

Managing a Permit Application through the Public Portal

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

1. **Accessing your permit application.** Click **Go** in the My Portal section from the home page.

The screenshot shows the San Miguel County, CO Public Portal home page. At the top, there is a blue navigation bar with the word "VALIDATION" in the center, "Home | Briggs, Ily" on the right, and the San Miguel County logo on the left. Below the navigation bar, the text "San Miguel County, CO" is displayed on the left and "support:" on the right. The main content area features three service cards: "My Portal" (with a person icon and a blue "GO" button), "Contact Us" (with a speech bubble icon and a purple "GO" button), and "Public Notices" (with a megaphone icon and a brown "GO" button"). Below these cards is a section titled "Other services" containing two icons: "Reports" (a pie chart icon) and "Documents" (a document icon).

2. Select **My Applications** on the right hand side.

The screenshot shows the 'Applications' page 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, Ily'. The main heading is 'Applications' with a 'support' link. A search bar is present with the text 'Enter a permit or license number, address, or name' and a 'SEARCH' button. Below the search bar is a note 'Enter at least 2 characters'. There are four main service tiles: 'Apply Online' (purple button), 'Pay Online' (green button), 'My Inspections' (orange button), and 'My Applications' (blue button). The 'My Applications' tile is highlighted. At the bottom, there is an 'Other services' section with four icons: 'Advanced search', 'Inspection schedule', 'Reports', and 'Documents'.

3. To see applications that are in progress, select from your permits under the **Applications in Progress** section. To see submitted applications, select from your permits under the **Active** section, this is where your issued permits will be, as well as any new submitted permit applications.

My Applications

Applications in Progress

▲ 1 record

Permits

Reference #	Address	Started	Expires	Status
ROW-2023-01 Above Groundwork in the Right of Way	45 29 251 ST	6/14/2023	9/12/2023	Incomplete

Active

▲ 1 record

Permits

Permit / Reference #	Address	Submitted	Expires	Status
NEWRES-2023-001 One- And Two- Family Dwellings - New	35 HILLSIDE LANE	6/14/2023	12/11/2023	Ready To Issue

Closed

No records in the past 365 days. Use the link at the bottom to search for additional applications.

Expired, Delinquent, and Suspended

No records in the past 365 days. Use the link at the bottom to search for additional applications.

[Don't see your application? »](#)

[← My Portal](#) [START A NEW APPLICATION](#)

- Select the permit you would like to view.

If you recently submitted an application and you would like to see what steps there are for approval, select the **Active** permit and scroll to the bottom of the page, select the **Permit Approval Steps** dropdown to see what review steps have been completed for your application.



Permit Number

NEWRES-2023-001

Ready To Issue

Current Fees

\$31,300⁶⁵

[PAY ONLINE](#)

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 \$31,300.65

▼ Permit Inspections

There are 43 required inspections for this permit

▲ Permit Approval Steps

Follow the approval process

📌 Follow your application through the approval process.

Step	Status	Date
Application intake and review for completeness	Approved	6/14/2023
Review by Building staff	Approved	6/14/2023
Review by Planning staff	Approved	6/14/2023
OWTS (Septic)	Approved	6/14/2023
Review by Road & Bridges	Approved	6/14/2023
Fire	Approved	6/14/2023

[← View Applications](#)

Current Fees \$31,300⁶⁵

[PAY ONLINE](#)

5. If your permit application is ready to be paid for you may do so through this page, as well. Select [PAY ONLINE](#) in the bottom right hand corner. SmartGov will navigate you to the checkout page where you can enter your credit card information.



Pay Online Click "add" to add the item to your shopping cart.

NEWRES-2023-001 One- And Two- Family Dwellings - New Construction of new 2000 sq ft. home	35 HILLSIDE LANE	Cart NEWRES-2023-001 \$31,300.65 Total: \$31,300.65 Proceed to checkout
Fees: \$31,300.65 Payment: \$31,300.65	Remove	

If you would like to pay another way, please contact the corresponding permit application's department to coordinate.

- Once all approval steps have been completed by County staff and your permit has been paid for, you may issue your permit through the portal. You will receive this email indicating your permit is **Ready To Issue**.

[Validation] SAN MIGUEL COUNTY, CO Permit NEWRES-2023-001 status has changed to **Ready To Issue**

Permit #:	NEWRES-2023-001	Type:	ONE- AND TWO- FAMILY DWELLINGS - NEW
Site Address:	35 HILLSIDE LANE TELLURIDE, CO 814359103	Contact:	Briggs, Lily 405 Fox Street Nucla, CO 81424
			lilyb@sanmiguelcountycolorado.gov 9707291236
View			

Select the green **View** button to access your permit, or follow along with the above steps 1 through 4.

- At the bottom right hand corner of your permit, select **ISSUE MY PERMIT**.

One- And Two- Family Dwellings - New

Building Safety and Construction



Permit Number

NEWRES-2023-001

Ready To Issue

Options ▾

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


[← View Applications](#)

Your permit is ready to issue.

[ISSUE MY PERMIT](#)

8. Under Permit Notes you will find your permit print out to have on your project site (if applicable). Select [PERMIT PRINTOUT-LAYOUT B. pdf](#)

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

 Permit Number NEWRES-2023-001 Approved

Options ▾

Current Fees
\$0⁰⁰
Additional fees may be required

Please complete the following information to submit your permit application.

▾ My Project

▴ Permit Notes 🔔 1 Note

6/14/2023
Form letter
Customer issued original permit from portal

Attachments:
[PERMIT PRINTOUT - LAYOUT B.pdf](#)

You can now download the pdf.

9. Please read over your permit for any required inspections and/or conditions you must comply with before you can close the permit.