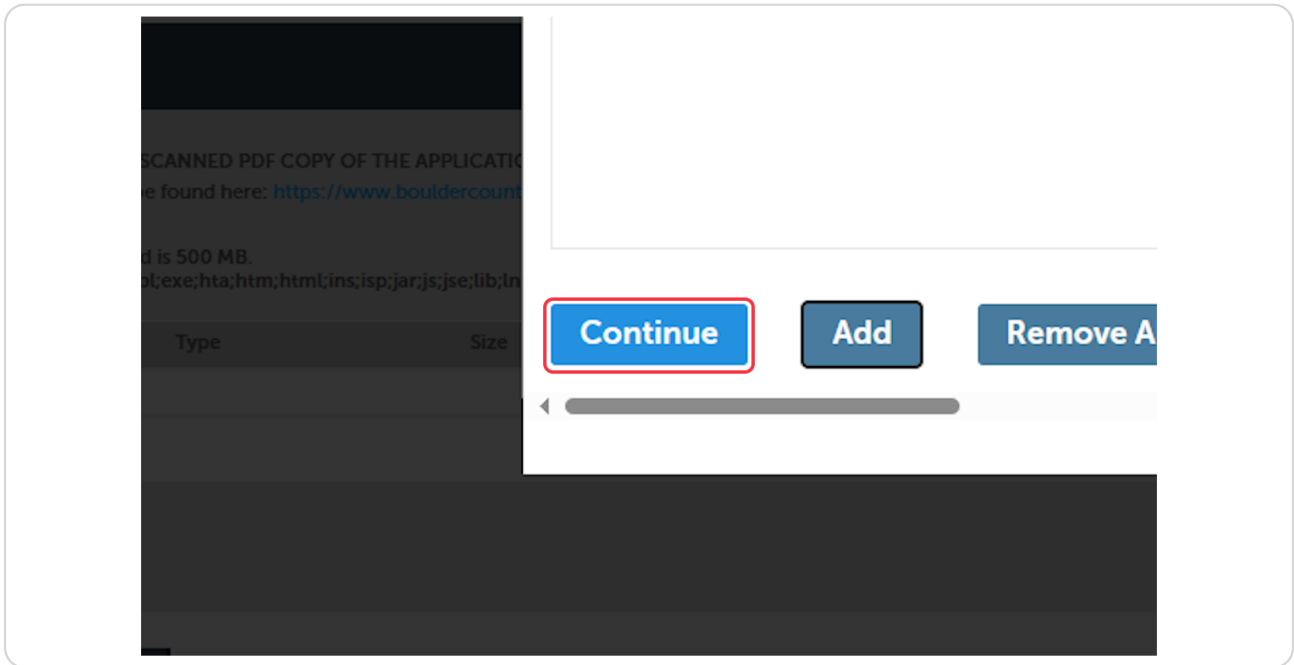
STEP 19

Click on Add to add your attachments.



