



Community Development Online Portal Instructions for License Renewals

Renew and pay for your license using the Online Portal. Please read the instructions below for additional information.

[Creating Your Account](#)

[Renewing Your License](#)

[Paying For Your License](#)

[Print or Download Approved License](#)

[Need assistance?](#)

For instructions on how to pay for permits, print permit cards, print approved applications and stamped plans as well as schedule inspections using the portal, view the [Citizen Access Instructions](#).



Creating Your Online Account:

(for contractors with existing license only)

- Do not register using the portal. Instead please call 303.438.6370 - option 5, and staff will create your online account.
- You will receive an email with instructions on how to access your account. Check your Spam emails.
- Follow the link in the email to access the Online Portal. Alternatively, you can also access the Online Portal from the Building Division Home Page at www.broomfield.org/Building :

Home » Live » Departments » Community Development » Building

Building Division Home Page

Responsibilities
As a part of the Community Development Department, the Building Division is dedicated to keeping our community safe by issuing building permits, making inspections, reviewing plans, and enforcing building codes for all construction in the City and County of Broomfield. Our highly trained employees deliver services in a professional and respectful manner to maintain and improve the quality of life for our residents.

[Daily Inspection List](#) [Contractors Page](#) [Homeowners Page](#) **[Online Portal](#)** [Public Records Search](#)

• Please review our [Public Access Guide](#) for instructions on how to maneuver through the system and access our permit database.

• Contractors can use our [Citizen Access Guide](#) for instructions on how to access their permits and licenses.

FAQs...view more

- [Do I need a building permit for my project?](#)
- [How long does it take to get a building permit?](#)
- [How much will my permit cost?](#)
- [Do I need a contractor's license to get a permit?](#)
- [I am thinking about a home improvement project and have questions. Who can I ask?](#)
- [What are your office hours?](#)

- First-time users will need to select Forgot Password

public access
log in
register
forgot password

Citizen Access

Email Address:

Password:

Need to find a permit, select Public Access on the side menu.

New users for Sales Tax select register below to create your profile.

Contractors for Community Development please call 303.438.6370

[log in](#) [register](#)

[Click here to view site's browser compatibility](#)



- Enter your email address and click on Submit.

- You will receive an email with a temporary password. Check your Spam email.
- Select and Copy that password, return to the login screen. If you copy and paste the password into the system and it does not work, try hand-typing it in.

- Enter your email address and temporary password and click **log in**.
Be careful not to enter your email address multiple times in the Forgot Password screen or you will receive multiple passwords.
- Do not Register. We have already registered you and you can simply log in.
- You know you are logged in when you see the message "Welcome to the Resident and Public Access Portal".
- Once you are logged in, you can change the password under User Profile.



COMMUNITY DEVELOPMENT

One DesCombes Drive • Broomfield, CO 80020 • 303.438.6389 • www.broomfield.org

Renewing Your License:

- Complete the [License Application](#) and have it ready for uploading into your renewal

- Obtain a current Insurance Certificate of Liability and have it ready for uploading into your renewal.



COMMUNITY DEVELOPMENT: BUILDING DEPARTMENT

One DesCombes Dr • Broomfield, CO 80020 • Office 303.438.6370 • Fax 303.438.6207 • contractorlicense@broomfield.org

License Application

This license will expire one year from the date of issuance. [BMC § 15-32-090](#)
 Electrical licenses will expire when the master & state licenses expire. [BMC § 15-14-090](#)

New	Renewal	Prev. Lic. #	Class	Description	Fee
<input type="checkbox"/>	<input type="checkbox"/>		Class A	Commercial/Unlimited	\$150
<input type="checkbox"/>	<input type="checkbox"/>		Class B	Single Family Dwellings - new, alterations, additions, decks, patio covers, and windows.	\$100
<input type="checkbox"/>	<input type="checkbox"/>		Class C	Subcontractors - HVAC, fences, fire sprinklers, roofing, irrigation, site work, excavation	\$ 50
<input type="checkbox"/>	<input type="checkbox"/>		Plumbing	Plumbing	\$100
<input type="checkbox"/>	<input type="checkbox"/>		Pibg/Mech	Plumbing w/Mechanical	\$100
<input type="checkbox"/>	<input type="checkbox"/>		Electrical	Electrical	N/A

