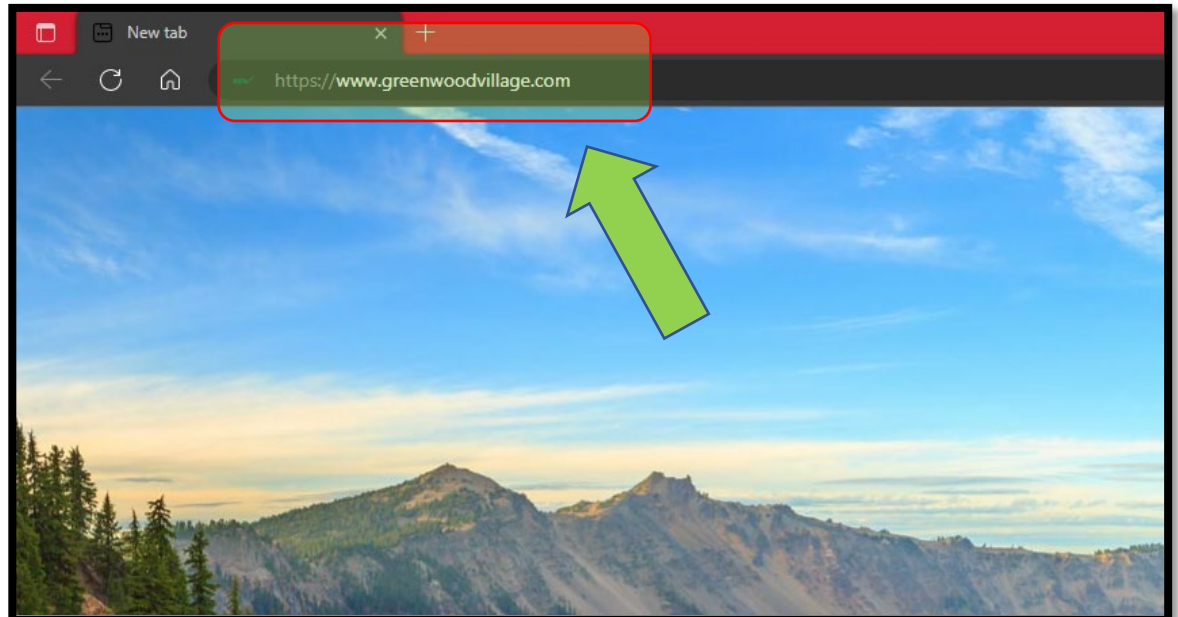


Greenwood Village

Permitting Application How-To Guide

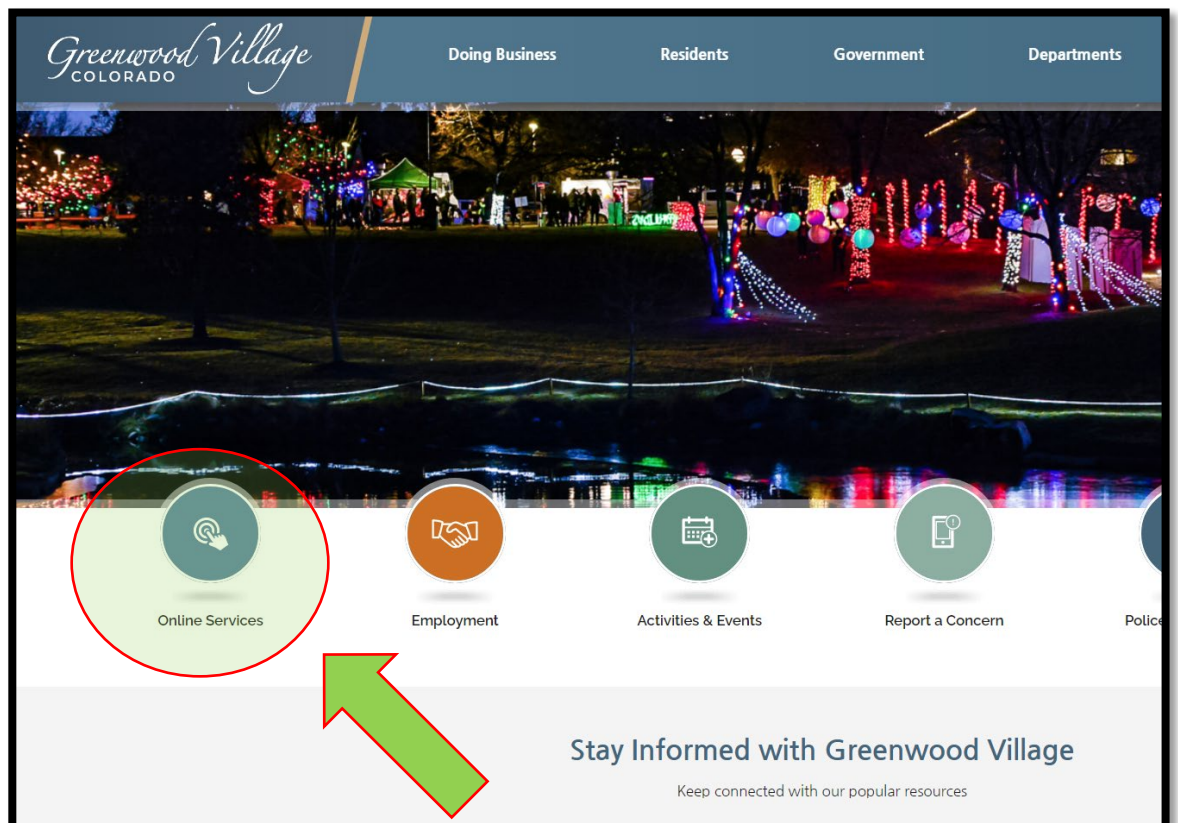