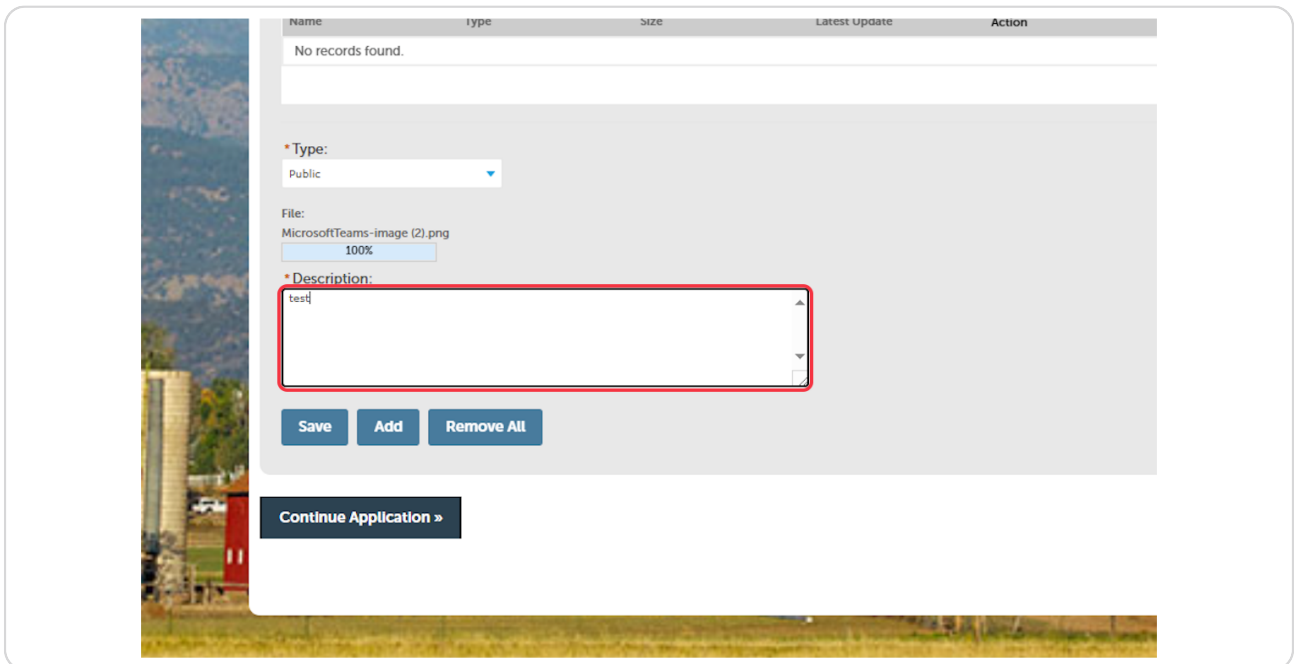
STEP 20

Once your upload reaches 100%, click on Continue



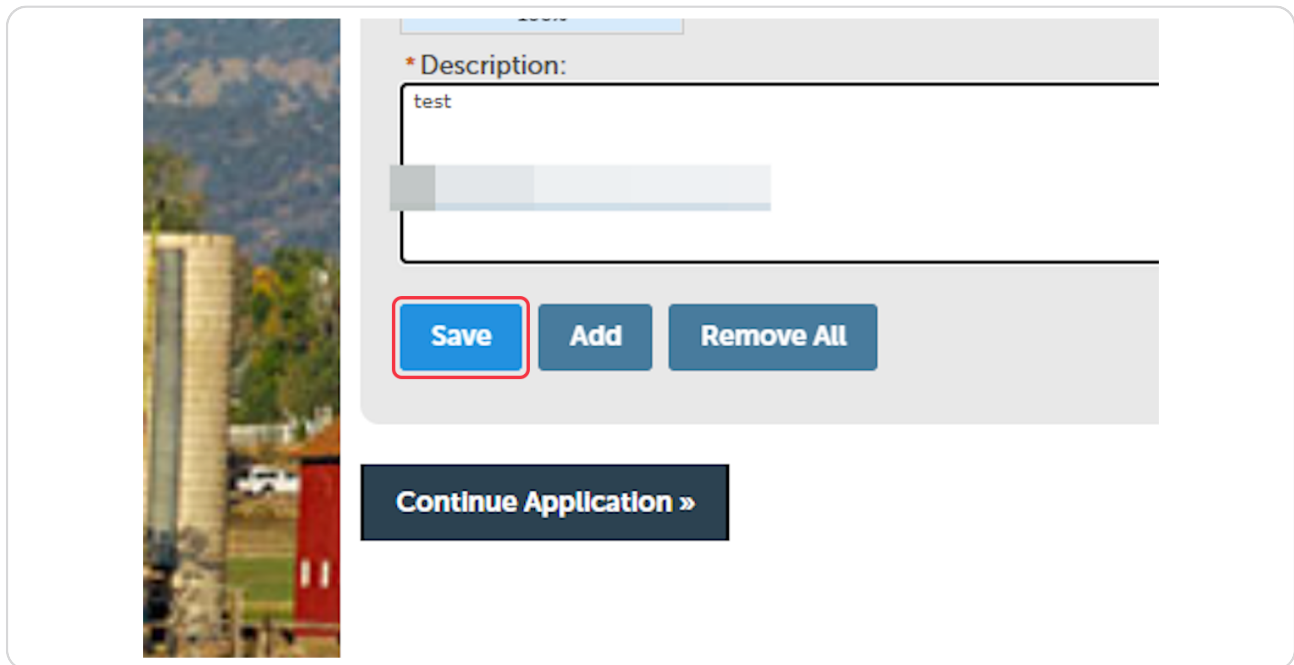
STEP 21

Type the document name.



STEP 22

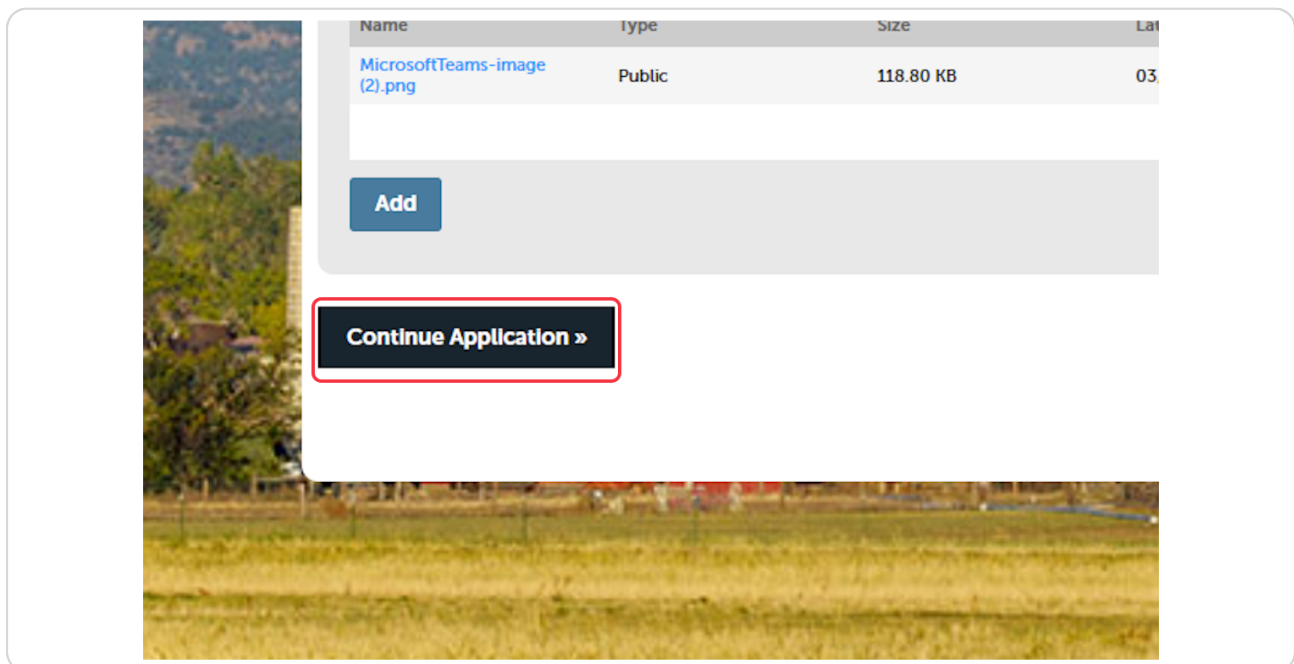
Click on Save



A screenshot of a web form. On the left is a vertical image of a tall, cylindrical structure. The form has a 'Description:' label and a text input field containing the word 'test'. Below the input field are three buttons: 'Save', 'Add', and 'Remove All'. The 'Save' button is highlighted with a red border. Below the form is a dark button labeled 'Continue Application »'.

