

Building Permits are Now Online



www.broomfield.org/building

Public Access:

- You can find information regarding Broomfield Building permits from 1994 on.
- Simply click on “Public Access” and enter the address you are interested in. (See the back for instructions.)
- Registration is **not** required for public access.
- Information available includes status of permit reviews, fees and status of inspections.

Schedule Inspections:

- To schedule inspections online, you **will** need to be registered.

Please call the number below to activate a registration.

You can also:

- Check Inspection Results
- Cancel an Inspection
- Reschedule an Inspection
- Check the status of your permit applications.

For questions, problems, or to register:

Call 303-438-6370 to speak with one of our staff.



Broomfield Online Public Access

To search for permit information:

1. Enter all or a portion of an address or permit number.
 - Examples of address searches for 999 Broomfield Way:
 - 999 Broomfield
 - Broomfield
 - Do not enter “Way”
 - Examples of permit searches for permit BP-09-00999:
 - BP-09-00999
 - 09-00999
 - 999
2. Click on “Search” button.
3. Place your cursor over the permit you are interest in and click on the highlighted line.
4. For permit details, click on the tabs across the top of the permit.

Scheduling Inspections Online

1. Log in with your e-mail address and password.
 2. Click on “My Applications.” Your permits will be listed. If you have numerous permits, a search will narrow the list.
 3. Highlight the appropriate permit and click on the highlighted line.
 4. Click on the inspections tab.
 5. Highlight the inspection you would like to schedule.
 6. Click on the “Schedule” button.
 7. Enter the date you would like the inspection.
 - You can click on the calendar icon to pick the date.
 8. Type in any comments you may have for the inspector.
 9. Click on “Request Inspection.”
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- If you receive an error message, please call our staff.
 - To cancel a scheduled inspection, highlight the appropriate inspection and click on “Cancel Inspection.” Then click on “Okay.”
 - To see the inspector’s comments, highlight the appropriate inspection and click on “Fetch,” located to the right of “Comments.”
 - To see inspection attachments (if any exist), highlight the appropriate inspection and click on “Fetch,” located to the right of “Attachments.”

