

Permitting Application & Inspection Request Customer Portal User Guide



Mesa County Customer Portal

Set up a portal account:







MESA COUNTY	Sign In		
 Back Register First Name (required) First User 10 (required) First user (required) First user (required) First user (required) Password (required) Password (required) Minitum length 4 Phone 555-5555 Captcha Captcha value (required) Strixture user (second) Strixture user		Cor req Reg con	nplete all fields as uired and click the gister button when nplete

NOTE: THIS STEP IS OPTIONAL AND NOT REQUIRED TO BE COMPLETED TO APPLY FOR A PERMIT

	First.Last Sign Out
Apply Report Violation My Records My Inspections Map My Profile Q	
Congratulations! Your new account is created. In order to submit applications or request inspections we need to validate your account	
Credentials	
Contractor Application To apply for a City of Grand Junction Contractors License.	- I
Owner Registration	
If you would like to register as a City of Grand Junction Licensed Contractor or are contractor you may link your license to your account by clicking the Contractor A	e currently a licensed oplication button.
You may link your property to your account by clicking on the Owner Registration	button.
To skip credentials and submit a project or building permit application, click on A	oply in the top menu.
More information about Credentialing coming soon!	

If you have agents that will be associated with your account, you may add them by Submitting Credentials.



		First.Last Sign Out
Apply Report Violation	My Records My Inspections Map My Profile Q	
Apply for		
Permitting	Apply for a Building, Construction Stormwater, Driveway or ROW Permit	
Planning	Submit a request for a new Planning project or DIA	
New Inspection	Request for a new inspection Click the green Permitting but begin your permit application	ton to



MESA COUNTY	First.Last	Sign Out
Apply Report Violation My Records My Inspections Map My Profile Q		
I'd like to apply for a Permitting Select Type (required) Hease select type of you application here Location Parcel		
Specify Address or Parcel number of your property		
ContactsClick on the drop-down arrow to the type of permit you would li apply for.	to select ike to	
The form will change based on permit type.	1 the	
Attachments Add Attachment		
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Contacts				
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3C Mechanical remove	size of windows, etc.
rre you can specify addition contacts involved in you case	
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PRO2021-0222 Q 1234 MAIN ST, GRAND JUNCTION, CO 81501	Planning / Admi We would like page.	ount by clicking on	the My Records ta	ab at the top of the	e
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Back Record: PM21-0325 Permitting / Residential / Single Header Details Application R	Family Progress Attachments				
Application Type					
Permitting		Residential / Single Family			
Address		Parcel Expiration Date			
N/A		Apr 22, 2022			
Record Status In Process		Closed Date N/A			
Description New single family residence with 3 be garage.	edroom, 2 bath and 2 car attached	Contacts Electrical Contractor ABC El Mechanical Contractor ABC Applicant First Last	ectrical : Mechanical		



	dditional Info	rmation is Requi	ired				
Heade	er Details	Application Progress	Attachments				
0	Role Applicant	Task Name	Added Oct 21, 2021	Closed	Result	Comment	
		Information is Required	08:05 AM				
•	Planner	Application Review and Completness check	Oct 21, 2021 08:03 AM	Oct 21, 2021 08:05 AM	Additional Information is Required	Please upload a completed Development Application signed by all parcel owners and leinholders. We will also need a new survey detailing current improvements and the distance of each property boundary line.	
•	SS Administration	Assign Planner	Oct 21, 2021 08:02 AM	Oct 21, 2021 08:03 AM	Completed	Project assigned to Planner Amber Swasey	
	SS Administration	Application Received	Oct 21, 2021 07:44 AM	Oct 21, 2021 08:02 AM	Assign Planner	Application received 10/21/2021 by AS	
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	Submit Cancel	
	You may upload requested documents by clicking on the Add Attachment button	
	You can also answer questions or provide additional information by typing in the Comment box.	
	Click the green Submit button to complete your response.	





For Building Permits only:

To schedule an inspection for your permit you may call in to the IVR (PHONE NUMBER), send a text request (PHONE NUMBER) as you previously did. Or you may schedule inspections in the Portal.

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Begin by finding the corre the green Request a New Once you have inspection	ct permit under the My Records tab and cl Inspection button. s requested, you may also search by inspe	ction type.







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Inspection #	Туре	Record #	Scheduled	Closed Status Result
TK21-3417	Underground - P	PM21-0325	Oct 25, 2021 AM	Open Cancel
TK21-3416	Footer - B	PM21-0325	Oct 25, 2021 AM	Open Cancel
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Pooter - 8 PM21-0325 Permitting / Residential / Single Family Address Parcel(s) N/A N/A Impactor Parcel(s) Mike Grundy Parcel(s) Schedurer data Ormpleted Data Oct 25, 2021 Completed Data Description Gate lock code is 1224 Next Comments - Approved plans not on site. enix.age The Inspection record will detail the Inspector information, the results for the inspection along with any comments from the Inspector. You may also review any documents or photos that are uploaded by clicking on the red Request a Beinspection button at the top of the record	Inspection Type		Requested for Record #					
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Mike Grundy 9702441638 Oct 25, 2021 Gate lock code is 1234 Result Comments • Approved plans not on site. Comments Completed FAILED FAILED. • Approved plans not on site. Completed FAIL	Inspector		Inspector Phone					
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Once all inspections have been completed, your permit will be finaled by the Inspector. Any relevant documents, including a Certificate of Occupancy, is available under the permit's Attachments tab.

Apply Report Violation	My Records My Inspections Map Ay Attention	Begin by clicking on the My Records tab at th top of the page. You must also have the button next to All clicked or you will only see Active permits.		
	L	-Click on the appro	opriate permit.	Reset Tiller
Record #	Туре	Created / Completed	Expiration Date	Status
PM21-0325	Permitting / Residential / Single Family • New single family residence with 3 be	Created at 07:52 AM	Apr 22, 2022 12:00 AM	Finaled
PM21-0310 9 1234 O RD, LOMA, CO 81524	Permitting / Residential / Single Family • New 3 bedroom/ 2bath house with 3	Created on Oct 21, 2021	Apr 21, 2022 12:00 AM	Issued
PRO2021-0222 2 1234 MAIN ST, GRAND JUNCTION, CO 81501	Planning / Administrative Adjustment Ø We would like to subdivide the curren	Created on Oct 21, 2021		App. Received