STEP 23

Click on Continue Application »



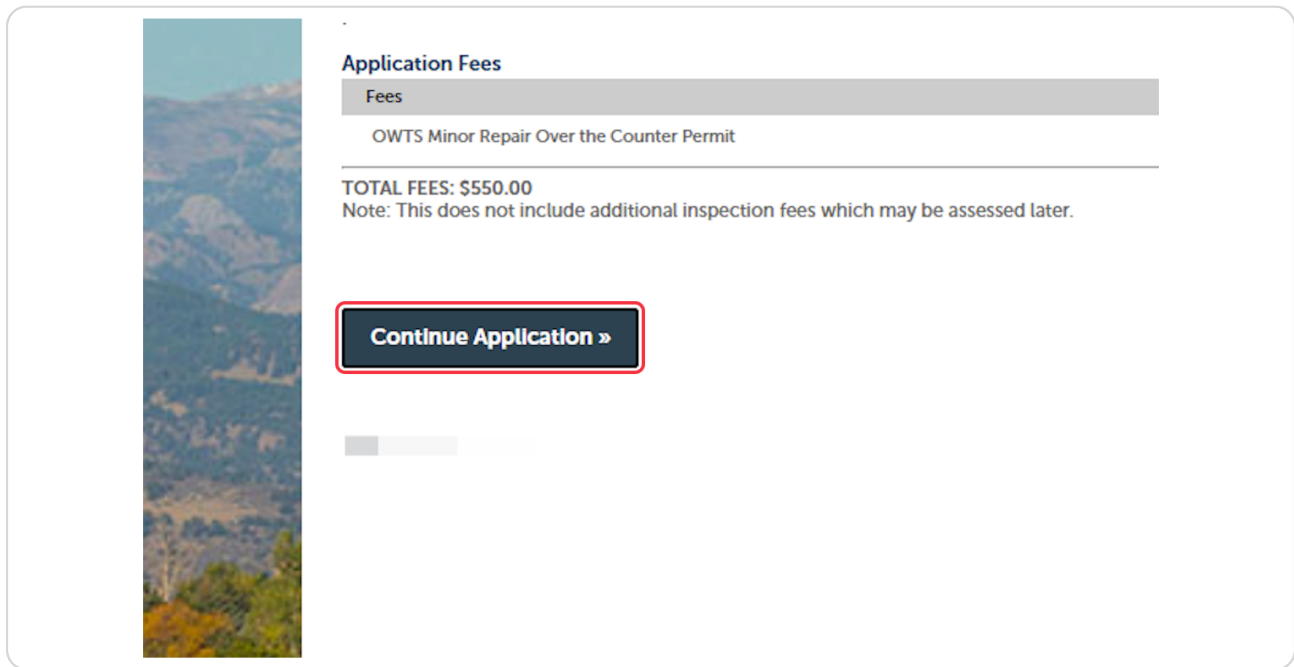
A screenshot of a file management interface. On the left is a vertical image of a field. The interface shows a table with the following data:

Name	Type	Size	Lat
MicrosoftTeams-image (2).png	Public	118.80 KB	03,

Below the table is an 'Add' button. At the bottom of the interface is a dark button labeled 'Continue Application »', which is highlighted with a red border.

