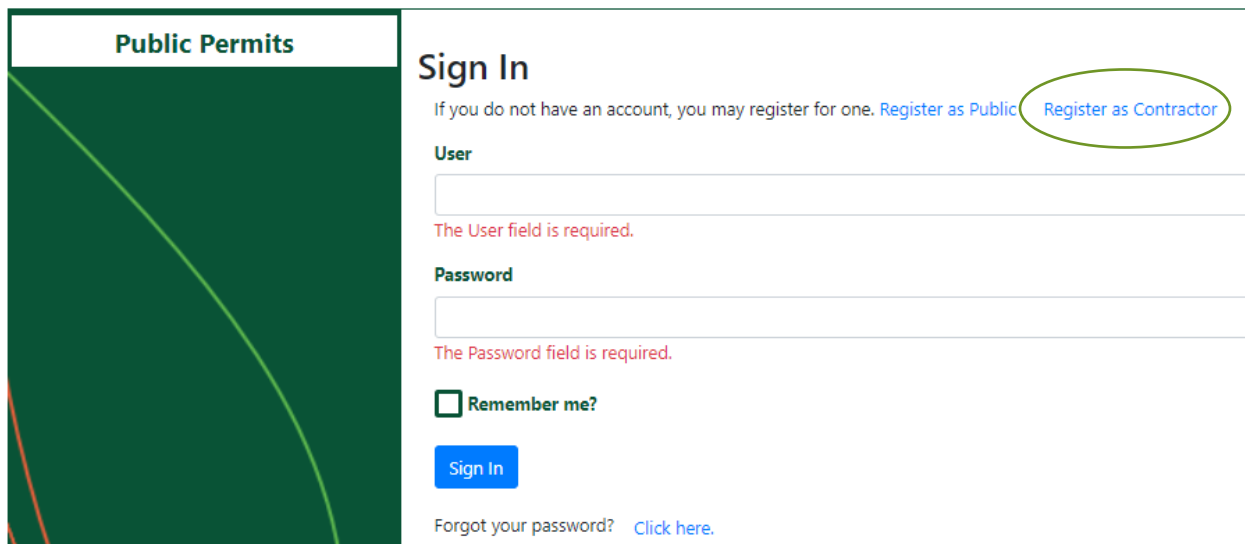


CONTRACTOR INSTRUCTIONS

Step #1: Create a contractor account in Cascade



Public Permits

Sign In

If you do not have an account, you may register for one. [Register as Public](#) [Register as Contractor](#)

User

The User field is required.

Password

The Password field is required.

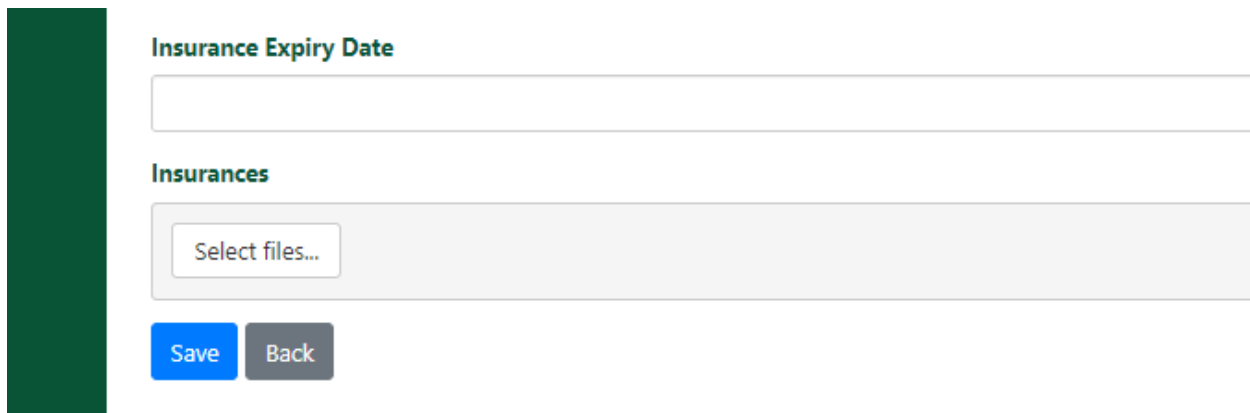
☐ Remember me?

[Sign In](#)

Forgot your password? [Click here.](#)

Step #2: Upload Cert in Cascade or Email Certificate of Insurance
to: buildingdept@fortluptonco.gov

The City of Fort Lupton requires Contractor to be licensed. [Click here](#) for the application.



Insurance Expiry Date

Insurances

Select files...

[Save](#) [Back](#)

***Once staff review your information you will be validated in Cascade. Then you can create and apply for a permit.

Step #3: Click on Create Permit - Complete fillable permit application



<p>Quick Navigation</p> <p>HOME BACK</p> <p>Create Permit</p> <p>Permits</p> <p>Planning Cases</p>	<h2>Issued Permits</h2> <p>Jurisdiction</p> <p>Cascade ▼</p>
---	--

Step #4: Complete the permit form in Cascade.

Create Permit

[Save](#) [Back](#)

Jurisdiction

Cascade

Parcel

You can start typing the address here...

