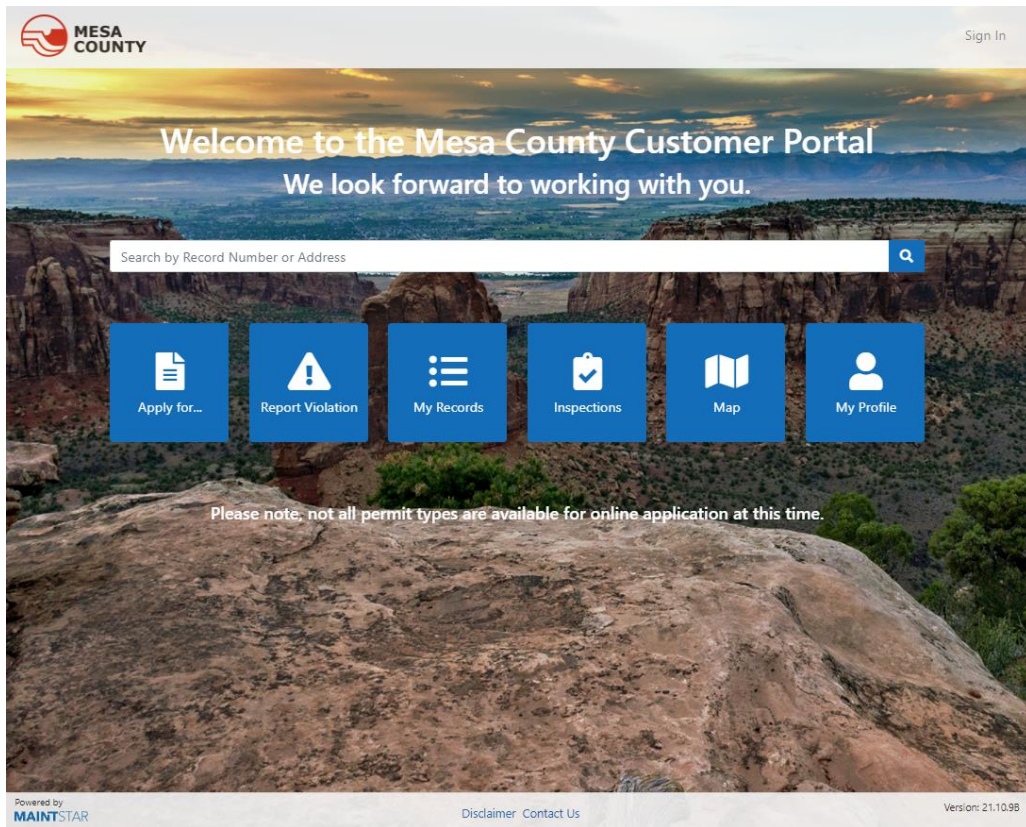




Permitting Application & Inspection Request Customer Portal User Guide

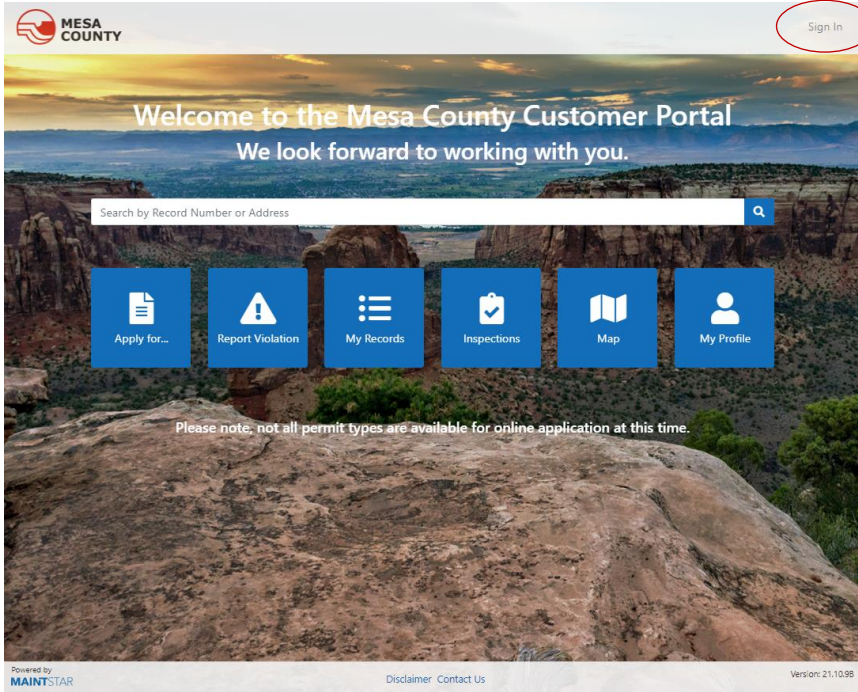


[Mesa County Customer Portal](#)

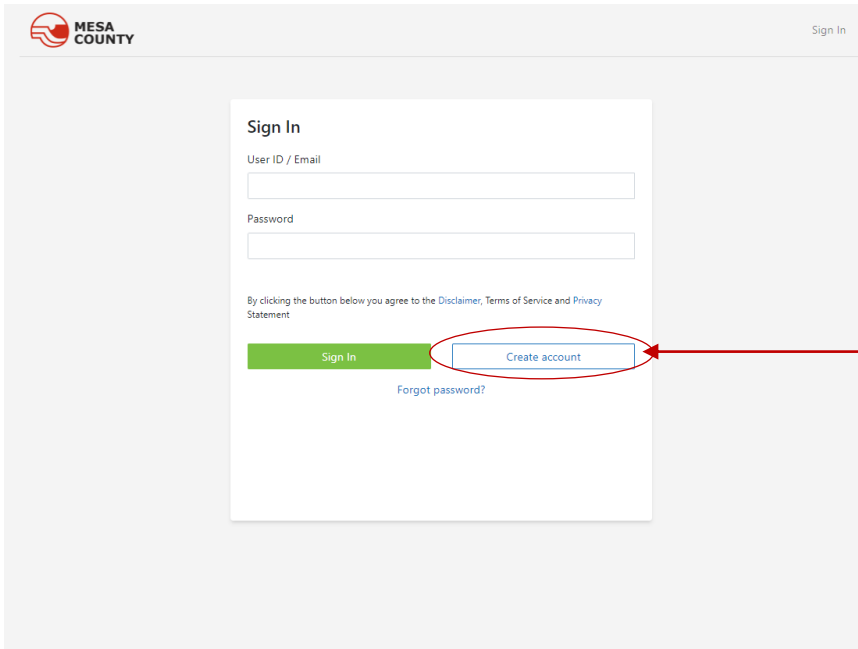
Set up a portal account:



Mesa County Community Development
MComDev@mesacounty.us
(970) 244-1636



Click the Sign In text in the top right-hand corner of the portal



Click the Sign In text in the top right-hand corner of the portal

MESA COUNTY Sign In

Back

Register

First Name (required) Last Name (required)

First Last

User ID (required) Email (required)

First.Last ✓ first.last@email.com ✓

Password (required) Password Repeat (required)

..... ✓

Minimum length: 4

Phone

555-555-5555

Captcha

IBY1XXJ

Register Cancel

Complete all fields as required and click the Register button when complete

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

MESA COUNTY First.Last Sign Out

Apply Report Violation My Records My Inspections Map My Profile

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.

Owner Registration

If you would like to register as a City of Grand Junction Licensed Contractor or are currently a licensed contractor you may link your license to your account by clicking the Contractor Application 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 Apply 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.



Apply

Report Violation

My Records

My Inspections

Map

My Profile



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 button to begin your permit application

I'd like to apply for a Permitting

Select Type (required)

Please select type of you application here

Location

or

Parcel

Specify Address or Parcel number of your property

Contacts

Here you can specify addition contacts involved in you case

[Add Additional Contact](#)Description [?](#)

Click on the drop-down arrow to select the type of permit you would like to apply for.

The form will change based on the permit type.