STEP 26

Click on Continue Application >>



Application Fees

Fees

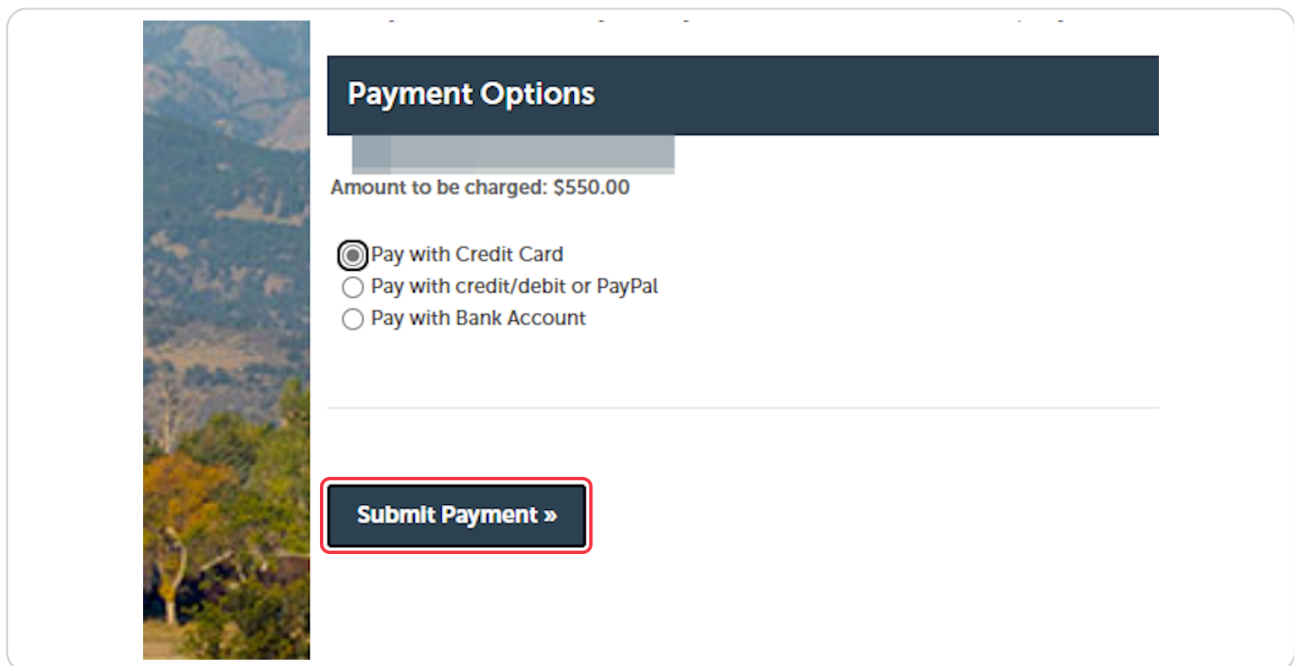
OWTS Minor Repair Over the Counter Permit

TOTAL FEES: \$550.00
Note: This does not include additional inspection fees which may be assessed later.