STEP 1:

Visit <https://www.greenwoodvillage.com>



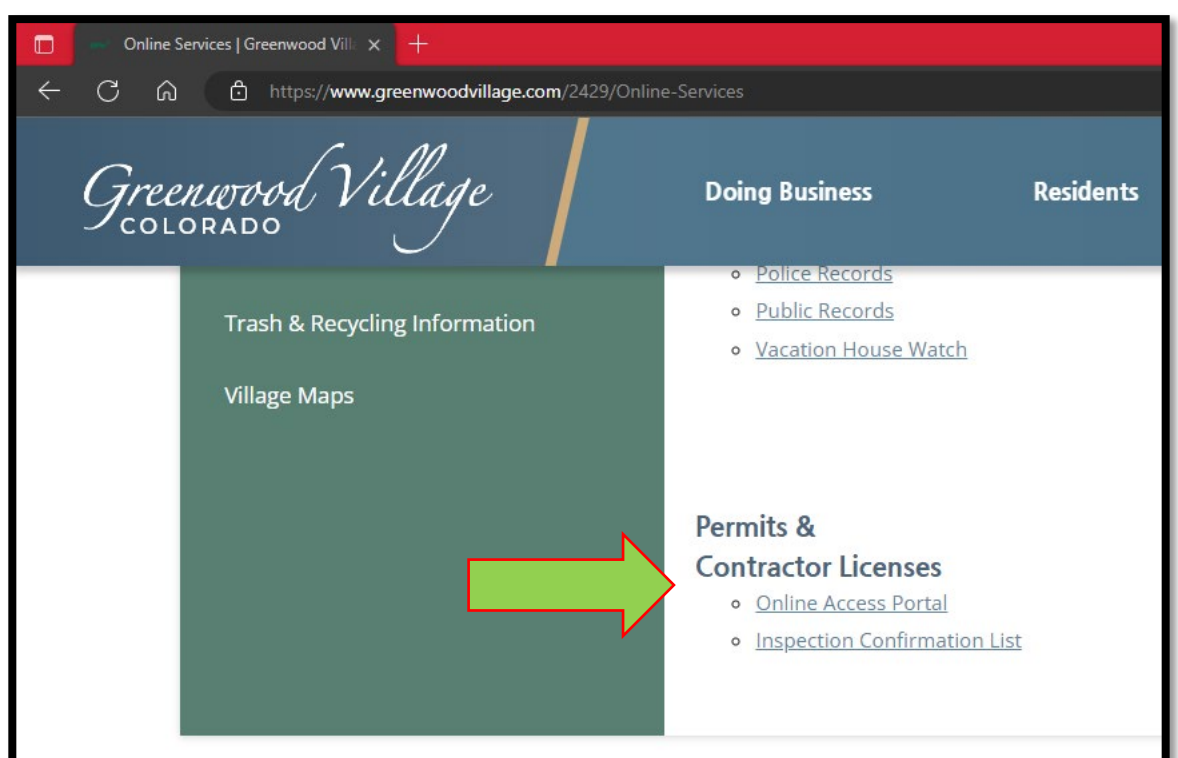
STEP 2:

Underneath the image, you will find six circular icons. Select the first blue icon named: "Online Services."



STEP 3:

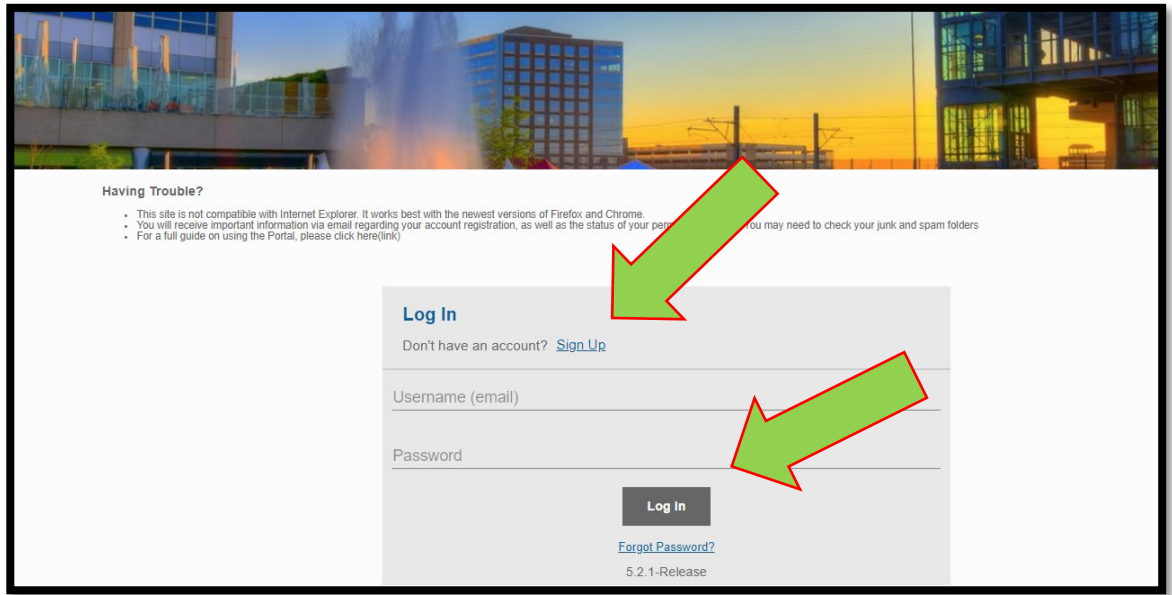
Next, scroll to the bottom and find the "Permits & Contractor Licenses" section, then select the hyperlink underneath "Online Access Portal."