Attachments[Add Attachment](#)[Continue](#)[Clear](#)

I'd like to apply for a Permitting

Select Type (required)

Residential

Select Sub Type (required)

Single Family

Please select type of you application here

Location

1234

Specify Address or Parcel number of your property

or

Parcel

Contacts

Here you can specify addition contacts involved in you case

[Add Additional Contact](#)Description [?](#)**Attachments**[Add Attachment](#)[Continue](#)[Clear](#)

Begin typing the property address in the Location field to reveal a drop down of potential address. Select the correct address for your project.

For parcels without an address, you may enter the parcel number into the Parcel field.

Add any contacts, including contractors, that will be associated with your permit by clicking on the Add Additional Contact button.

I'd like to apply for a Permitting

Select Type (required)

Residential

Please select type of you application here

Select Sub Type (required)

Single Family

Location

1234

Specify Address or Parcel number of your property

Parcel

or

Contacts

Electrical Contractor

ABC Electrical [remove](#)

Here you can specify addition contacts involved in you case

Contact Type (Select First)

Mechanical Contractor

Contact Name

ABC Mechanical

Add

Cancel

Description ?

Select the Contact Type by clicking on the drop down in the Contact Type field, enter contact name and click the green Add button.

Repeat this for each contact associated with the project.

Note: You do not need to add yourself as a contact. Your information will be populated from the information provided on your account profile.

Apply Report Violation My Records My Inspections Map My Profile

I'd like to apply for a Permitting

Select Type (required) Residential

Select Sub Type (required) Single Family

Please select type of you application here

Location 1234 or Parcel

Specify Address or Parcel number of your property

Contacts

Electrical Contractor
ABC Electrical [remove](#)

Mechanical Contractor
ABC Mechanical [remove](#)

Here you can specify addition contacts involved in you case

[Add Additional Contact](#)

Description

New single family residence with 3 bedroom, 2 bath and 2 car attached garage.

Attachments

[Add Attachment](#)

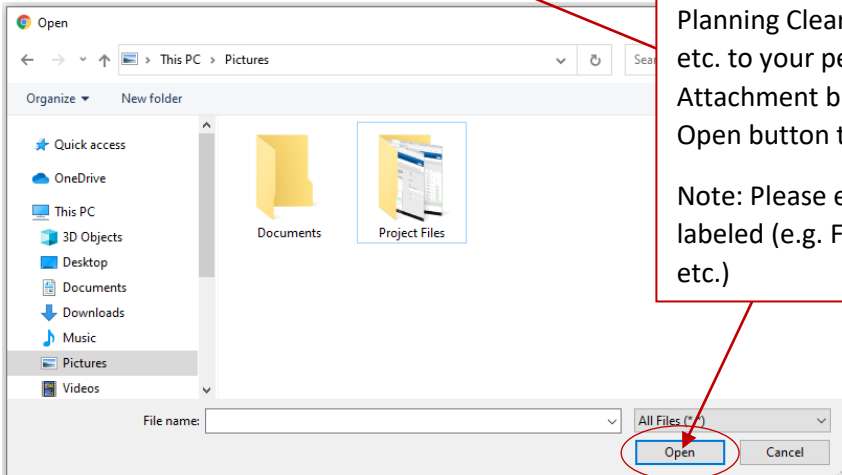
Continue Clear


Enter a detailed description of your project in the Description field. Information that is helpful includes: type of structure, replacement of electrical, mechanical, or plumbing, removal of walls, increasing size of windows, etc.

[Add Attachment](#)

You may add supporting documentation such as a Planning Clearance, Assessor Floor Plans, Floor Plans, etc. to your permit application by clicking on the Add Attachment button. Select your files and click the Open button to upload the documents.

Note: Please ensure the documents are accurately labeled (e.g. Fruita Planning Clearance, Floor Plans, etc.)