Company Name _____ Phone # _____
 What type of work do you do? _____
 Business Address _____ Fax # _____
 City _____ State _____ Zip Code _____
 Contact Name _____ Mobile # _____ Email Address _____

I hereby certify that the statements above constitute a part of this application and are true and correct to the best of my knowledge. I understand the expiration terms of license referenced above and insurance requirements referenced below.

Signature _____ Print Name _____ Date _____

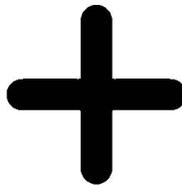
Insurance Requirements

Each contractor granted a license under [BMC § 15-32-090](#) shall be required to maintain Liability Insurance within the limits outlined below and SHALL SUBMIT a copy of their GENERAL LIABILITY INSURANCE CERTIFICATE with the City and County of Broomfield listed as Certificate Holder with their application form. The certificate shall contain an endorsement requiring a 10 day written notice to the Building Division prior to cancellation.

Class A, B, Pibg, Pibg/Mech, Electrical	\$ 300,000 per person \$ 300,000 per occurrence \$ 50,000 property damage	Class C Minimum Liability Limits	\$ 50,000 per person \$ 100,000 per occurrence \$ 25,000 property damage
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Please complete and email to contractorlicense@broomfield.org for processing.

ELECTRICAL, PLUMBING AND PLUMBING/MECHANICAL LICENSE APPLICATIONS ONLY:
COPIES OF STATE ISSUED MASTER AND CONTRACTOR LICENSES REQUIRED



ACORD CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions of be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PROVIDER: NAME, PHONE, FAX, ADDRESS, INSURER A, INSURER B, INSURER C, INSURER D, INSURER E

COVERAGES: COMMERCIAL GENERAL LIABILITY, AUTOMOBILE LIABILITY, UMBRELLA LIAB, EXCESS LIAB, WORKERS COMPENSATION AND EMPLOYERS LIABILITY

DESCRIPTION OF OPERATIONS - LOCATIONS - VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER: _____ CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

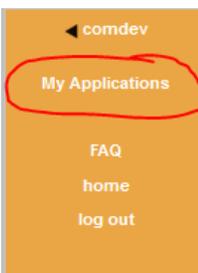
AUTHORIZED REPRESENTATIVE: _____

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD. © 1988-2015 ACORD CORPORATION. All rights reserved.

- Log in the [Online Portal](#)
- Select Com Dev



- Select My Applications





- Select Licenses



- Select the most current license for the Class you wish to renew.

CITY & COUNTY OF Broomfield COLORADO

About | Logged in as: tdenning@broomfield.org Citizen Access

comdev

- Permits
- Licenses
- home
- log out

Licenses View: Status Address

Search by: Application Number Address Business Name DBA

Street No From: To: Street: Secondary No:

Click on a row to view details

Number	Issued	Address	Title	Business
OL-23-11195	07/26/2022	1 DESCOMBES DR	Elec	CITY AND C _Y BROOMFIEL
OL-22-11008	02/06/2021	1 DESCOMBES DR	GenA	CITY AND C _Y BROOMFIEL
OL-20-11195	09/13/2017	1 DESCOMBES DR	Elec	CITY AND C _Y BROOMFIEL
OL-20-11008	10/21/2019	1 DESCOMBES DR	GenA	CITY AND C _Y BROOMFIEL



