How to submit on-line Grading Permit Applications (GPA)
(Used to apply for Grading Permits AND Notice of Intent and Natural Surface Trail Permits)

Go to the On-Line Applications “Apply for Permits” login: https://entraprise.jeffco.us/

A completed and signed application is required to be uploaded with this online application. Please fill out and sign the appropriate Grading Permit, Notice of Intent or Natural Surface Trails application before starting the application process. (Please see https://www.jeffco.us/2670/Land-Disturbance-Permitting)

Click logon to create and Work with Permits and Contractor Licenses

Enter your e-mail address and Password. If you have applied online before, you most likely already have an account. If not, please contact pzadmin@jeffco.us to set one up.

Choose Apply for Permits under Planning & Zoning Permits

Choose Grading Permit Application. This is also what is used to apply online for Notice of Intent and Natural Surface Trail Permits.

Select Sub Type by selecting Grading Permit. The Planning Engineer assigned to review your application will confirm if the application is a Notice of Intent or Grading Permit, or, if needed, Natural Surface Trails Permit.

Select Work Type by selecting Mountains or Plains Development. If you aren’t sure at this time, select one and we will confirm during the Sufficiency Review process.

Click Continue
Enter a house number and select Search for Address.
A list of addresses will appear (not shown in this example).
Once you have found your address Select your address and choose Confirm.

If there is no address, you may Continue without an address.

Under Area of Disturbance, select the question mark.
A drop down will appear below. Select the corresponding option for your application.

Repeat the previous step for the following drop-down items.
Only select one drop down at a time and select an option.
If no option is selected, the drop down will remain open even when other drop downs are open. This will help keep the application screen clear.

Purpose of Permit*
Is the Property a Legal Parcel or Proper Subdivision of Land* (Not Sure? Please call P&Z @ 303-271-8700 for assistance)
Legal Parcel Comment*
Enter any additional information about the property
Access Type* (Not Sure? Please call P&Z @ 303-271-8700 for assistance) *Items must be completed

Add Access Comments if you have additional comments on the Access to the property.
For example, if there has been Legal Access Research done your property, please fill in the case number. Also, if there is an access easement to access the property, please add the recording (reception) number.

Fill in the Owner or Payee Name, Phone and Email if the owner or payee is different than yourself.
Click Upload Documents. A pop-up will appear.

In the pop-up, select the drop-down menu. Upload the MANDATORY items and other documents as necessary by choosing the category first then browsing to the file to upload.

Click Close when all documents are uploaded.

Once complete, choose Submit. Your application will be assigned a Case Manager from Planning Engineering. Your Case Manager will conduct a sufficiency review and let you know if any other items are required.

Fees will be assessed at the time of the Sufficiency Review. You will receive an email for the required application review fee amount.