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How to use the On-Line Pre-Application Submittal

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

Click logon to create and Work with Permits and Contractor Licenses.

Please Select an Option

By clicking on any of the following links and accessing the services contained, you acknowledge having read, understood and accepted the terms of the <u>Jeffco Online Services Disclaimer.</u>

> Logon to Create and Work with Permits and Contractor Licenses

Enter your e-mail address and Password.

First time users	must register before	using this	websit
REGISTERED USER	S SIGN-IN HERE		
Email Address: Password:	Login		

Please select a permit type from the list

Sub and Work Types

Choose the 'Preliminary Application' link from the list.

Building	A typical Permit application process requires the following:
Electrical Permit	Pick a Building or Zoning permit type. Pick a permit Sub-Type or Work Code (if necessary). Pick a Jeffco Address.
Mechanical Permit	 Complete the permit detail information. A list of all permit payments due will be displayed. Pick the permit(s) to pay. For payment (permit fee + online service fee), you will need to
Plumbing Permit	use a valid credit card. Acceptable cards are Visa, MasterCard, American Express and Discover. 7. Print the receipt (optional).
Re-Roofing & Siding Permits	An e-mail will be sent to you confirming that your application is received Please comply with the necessary requirements in order to complete your application, PLEASE NOTE THAT UNTIL ALL REQUIREMENTS HAVE BEEN MET, YOUR PERMIT APPLICATION WILL NOT BE PROCESSED.
Development Services Preliminary Application	Due to the various conditions and restrictions required to obtain a permit, Jefferson County does not guarantee the acceptance of any application. To view the status of your permit(s) and permit application(s), please use the My Permits link at the left.

Select Sub type

Select the process that most closely matches your reason for applying for a Preliminary Application.

Choose Continue



Property Selection Selected Permit Details Permit type Preliminary Application Sub type Work type

Enter the property address number that will be the subject of the application.

Choose Find Address

Job Site Easiest search is	s by house number only.
Enter House Number or Range e.g. 12437	2525
Enter Street Name Enter complete street name or first few letters of street name only. DO NOT ENTER	
If no address is relevant to the permit, you may continue without choosing one.	Find Address Continue without an address

Select the address from the list if you entered a property address

List of Addresses

Click on an address
or
Click Go Back,
choosing none.

8 Record(s) - Page 1 / 1 - 100 Record(s) per page
<< Previous 1 Next>>

Page Size: 10 Change Go to page: 1 Go

2525 Baltusrol LN
2525 Bogus ST
2525 Creighton DR
2525 Eldridge ST
2525 Eldridge CIR
2525 Youngfield ST

The address will appear to the right of the 'Address is chosen' prompt.

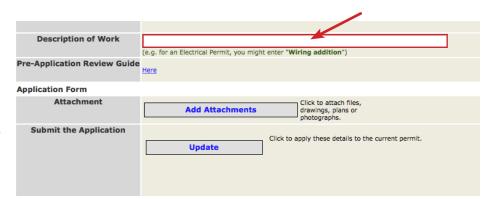
Verify this is the correct address, then cloose 'Continue'. Actions

Address is chosen

Here you may press
Continue
to confirm the address.

Alternatively, you may
search for a different

If you chose **Continue without an address**, enter a Parcel ID Number (PIN), AIN or Schedule Number in the "Description of Work" Box. *The AIN, PIN or Schedule number may be found on a property tax statement from the Assessor's Office.*



Briefly describe the purpose of the Pre-Application in the 'Description of Work' box.

Choose 'Add Attachments'



Choose the category (document type) from the drop down menu.

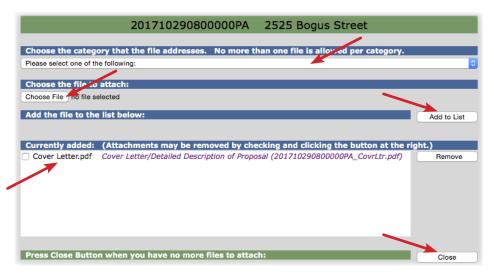
Choose file (browse to the location of the document to attach).

Select 'Add to List'.

(A confirmation window will appear - choose 'Return to Work' to continue.)

Repeat until all documents for the application are listed in the 'Currently Added' window.

Choose 'Close' when finished.



Application Date

Feb 16, 2017

Description of Work

Rezone to allow a multi-story self-storage facility
(e.g. for an Electrical Permit, you might enter "Wiring addition")

Pre-Application Review Guide

Here

Application Form

Attachment

Add Attachments

Click to attach files, drawings, plans or photographs.

Submit the Application

Update

Click to apply these details to the current permit.

Select 'Update' when you are satisfied with all of the information entered for the application.

(A pop-up will verify the number of attachments you have uploaded.)

Payment Details	(Use check boxes to Select s	set of Permit(s) You Wis	h to Pav)



The calculated fee includes fees for the permit plus a 2.5% credit card convenience fee.

To review or edit the information regarding your applications(s), click on the relevant address above.

Upon review of your application, all applicable fees will be assessed. All permit fees must be paid before a permit may be issued.

Choose 'Pay by Credit Card'.

To submit your application for checked permits, click below Pay By Credit Card

Billing Information Page

Please verify the charges to be paid and edit billing information if necessary.

To continue, press *Proceed with Payment* below. To back out, <u>click here</u>.

2525 Bogus Street - 17 103138 000 00 PA Outstanding Fees for this Permit:

 Description
 Amount Dept

 Health Department Fees (P&Z)
 \$100.00 Public Health

 Credit Card Convenience Fee (P&Z)
 \$7.50 Planning

 Credit Card Convenience Fee (P&ZHealth)
 \$2.50 Planning

 Preliminary Application Fee
 \$300.00 Planning

Amt Selected to Pay Planning: \$310.00
Amt Selected to Pay Public Health: \$100.00
Total Amount Selected to Pay: \$410.00

To

Verify information on the

Billing Information Page.

Once the information is correct,

choose 'Proceed with Payment'.

Follow the directions in the final payment window.

Your application will be processed, and you will be contacted by the Planning & Zoning Coordinator to schedule the Pre-Application Meeting.

Billing Information

Name First:	John	
Name Last:	Smith	
Email Address:	jsmith@gmail.com	
Address:		
City:	Jefferson City	1~
State:	Colorado	0
Zip Code:		
Country:	United States	\$
P	roceed with Payment.	