- Click on the Renew button

The screenshot shows the Broomfield Citizen Access portal. The header includes the City & County of Broomfield logo and the text 'CITY & COUNTY OF Broomfield COLORADO'. Below the header, it says 'About Logged in as: tdenning@broomfield.org Citizen Access'. There are 'Back' and 'Refresh' buttons. A sidebar on the left contains navigation links: 'comdev', 'Permits', 'Licenses', 'home', and 'log out'. The main content area has tabs for 'Summary', 'Attributes', 'Attachments', and 'Printables'. Under the 'Summary' tab, there are two sections: 'Details' and 'Dates'. The 'Details' section contains a table with the following information:

Business:	CITY AND COUNTY OF BROOMFIELD
DBA:	
Address:	1 DESCOMBES DR
Classification:	GenA
Application #:	OL-22-11008
Status:	ACTIV

The 'Dates' section contains a table with the following information:

Submit Date:	02/06/2021
Issue Date:	02/06/2021
Expiration Date:	02/06/2022

Below the 'Dates' table, there is a 'Renew' button, which is circled in red in the original image.

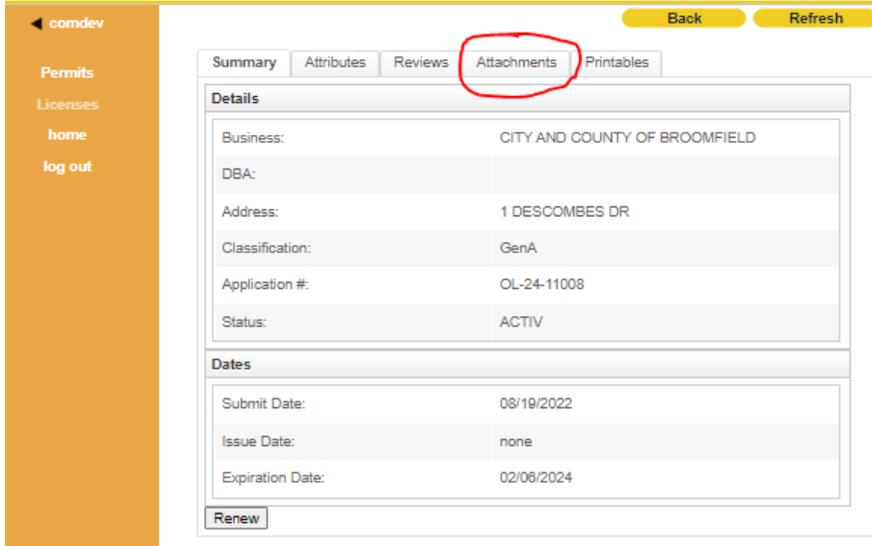
- Read the Renewal Request and if you agree with the statement click on “Process Renewal”.

The screenshot shows a 'Renewal Request' dialog box. The text inside reads: 'You are about to renew your license. I hereby certify that the statements above constitute a part of this application and are true and correct to the best of my knowledge. ELECTRICIANS: I understand that this contractor license will run concurrently with the State & Master contractor licenses.' Below the text are two buttons: 'Process Renewal' and 'Cancel'.

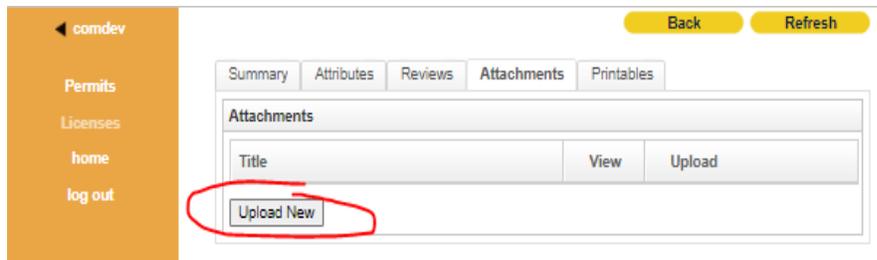
- The following message will appear:
“Your renewal has been submitted for review. Did you upload your License Application, Certificate of Insurance, and State and Master Licenses (if applicable)? If not, please do so now. If these documents are not received within 5 business days your request for renewal will be denied. The documents should be uploaded under Attachments in the newest license. Upon approval you will receive an email with payment options (if applicable). A copy of your license will be available under the "Printables" tab.”
- After reading the message click on the “Close” box.