First.Last Sign Out

Apply Report Violation My Records My Inspections Map My Profile

I'd like to apply for a Permitting

Select Type (required) Residential Select Sub Type (required) Single Family

Please select type of you application here

Location 1234 or Parcel

Specify Address or Parcel number of your property

Contacts

Electrical Contractor
ABC Electrical [remove](#)

Mechanical Contractor
ABC Mechanical [remove](#)

Here you can specify addition contacts involved in you case

[Add Additional Contact](#)

Description

New single family residence with 3 bedroom, 2 bath and 2 car attached garage.

Attachments

File

Building Plans.jpg [remove](#)

Fruita Planning Clearance.pdf [remove](#)

Gamma Radiation Survey.pdf [remove](#)

[Add Attachment](#)

[Continue](#) [Clear](#)

When your application is complete, click the green Continue button.

Review

Please check and review all information. Click 'Submit' button if you want to submit Request or 'Back' to change entered data or cancel a submission

Permitting type: Residential - Single Family

Submitter: First.Last

Contacts:

Mechanical Contractor: ABC Electrical

Mechanical Contractor: ABC Mechanical

Description: New single family residence with 3 bedroom, 2 bath and 2 car att

Declarations:

I certify under penalty of perjury in the second degree, that all of the above information provided is accurate and correct. I understand that submission of this application does not guarantee a proposed project or permit, nor does it constitute approval to proceed for construction until changes to the project, location, or proposed construction shall be approved in writing by the appropriate Mesa County department prior to the start of construction. I also understand that failure to provide complete and accurate information at the time of submission may result in delay or denial of this application. (required)

[Submit](#) [Back](#)

Verify your permit information and carefully read the provided Declaration. If you agree, click the check box next to "I certify..." and click the green Submit button to submit your permit application.

Your permit has been sent to Mesa County.

Active All Closed Require My Attention

Record # Address Type Status

[Reset Filter](#)

Record #	Type	Created	Expiration Date	Status
PM21-0325	Permitting / Residential / Single Family New single family residence with 3 be...	07:52 AM	Apr 22, 2022 07:52 AM	■ In Process
PM21-0310 1234 O RD, LOMA, CO 81524	Permitting / Res New 3 bedro			
PRO2021-0222 1234 MAIN ST, GRAND JUNCTION, CO 81501	Planning / Adm We would lik			

You may see all permits, projects, and code violations submitted by your account by clicking on the My Records tab at the top of the page.

To see additional information about a certain project, including where the permit is in the approval process, click on the Record number.

The permit record will open allowing you to see the details you entered, current status of the permit, attachments added by you, Mesa County staff, or review agencies and the Application Progress.

[Back](#)**Record: PM21-0325**

Permitting / Residential / Single Family

[Header](#) [Details](#) [Application Progress](#) [Attachments](#)

Application Type	Permitting	Residential / Single Family
Address		Parcel
Issued	N/A	Expiration Date Apr 22, 2022
Record Status	■ In Process	Closed Date N/A
Description	New single family residence with 3 bedroom, 2 bath and 2 car attached garage.	
	Contacts Electrical Contractor ABC Electrical Mechanical Contractor ABC Mechanical Applicant First Last	

MESA COUNTY First.Last Sign Out

Apply Report Violation My Records My Inspections Map My Profile

Record: PRO2021-0222
Planning / Administrative Adjustment

Additional Information is Required

Complete Activity

Header Details **Application Progress** Attachments

Role	Task Name	Added	Closed	Result	Comment
○ Applicant	Additional Information is Required	Oct 21, 2021 08:05 AM			
● Planner	Application Review and Completeness 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

Legend
● Completed

The progress of the permit is tracked in the Application Progress tab. You will be able to follow along as it is reviewed.

Mesa County and Review Agencies will upload comments that may need your attention. You will be able to see their comments under the comments field. Any documents that they upload will be available under the Attachments tab.

When additional information is required for your permit, you will see an action item at the top of the page. Click on the yellow Complete Activity button.


Complete Activity ✕


Action
TK21-3167 Additional Information is Required

Activity Result
 Additional Information Submitted

Attachments

File

 Smith Subdivision Development Application.pdf [remove](#)

 Smith Subivision Improvement Survey (Draft).pdf [remove](#)

[Add Attachment](#)

Comment
Attached is the requested Development Application and Improvement Survey. Please let me know if you need any additional information for my project.