Address

Owner

If the current owner is not listed, click +Create New...

[+Create New](#)

Type

Be sure to select the correct type of permit. If not Sure contact the building department...

[Save](#)

[Back](#)

Step #5: Completely fill out the fields and Upload all required submittal documents to Cascade

Edit Permit Values

Cascade - [Permits](#) - 20BRD-00658

Accessory Building - 123123 Test Street

Edit Values

Information

Documents

Save

Back

PERMIT TYPE

ACCESSORY BUILDING - OTHER

GENERAL CONTRACTOR

+ New contractor

MECHANICAL CONTRACTOR

+ New contractor

ELECTRICAL CONTRACTOR

Requirements

APPLICATION

*

Select files...

SITE/PLOT PLAN

*

Select files...

PLANS

*

Select files...

MISC DOCUMENT

Select files...

Save

Back

***If a red asterisk is next to the item it is required.

Step #6: Click Save – An email will be sent to staff to inform them that a new permit has been created. Staff will contact you if more information is needed.

Step #7: Review Process - Submittal may be Review by the Town Staff & Building Department

Step #8: Once reviews are complete; staff will contact you for payment.

Step #9: Pay permit fees - call 970-587-6694 for more information

Step #10: Contractor must print or make Permit & Inspection Card and approved plans available for construction and inspections.

Approved plans and documents can be downloaded under the Documents tab>Approved Documents

Permit will expire on 4/7/2021

Edit Values
Information
Inspections
Fee Payments
Workflow Steps
Documents

View Approved Documents

Approved Documents
Requirements
Inspections
Workflows
Emails
Reg

Back

Name ↑

[20BRD-00657.20EAT-00187.SKM_C30820101911490.Requirements.ApprovedDocuments.pdf](#)

[20BRD-00657.287-20 Addend no1 10-13-20 \(003\) \(1\).ApprovedDocuments.pdf](#)

1

Back

To print your permit, go to the Edit Values tab and click Print Permit.

Cascade - [Permits](#) - 20BRD-00657

New Single Family Attached - 2401 1ST ST 5, BERTHOUD, 80513

Permit will expire on 4/7/2021

Edit Values
Information
Inspections
Fee Payments
Workflow Steps
Documents

Save
Back
Print Permit
Print Custom Reports ▼

PERMIT TYPE

NEW SINGLE FAMILY ATTACHED

GENERAL CONTRACTOR

Step #11: Complete inspections and meet town requirements

You can schedule your inspections in Cascade. Go to the permit you want to schedule for and select the Inspections tab.

Inspections

Cascade - [Permits](#) - 20BRD-00657

New Single Family Attached - 2401 1ST ST 5, BERTHOUD, 80513

Permit will expire on 4/7/2021

Step	Group	Inspection Item	Status	Schedule Date	Time	Item Notes	Inspector	Phone	Actions
1 Item Selected									
1	A Foundation Work	Setbacks - 1	Approved	10/9/2020	AM		Jonathan Gesick		RESULT
		Construction Meter - 1	Approved	10/9/2020	AM		Morgan Roe		RESULT
		Footings/Caisson - 1	Approved	10/9/2020	AM		Morgan Roe		RESULT
		Sewer Service - 1	In Progress	10/9/2020	AM				RESULT

Fill out the date, time, contact and include any notes for the inspector.

Schedule Sewer Service

Cascade - [Permits](#) - 20BRD-00657

New Single Family Attached - 2401 1ST ST 5, BERTHOUD, 80513

Permit will expire on 4/7/2021

Edit Values	Information	Inspections	Fee Payments	Workflow Steps	Documents
-------------	-------------	-------------	--------------	----------------	-----------

Schedule Sewer Service

Save Back

Inspector Name

Phone

(555) 555-5555

Schedule Time

Oct 9, 2020

Time Range

AM

Status

In Progress

Scheduled Notes

Located on the corner of 5th and main

Save Back



You Can check the status of your permit once it has been issued under the Workflow Tab.

RES MAJOR WF (5-2020)

Cascade - [Permits](#) - 20BRD-00657

New Single Family Attached - 2401 1ST ST 5, BERTHOUD, 80513

Permit will expire on 4/7/2021

Edit Values	Information	Inspections	Fee Payments	Workflow Steps	Documents
Back					
Step	Workflow Step	Assigned To	Assign Date	Status/History	
1	Application		-N/A-	Accepted	
	Raw Water Dedication	Shannon D	2020-10-08	Approved	
2	Building Plan Review	Kelly Dykstra	2020-10-08	Pending	
	Permit Technician Review		-N/A-	Pending	
	Block Diversity/Setback Review		-N/A-	Pending	
3	Fees Applied		-N/A-	Fees Applied	
4	Fees Paid		-N/A-	Fees Paid	
5	Permit Issuance		-N/A-	Issued	
	Inspections		-N/A-	N/A	
	Site Grading Cert Received		-N/A-	N/A	
	Improvement Location Certificate (ILC)		-N/A-	N/A	

Once all requirements have been met the permit will be closed.

Step #12: Permit Closed

If you need assistance, please contact the building department at email@procodeinc.net