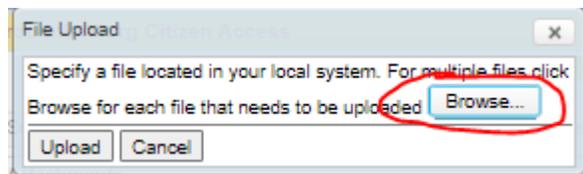
- You should now be on the Summary page of the New license.



- Click on **Attachments**



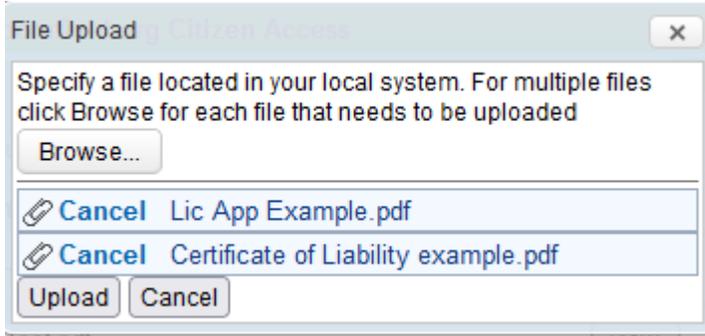
- Click on **Upload New**



- Click on Browse. Locate your completed License Application and double click on it.
- Click Browse again and locate your Insurance Certificate, and double click on it.
- If you are an Electrician or Plumbing Contractor also add a copy of your State and Master Licenses.



- After you have attached all of your documents click on **Upload**.



- You will see that your documents are now attached to your license renewal.



Your license renewal is now complete!

- A Permit Technician will review your submittal.
- Once the renewal has been processed you will receive an email with payment options (if applicable).
- A copy of your license will be available under the “Printables” tab once the license has been approved and paid for.



Paying For Your License:

- Login to the Citizen Access / Resident and Public Access Portal
- Click on **Com Dev**

application menu

- Sales Tax
- Com Dev**
- my user profile
- home
- log out

Welcome to the Resident and Public Access Portal.

Please select an option from the menu on the left.

- Click on **My Applications**

◀ comdev

- My Applications**
- FAQ
- home
- log out

Welcome

To Access permits, licenses, and renewals choose **MY APPLICATIONS** from the menu on the left.

Please **DO NOT** upload documents into the portal **UNLESS YOU HAVE BEEN INSTRUCTED TO DO SO.**

The system does not notify us when documents have been uploaded.

For Building Permits you **MUST PRINT** your **APPROVED PLANS** and **PERMIT CARD** and have them on-site for all inspections.

For instructions on any online processing, please visit <https://broomfield.org/178/Forms>



- Click on Licenses

comdev

- Permits
- Licenses**
- home
- log out

My Applications

Please select an option from the menu on the left.

- Click on the License you wish to make payment on

comdev

- Permits
- Licenses**
- home
- log out

Licenses View: Status Address

Search by: Application Number Address Business Name DBA

Street No: To: Street: Secondary No:

From:

Click on a row to view details

Number	Issued	Address	Title	Business:
OL-24-11008		1 DESCOMBES DR	GenA	CITY ANI BROOMF
OL-23-11195	07/26/2022	1 DESCOMBES DR	Elec	CITY ANI BROOMF
OL-22-11008	02/06/2021	1 DESCOMBES DR	GenA	CITY ANI BROOMF