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.

To help move your permit through the process as efficiently as possible, regularly monitor your permit to ensure you are responding to questions and providing necessary documents in a timely manner.

[Back](#)**Record: PM21-0325**

Permitting / Residential / Single Family

[Header](#) [Details](#) [Application Progress](#) [Attachments](#)Application Type
Permitting

Address

Issued
08:41 AMRecord Status
 Approved

Description

New single family residence with 3 bedroom, 2 bath and 2 car attached garage.

Closed Date
N/A

Contacts

Electrical Contractor ABC Electrical

Mechanical Contractor ABC Mechanical

Applicant First Last

When the review is complete for your permit, the Record Status will change to Approved on the Header page.

For Building Permits, the permit will need to be picked up in person at the Community Development counter.

Stormwater and Right of Way permits will be uploaded to the portal.

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.

[Request for a new inspection](#) All Active Closed

Permit #

Address

Inspection #

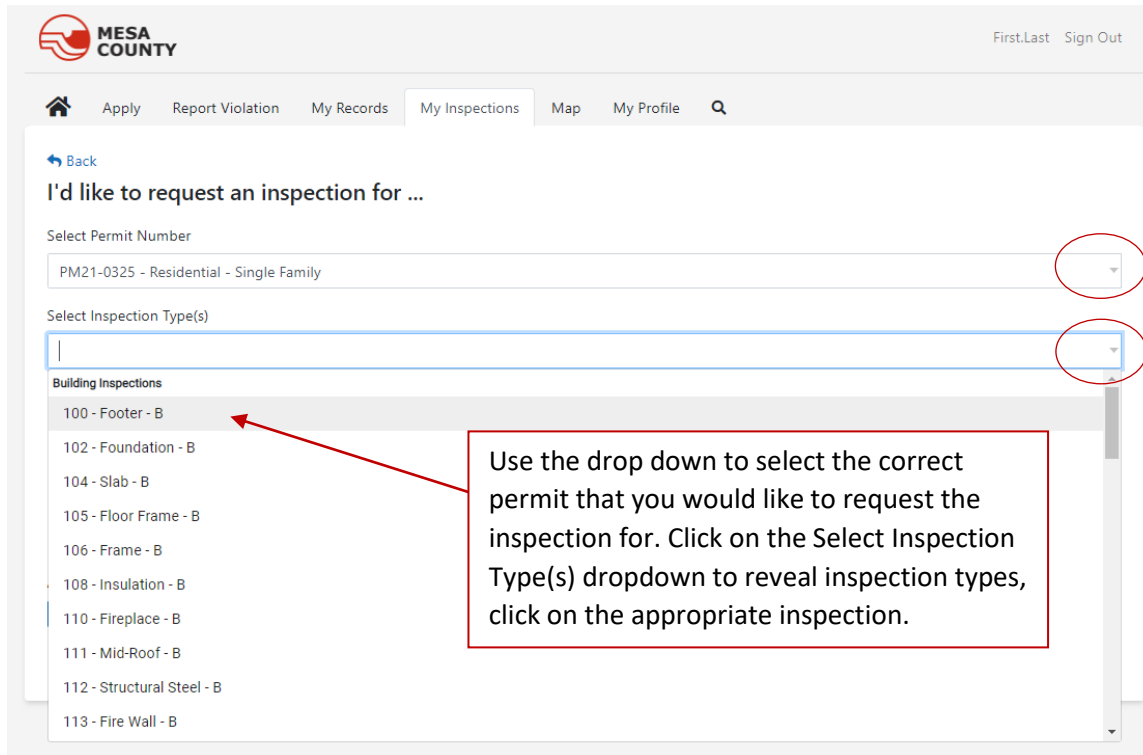
Type

Status

[Reset filter](#)

Begin by finding the correct permit under the My Records tab and clicking on the green Request a New Inspection button.

Once you have inspections requested, you may also search by inspection type.



MESA COUNTY First.Last Sign Out

Apply Report Violation My Records **My Inspections** Map My Profile

Back

I'd like to request an inspection for ...

