How to submit on-line Floodplain Permit Applications (FPA)

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

A completed and signed application is required to be uploaded with this online application. Please fill out the Floodplain Permit application before starting the application process. (Please see https://www.jeffco.us/2695)

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 Floodplain Permit Application

Select Sub Type by selecting Alteration of a Watercourse or No Alteration of Watercourse. If you aren’t sure at this time, select one and we will confirm during the Sufficiency Review process.

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 Purpose of Permit, select the question mark.
A drop down will appear below. Select the corresponding option for your application.

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.