- Click on Fees

comdev

- Permits
- Licenses**
- home
- log out

Summary Attributes **Fees** Attachments Printables

Details

Business:	CITY AND COUNTY OF BROOMFIELD
DBA:	
Address:	1 DESCOMBES DR
Classification:	GenA
Application #:	OL-24-11008
Status:	OPEN

Dates

Submit Date:	08/19/2022
Issue Date:	none
Expiration Date:	02/06/2024



- Click on this box and it will highlight all fees to be paid

comdev

Permits
Licenses
home
log out

Back Refresh

Summary Attributes Fees Attachments Printables

<input type="checkbox"/>	Description	Amount	Balance
<input type="checkbox"/>	B-GenA:	\$150.00	\$150.00
Total:		\$150.00	\$150.00

Print Fees

Pay Balance

- Click on Pay Balance

comdev

Permits
Licenses
home
log out

Back Refresh

Summary Attributes Fees Attachments Printables

<input checked="" type="checkbox"/>	Description	Amount	Balance
<input checked="" type="checkbox"/>	B-GenA:	\$150.00	\$150.00
Total:		\$150.00	\$150.00

Print Fees

Pay Balance



- Enter your payment information and click on next

Module	App No	Amount
LICENSE	OL-24-11008	\$150.00
Total Payment:		\$150.00

Payment Source

Payment Type: One Time

Card Type:

Credit Card Number:

CVV: [Help Me Find It!](#)

Expiration Date:

Name:

Billing Address:

City:

State: Zip:

- Confirm and click on Submit

Module	App No	Amount
LICENSE	OL-24-11008	\$150.00
Total Payment:		\$150.00

Payment Source For Credit Card

Date: One Time

Card Number: ****.4444

Expiration: 12/2022

Name: Test License

Address: 1 DesCombes Dr
Broomfield CO 80020

- You should receive a receipt via email confirming your payment has been received.



Print or Download Approved License:

- Login to the Citizen Access / Resident and Public Access Portal
- Click on Com Dev

- Click on My Applications



- Click on Licenses

comdev

- Permits
- Licenses**
- home
- log out

My Applications

Please select an option from the menu on the left.

- Click on the License you wish to print

comdev

- Permits
- Licenses**
- home
- log out

Licenses View: Status Address

Search by: Application Number Address Business Name DBA

Street No: To: Street: Secondary No:

Click on a row to view details

Number	Issued	Address	Title	Business
OL-24-11008	08/19/2022	1 DESCOMBES DR	GenA	CITY AND CO BROOMFIELD
OL-23-11195	07/26/2022	1 DESCOMBES DR	Elec	CITY AND CO BROOMFIELD
OL-22-11008	02/06/2021	1 DESCOMBES DR	GenA	CITY AND CO BROOMFIELD

- Click on Printables

comdev

- Permits
- Licenses**
- home
- log out

Summary

Details

Business:	CITY AND COUNTY OF BROOMFIELD
DBA:	
Address:	1 DESCOMBES DR
Classification:	GenA
Application #:	OL-24-11008
Status:	ACTIV

Dates

Submit Date:	08/19/2022
Issue Date:	08/19/2022
Expiration Date:	02/06/2024



- Click on Print OL-...-.....

The screenshot shows a web application interface. On the left is a vertical orange sidebar with navigation links: 'comdev', 'Permits', 'Licenses', 'home', and 'log out'. The main content area has a yellow header with 'Back' and 'Refresh' buttons. Below the header are tabs for 'Summary', 'Attributes', 'Attachments', and 'Printables'. A message states 'You need Adobe Acrobat Reader in order to use this feature.' with a 'Download Reader' button. Below this is a 'Print' section containing a table with the following data:

Date	Type	Number	Description	Sub Type
8/19/22	License	Print OL-24-11008	GenA	DEFAULT

Assistance:

If you are having difficulty, please email your documents to contractorlicense@broomfield.org, or call the Building Department at 303-438-6370 and select option number 5 to speak with a Permit Technician.