STEP 4:

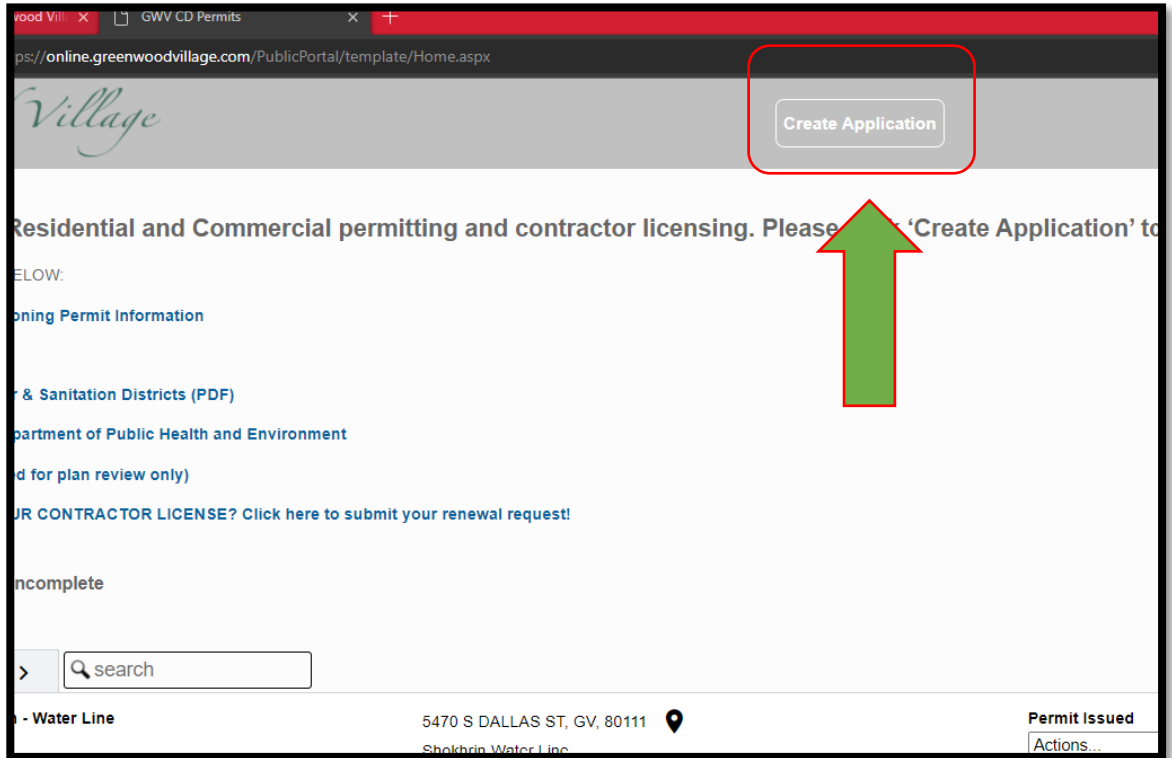
You've reached the Community Development Access Portal. You can "Log In" or "Sign Up" for a new account here.

Your email will default be used to associate you with your application. Any applications associated with your email will appear once you've logged in.



STEP 5:

Once logged in, located at the top center, select "Create Application."