Continue Application >>

STEP 27

Click on Submit Payment >>



Payment Options

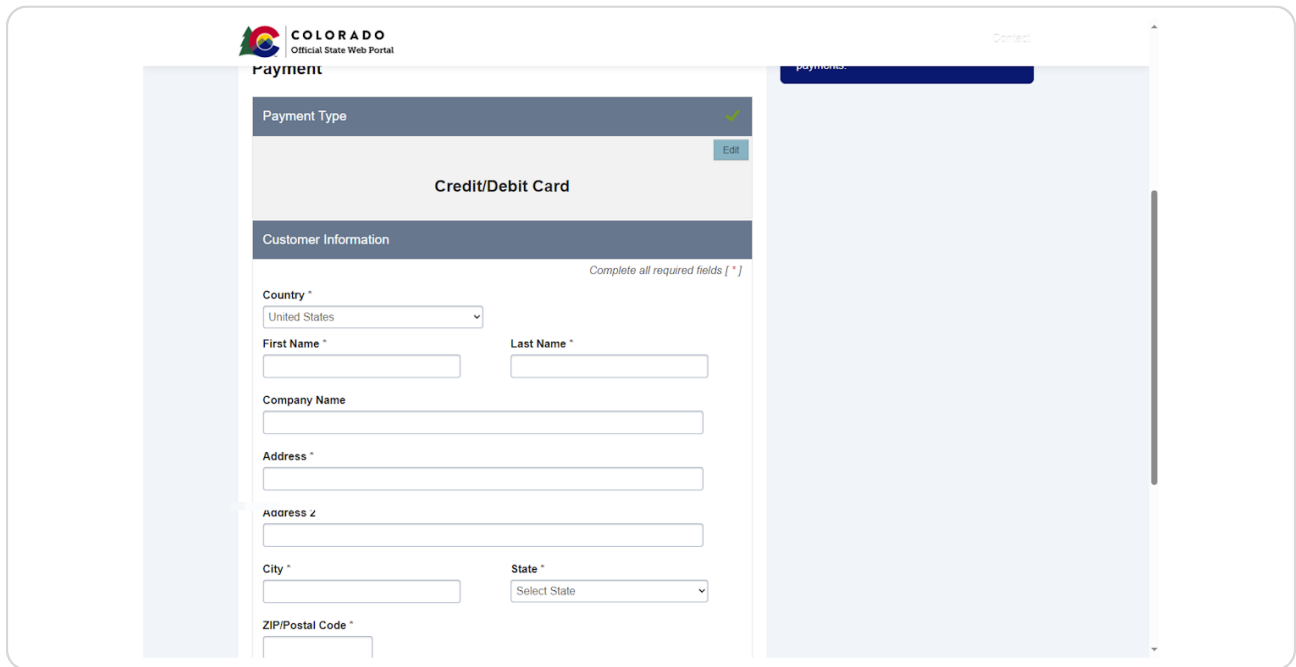
Amount to be charged: \$550.00

Pay with Credit Card
 Pay with credit/debit or PayPal
 Pay with Bank Account

Submit Payment >>

STEP 28

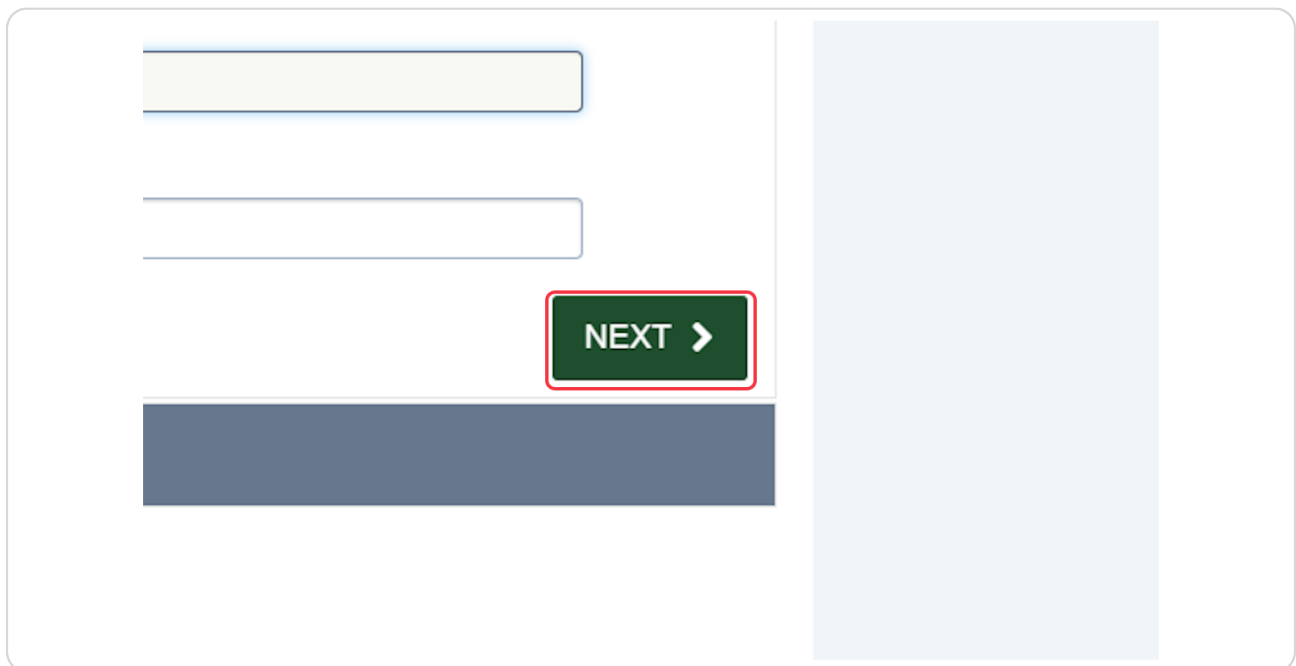
Fill in your credit card or electronic check information.



