

Applying for a Permit Online

Permit applications can be submitted and viewed through the Public Portal. You must be logged in to the Public Portal to submit a permit application

1. Select **Go** in the My Portal section from the home page.

VALIDATION

Home | Briggs, Lily

San Miguel County, CO support:

My Portal
View your applications and inspection results
GO »

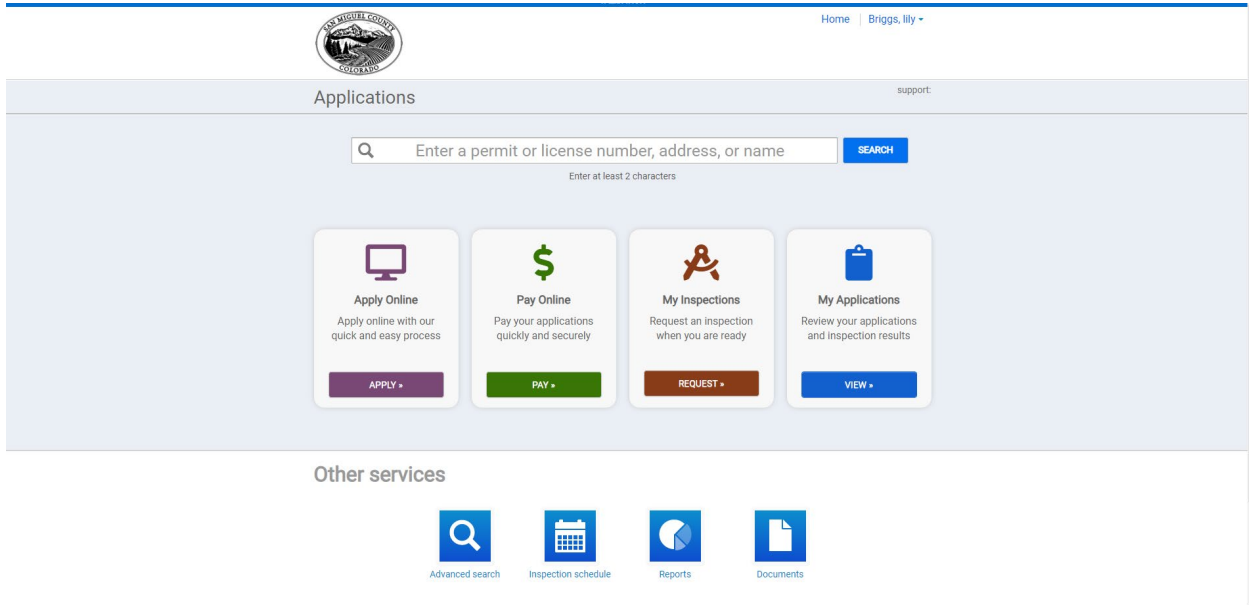
Contact Us
Request information or report a concern
GO »

Public Notices
Find and review public notice announcements
GO »

