

How to use the On-Line Pre-Application Submittal

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

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

Enter your e-mail address and Password.

Choose the 'Preliminary Application' link from the list.

Select Sub type

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

Choose Continue

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

Choose Find Address

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 [Jeffco Online Services Disclaimer](#).

[Logon to Create and Work with Permits and Contractor Licenses](#)

First time users must register before using this website.

REGISTERED USERS SIGN-IN HERE

Email Address:

Password:

Please select a permit type from the list below

- Building
 - [Electrical Permit](#)
 - [Mechanical Permit](#)
 - [Plumbing Permit](#)
 - [Re-Roofing & Siding Permits](#)
- Development Services
 - [Preliminary Application](#)

A typical Permit application process requires the following:

1. Pick a Building or Zoning permit type.
2. Pick a permit Sub-Type or Work Code (if necessary).
3. Pick a Jeffco Address.
4. Complete the permit detail information.
5. A list of all permit payments due will be displayed. Pick the permit(s) to pay.
6. For payment (permit fee + online service fee), you will need to use a valid credit card. Acceptable cards are Visa, MasterCard, American Express and Discover.
7. Print the receipt (optional).

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.**

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.

Sub and Work Types

Permit type	Preliminary Application
Selected Sub Type	Exemption Minor Adjustment Plat Rezoning SDP Site Approval Special Use
Move to next step	Please select a Sub Type. Then Continue. <input type="button" value="Continue..."/>

Property Selection

Selected Permit Details	
Permit type	Preliminary Application
Sub type	Rezoning
Work type	

Job Site **Easiest search is by house number only.**

Enter House Number or Range e.g. 12437	<input type="text" value="2525"/>
Enter Street Name	<input type="text"/>
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.	<input type="button" value="Find Address"/> <input type="button" value="Continue without an address"/>

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

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

Verify this is the correct address, then close 'Continue'.

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.

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.)

Address	2525 Bogus Street
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	<input type="button" value="Add Attachments"/> <small>Click to attach files, drawings, plans or photographs.</small>
Submit the Application	<input type="button" value="Update"/> <small>Click to apply these details to the current permit.</small>

Payment Details (Use check boxes to Select set of Permit(s) You Wish to Pay)

Description	Fee Amount
<input checked="" type="checkbox"/> 2525 Bogus Street	\$410.00
Fees due to this point:	\$410.00

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.

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, [click here](#).

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

Verify information on the **Billing Information Page**. Once the information is correct, choose 'Proceed with Payment'. Follow the directions in the final payment window.

Billing Information

Name First:

Name Last:

Email Address:

Address:

City:

State:

Zip Code:

Country:

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