The screenshot shows the Colorado Official State Web Portal payment interface. At the top left is the Colorado logo and the text "COLORADO Official State Web Portal". Below this is a "Payment" section with a "Payment Type" dropdown menu set to "Credit/Debit Card" and an "Edit" button. Underneath is a "Customer Information" section with a note "Complete all required fields [*]". The form includes fields for "Country" (set to "United States"), "First Name", "Last Name", "Company Name", "Address", "Address 2", "City", "State" (a dropdown menu set to "Select State"), and "ZIP/Postal Code".

STEP 29

Click on Next



This screenshot shows the same payment form as in Step 28, but with a focus on the navigation. A red rectangular box highlights the "NEXT >" button, which is a green rectangle with white text and a white arrow pointing to the right. The rest of the form fields are visible but not highlighted.

STEP 30


Enter your card information.

Country
United States


Email Address

Payment Information


Complete all

Credit Card Number * 




Save in 1Password

Expiration Month *
Select a Month 

Expiration Year *
Select a Year

Security Code * 

Credit Card Type

STEP 31

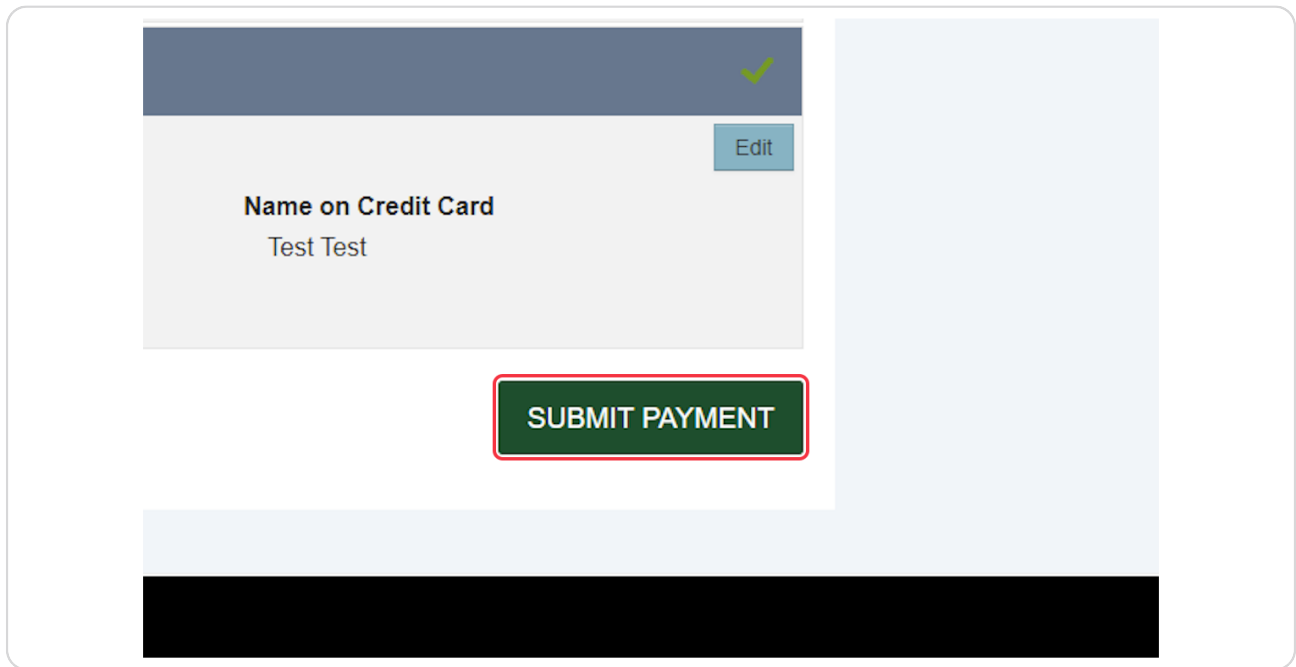
Click on Next

Information *

NEXT >

STEP 32

Click on SUBMIT PAYMENT



STEP 33

Click on View Record Details »