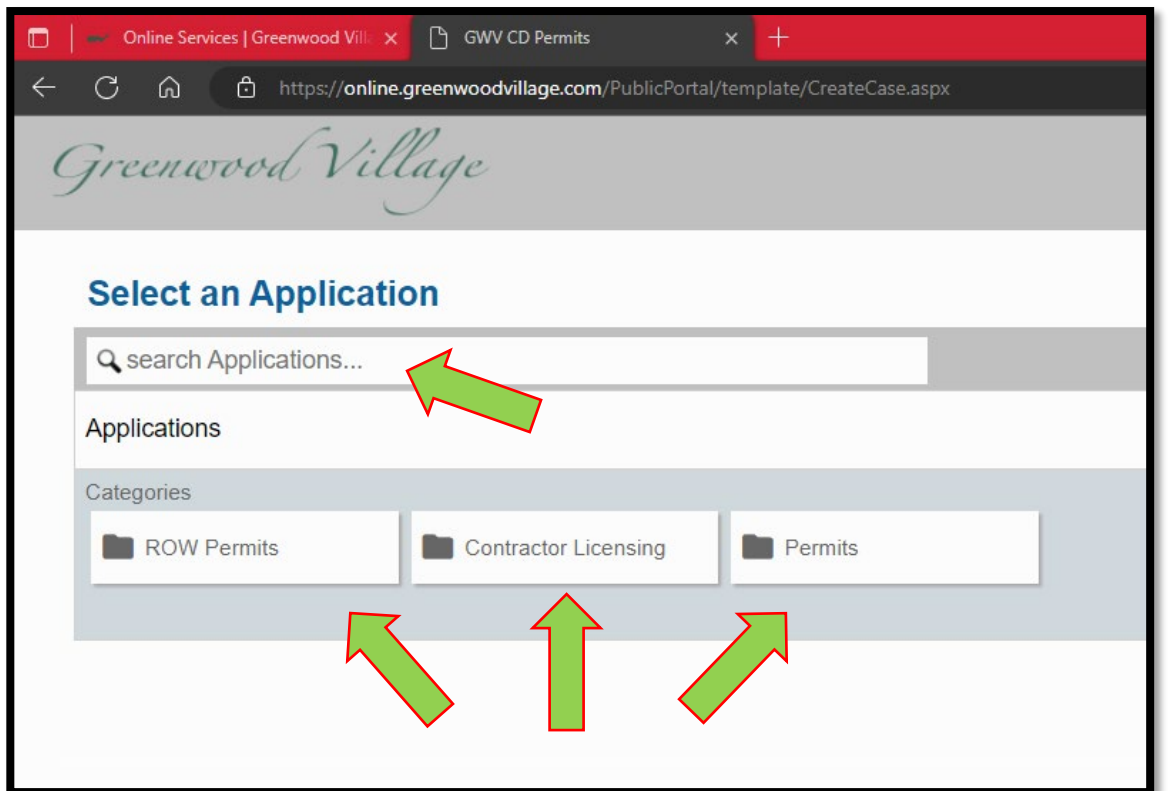


STEP 6:

You have multiple folders/categories available to you. Select the folder closest matching what you need.

Please ensure to select the correct one, so to prevent your application from being denied. Denied applications require you to start over.

Alternatively, you can use the search bar to type in the permit you would like to apply for.