Other services

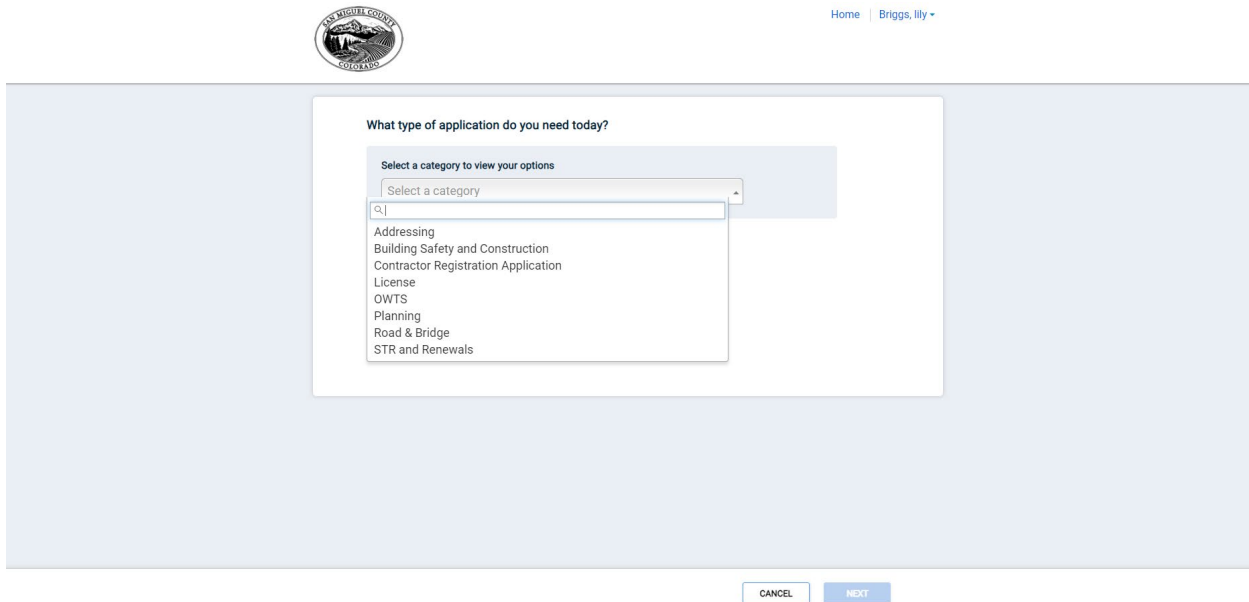
Reports Documents

2. Click **Apply** in the Apply Online section



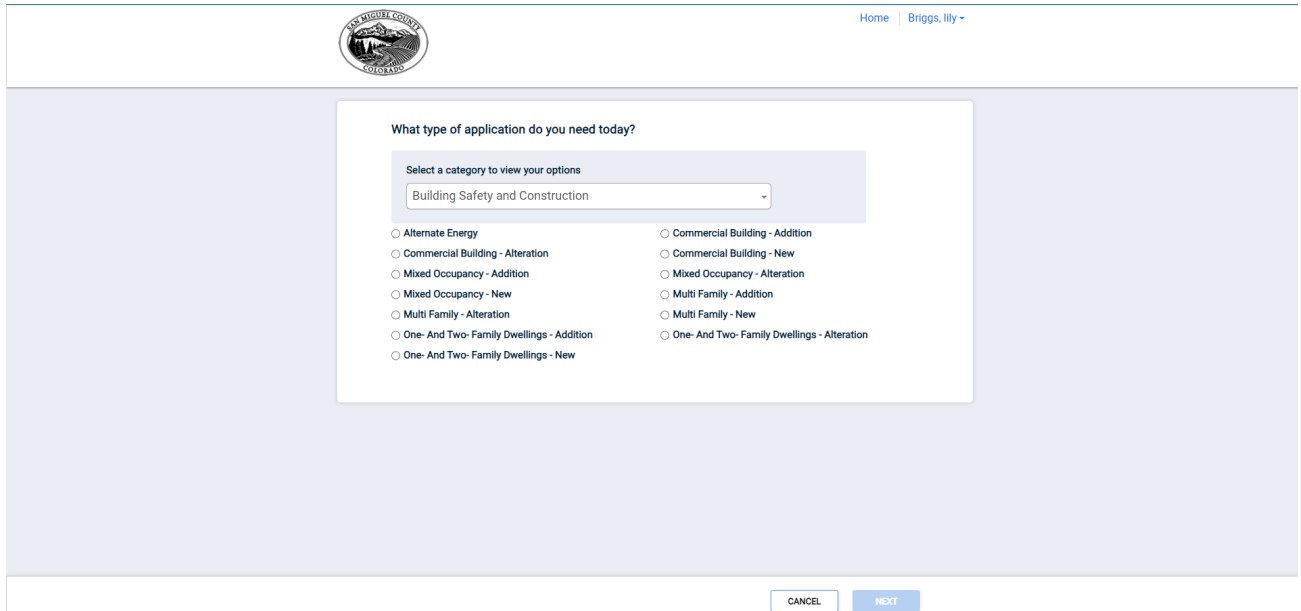
The screenshot shows the 'Applications' section of the New Mexico County website. At the top left is the county seal, and at the top right are links for 'Home' and 'Briggs, Lily'. Below the header is a search bar with the placeholder text 'Enter a permit or license number, address, or name' and a 'SEARCH' button. A note below the search bar says 'Enter at least 2 characters'. The main content area features four service tiles: 'Apply Online' (with a monitor icon and an 'APPLY' button), 'Pay Online' (with a dollar sign icon and a 'PAY' button), 'My Inspections' (with a person icon and a 'REQUEST' button), and 'My Applications' (with a clipboard icon and a 'VIEW' button). Below these tiles is an 'Other services' section with four icons: 'Advanced search' (magnifying glass), 'Inspection schedule' (calendar), 'Reports' (pie chart), and 'Documents' (document icon).

3. Select the appropriate **permit category**, such as Building Safety and Construction or Planning.



The screenshot shows a modal window titled 'What type of application do you need today?'. Inside the modal, there is a section 'Select a category to view your options' with a dropdown menu. The dropdown is open, showing a search bar and a list of categories: Addressing, Building Safety and Construction, Contractor Registration Application, License, OWTS, Planning, Road & Bridge, and STR and Renewals. At the bottom of the modal are 'CANCEL' and 'NEXT' buttons.

4. Select the appropriate **permit type** from the options that appear, such as One - And Two - Family Dwellings -New or Multi-Family - New.



