How to use the On-Line Pre-Application Submittal

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

Choose ‘Pay by Credit Card’.

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.