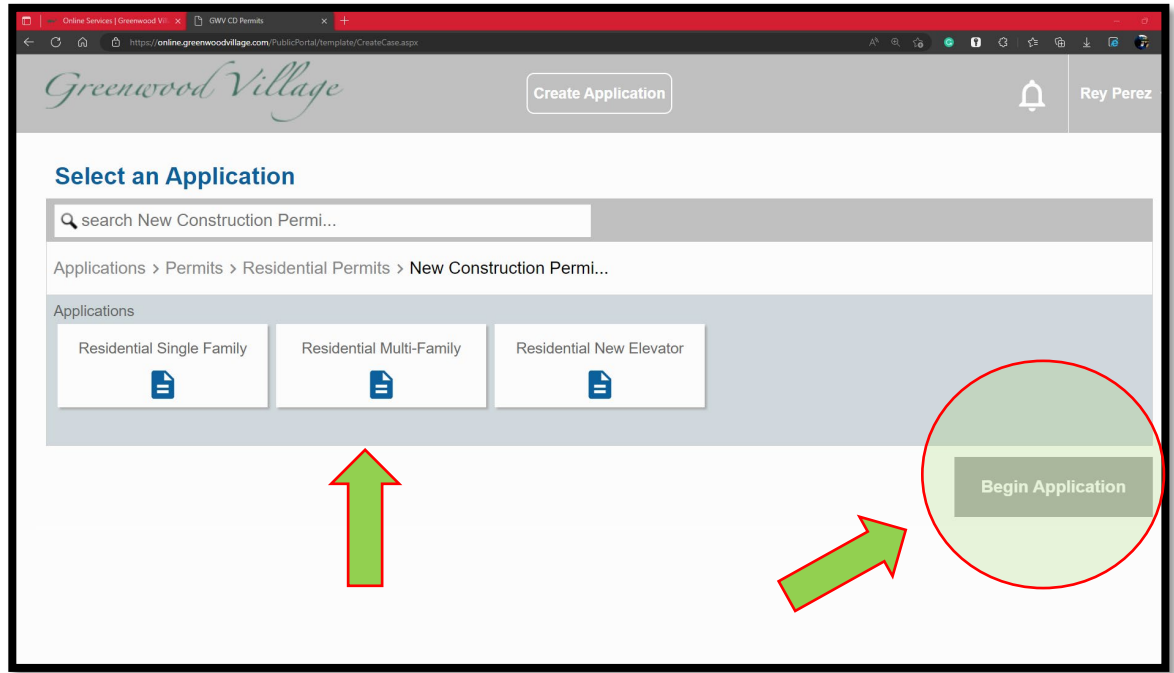


STEP 7:

Continue to select each new set of folders until you drill down to the correct permit type.

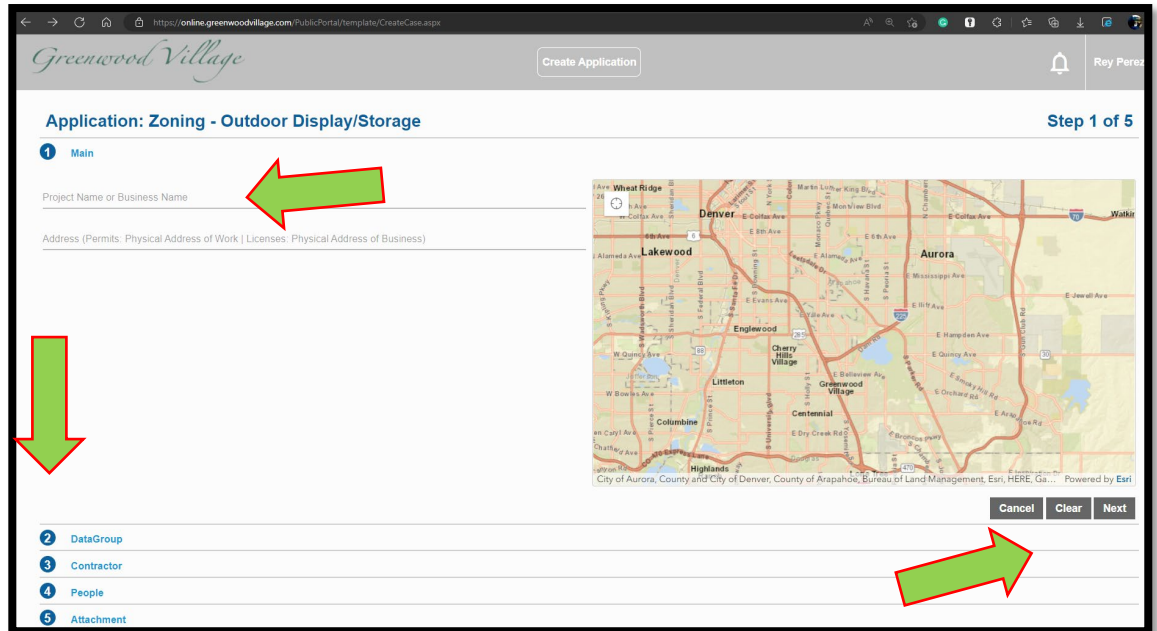
Upon selecting the correct application, you will be prompted with a notification. Read and select OK when ready.

Then select "Begin Application," located to the right.



STEP 8:

Complete the remaining five milestones, ensuring to provide detailed and accurate information. Make sure to hit "NEXT" to move on to the next milestone.



NOTE:

If unable to complete the application, simply exit the application. Your information will be saved under the incomplete tab located on the primary page.

You can always return to the main page by selecting the "Greenwood Village" logo on your page's top left.