What type of application do you need today?

Select a category to view your options

Building Safety and Construction

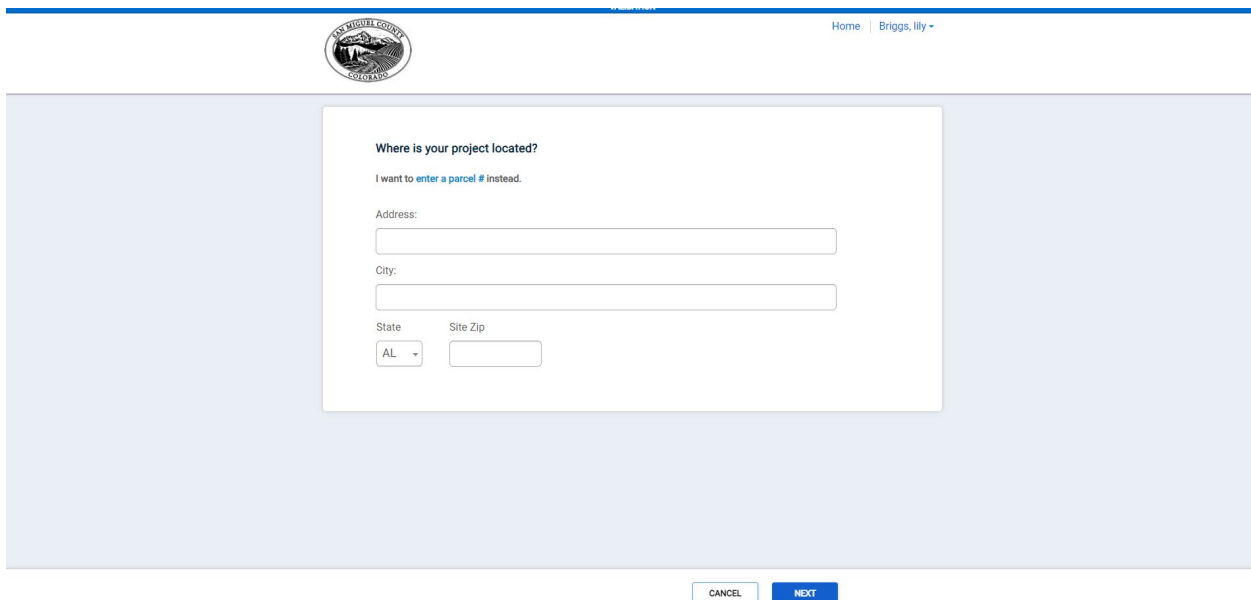
- Alternate Energy
- Commercial Building - Alteration
- Commercial Building - New
- Mixed Occupancy - Addition
- Mixed Occupancy - Alteration
- Mixed Occupancy - New
- Multi Family - Addition
- Multi Family - Alteration
- Multi Family - New
- One- And Two- Family Dwellings - Addition
- One- And Two- Family Dwellings - Alteration
- One- And Two- Family Dwellings - New

CANCEL NEXT

5. Click **Next** in the bottom right corner.

6. **Enter the project's address or parcel number.** If your project is located on a county road, please enter the nearest address or parcel number, you will be prompted farther along in the application to identify the specific county road you are applying for.

Click **Next**.



Where is your project located?

[I want to enter a parcel # instead.](#)

Address:

City:

State: AL Site Zip:

CANCEL NEXT

7. You are now able to complete your permit application. SmartGov will navigate you to your selected permit application. There are multiple dropdown sections in every permit application. You will know that you have completed each section when there is a green checkbox with **Done** on the right hand side of of the dropdown. Be sure to complete all required fields labeled with a red asterisk *****.

The screenshot shows a permit application interface for 'One-And Two- Family Dwellings - New' under 'Building Safety and Construction'. The permit number is 'NEW/RES-2023-001' and its status is 'Incomplete'. The estimated fees are '\$0.00', with a note that additional fees may be required. A message prompts the user to complete information to submit the application.

My Project (Not Complete)

Location		Parcel	Created
35 HILLSIDE LANE		452343301012	6/14/2023
TELLURIDE, CO 814359103			

[Change Location](#)

Approved: --
Issued: --
Closed: --
Application Expires: 9/12/2023

Give your project a name *

Describe the purpose of the permit *

Permit Contacts (Done)

Permit Contractors (Not Complete)

Permit Details (Not Complete)

8. The first dropdown section of the application is **My Project**. Give your project a name and describe the purpose for your project.

One- And Two- Family Dwellings - New
Building Safety and Construction

Permit Number: NEWRES-2023-001 Incomplete Options ▾

Estimated Fees: **\$0⁰⁰**
Additional fees may be required

Please complete the following information to submit your permit application.