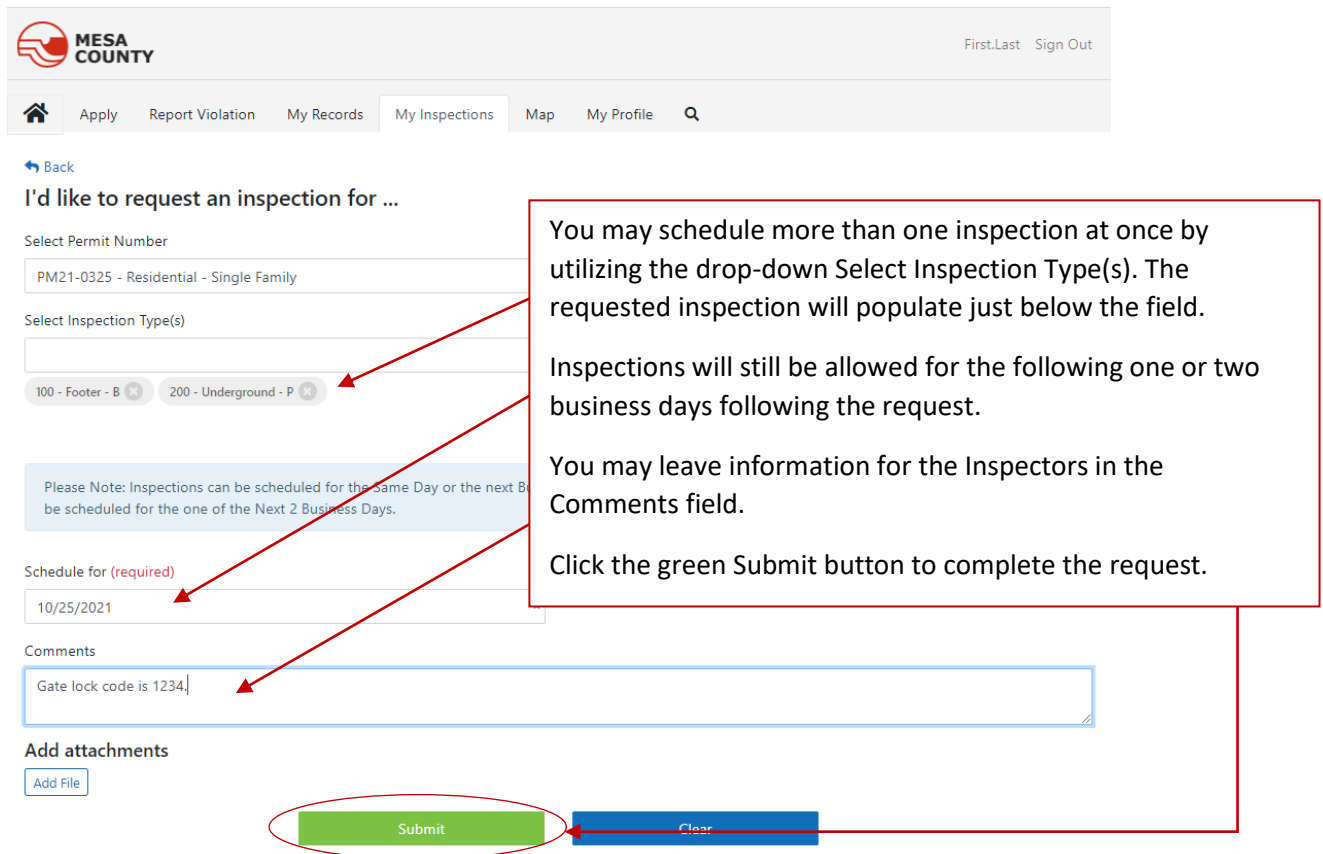
Select Permit Number
PM21-0325 - Residential - Single Family

Select Inspection Type(s)

Building Inspections

- 100 - Footer - B
- 102 - Foundation - B
- 104 - Slab - B
- 105 - Floor Frame - B
- 106 - Frame - B
- 108 - Insulation - B
- 110 - Fireplace - B
- 111 - Mid-Roof - B
- 112 - Structural Steel - B
- 113 - Fire Wall - B

Use the drop down to select the correct permit that you would like to request the inspection for. Click on the Select Inspection Type(s) dropdown to reveal inspection types, click on the appropriate inspection.