▲ My Project Done

Location

35 HILLSIDE LANE Parcel
TELLURIDE, CO 814359103 452343301012

[Change Location](#)

Created: 6/14/2023
Approved: --
Issued: --
Closed: --
Application Expires: 9/12/2023

Give your project a name *

New Single Family Residence

Describe the purpose of the permit *

Construction of new 2000 sq ft. home

Information Saved

SAVE **CANCEL**

9. Next confirm the Permit Contacts are correct, and if any additional contacts need to be included add them with the [ADD CONTACT](#) button in the bottom left hand corner.

If you have a contractor you are working with, you can add them with the [ADD CONTRACTOR](#) button in the bottom left hand corner. If you do not have a contractor or wish to not list them on

the application, please check the **We have not hired a contractor for this project** button.

▲ **Permit Contacts** ✔ Done

Contact	Role	Edit Profile
BRIGGS, LILY lilyb@sanmiguelcountyco.gov 9707291236	Submitter of the Application	✔ UPDATE
LEGACY UNKNOWN Email not on record Phone number not on record	Owner of Record	

➕ ADD CONTACT

▲ **Permit Contractors** ⓘ Not Complete

Contractor	License Number	Primary
Please add all licensed contractors or professionals working on this project here.		

➕ ADD CONTRACTOR

We have not hired a contractor for this project

10. Next complete the **Permit Details** section. Make sure to complete all fields labeled with a red asterisk *****.

Permit Contractors Not Complete

▲ Permit Details Not Complete

Detailed Narrative of Project *

Project Valuation *

Total Square Footage *

Garage Square Footage

1st Floor Square Footage

2nd Floor Square Footage

3rd Floor Square Footage

Basement Square Footage

Septic System Project Type

Deck Square Footage

Number of Bedrooms *

11. Once details have been entered, you can add **Permit Submittals**. Like Permit Details, please ensure you upload all required submittals labeled with a red asterisk *****.

▲ **Permit Submittals** At least 1 file must be uploaded for each submittal requirement **Not Complete**

Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you have included all the information requested.

** Required for Application*
⏸ Required before permit can be closed

Submittal Name	Received	Version	Status	
Authorization of Agency (if applicant is not the owner)	n/a	1	Pending	Upload
Plan Sets *	--	1	Pending	Upload
Geotechnical report *	--	1	Pending	Upload
Architectural plans, drawings, and elevations (including sections and details) *	--	1	Pending	Upload
Structural drawings and calculations *	--	1	Pending	Upload
Fire sprinkler plans *	--	1	Pending	Upload
Mechanical plans *	--	1	Pending	Upload
Project Budget *	--	1	Pending	Upload
Renewable Energy Mitigation Worksheet *	--	1	Pending	Upload
Performance Energy Design (HERS, ERI) *	--	1	Pending	Upload

12. The next section is where you can confirm that you have entered the correct parcel for your project.

▲ **Permit Parcels** Done

Parcel Number	Primary Owner	Primary Address
452343301012	LEGACY UNKNOWN	35 HILLSIDE LANE TELLURIDE, CO 814359103

13. Once all dropdown sections have a green next to them, you are ready to submit! Please review your application and then select the **SUBMIT APPLICATION** button in the bottom right

hand corner.

required

Please complete the following information to submit your permit application.

▼ My Project	✔ Done
▼ Permit Contacts	✔ Done
▼ Permit Contractors	✔ Done
▼ Permit Details	✔ Done
▼ Permit Submittals	At least 1 file must be uploaded for each submittal requirement ✔ Done
▼ Permit Parcels	✔ Done
▼ Permit Fees	Estimated Fees \$0.00
▼ Permit Inspections	There are 43 required inspections for this permit

[← View Applications](#) ✔ Your application is complete. Please submit for review. [SUBMIT APPLICATION](#)

14. Your permit application is now **Routed for Review**. Depending on the permit application you applied for, you may need to pay for your permit now. If your application shows \$0.00 in the top right hand corner, you will not pay until the permit is Ready to Issue.

Your application has been sent to the appropriate County Department and they will begin review of your application as soon as possible.

One- And Two- Family Dwellings - New Options ▾

Building Safety and Construction

Permit Number **NEWRES-2023-001** Routed For Review

Current Fees
\$0⁰⁰
Additional fees may be required

Please complete the following information to submit your permit application.

▾ My Project	✓ Done
▾ Permit Contacts	✓ Done
▾ Permit Details	✓ Done
▾ Permit Submittals	At least 1 file must be uploaded for each submittal requirement ✓ Done
▾ Permit Parcels	✓ Done
▾ Permit Fees	Current Fees \$0.00
▾ Permit Inspections	There are 43 required inspections for this permit

15. Please make sure to check your email frequently for any correspondence with County staff about your application.