MESA COUNTY First.Last Sign Out

Apply Report Violation My Records **My Inspections** Map My Profile

Back

I'd like to request an inspection for ...

Select Permit Number
PM21-0325 - Residential - Single Family

Select Inspection Type(s)

100 - Footer - B 200 - Underground - P

Please Note: Inspections can be scheduled for the same Day or the next Business Day. Inspections must be scheduled for the one of the Next 2 Business Days.

Schedule for (required)
10/25/2021

Comments
Gate lock code is 1234

Add attachments
Add File

Submit Clear

You may schedule more than one inspection at once by utilizing the drop-down Select Inspection Type(s). The requested inspection will populate just below the field. Inspections will still be allowed for the following one or two business days following the request. You may leave information for the Inspectors in the Comments field. Click the green Submit button to complete the request.

MESA COUNTY

First.Last Sign Out

Apply Report Violation My Records **My Inspections** Map My Profile

Request for a new inspection

All Active Closed

Permit # Address

Inspection # Type

Inspection #	Type	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

You may see the inspection under the My Inspections tab.

You can also view the status of the inspections or cancel an inspection from this screen.

MESA COUNTY

First.Last Sign Out

Apply Report Violation My Records **My Inspections** Map My Profile

Request for a new inspection

All Active Closed

Permit # Address

Inspection # Type Status

Reset Filter



Inspection #	Type	Record #	Scheduled	Closed	Status	Result
TK21-3417	Underground - P	PM21-0325		11:06 AM	Completed	PASS
TK21-3416	Footer - B	PM21-0325		11:06 AM	Completed	FAILED

Once complete, inspection results will change. Inspections that didn't pass will populate a reinspect button.

Clicking on the inspection will reveal the inspectors notes and any attachments that are uploaded.

[Back](#)**Inspection: TK21-3416**

Footer - B Scheduled for Oct 25, 2021 AM

[Details](#) [Checklists](#) [Attachments](#)[Request a Reinspection](#)Inspection Status
 CompletedInspection Type
Footer - BAddress
N/AInspector
 Mike GrundyScheduled Date
Oct 25, 2021Description
Gate lock code is 1234Result Comment
• Approved plans not on site.Inspection Result
 FAILEDRequested for Record #
PM21-0325 [Permitting / Residential / Single Family](#)Parcel(s)
N/AInspector Phone
 9702441638Completed Date
11:06 AM**Comments**

amber.swasey
Completed **FAILED** FAILED. • Approved plans not on site.

6 min. ago

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 Attachment tab.

You may also schedule a reinspection by clicking on the red Request a Reinspection button at the top of the record.

Once all inspections have been completed, your permit will be finalized by the Inspector. Any relevant documents, including a Certificate of Occupancy, is available under the permit's Attachments tab.

Begin by clicking on the My Records tab at the top of the page.

You must also have the button next to All clicked or you will only see Active permits.

Click on the appropriate permit.

Record #	Type	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 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 1234 MAIN ST, GRAND JUNCTION, CO 81501	Planning / Administrative Adjustment We would like to subdivide the curren...	Created on Oct 21, 2021		App. Received

Attachments, including a Certificate of Occupancy, are available under the permit's Attachments tab.

Record: PM21-0325
Permitting / Residential / Single Family

Header | Details | Inspections | Application Progress | **Attachments**

Application Type	Permitting	Residential / Single Family
Address	Parcel	
Issued	12:00 AM	Expiration Date Apr 22, 2022
Record Status	Finaled	Closed Date 11:23 AM
Description	New single family residence with 3 bedroom, 2 bath and 2 car attached garage.	Contacts Electrical Contractor ABC Electrical Mechanical Contractor ABC Mechanical Applicant First Last