



Searching in the City of Fort Collins Citizen Portal

There are two types of search available in the Citizen Portal:

- **Simple Search**
 - Simple Search is available via a search bar in the upper right corner of the website.
 - Provide a Permit/Project number, Site Address or details like Subdivision, Contractor Information, Applicants and Contacts or Parcel Number to begin your search.
 - If searching by **any** keywords except the specific permit or project number, the Citizen Portal will return all available records related to your input.
- **Advanced Search**
 - Advanced Search allows site visitors to search by multiple parameters to narrow down to specific permits or projects.
 - This search is broken out into service area: Building, Planning/Development Review, and Engineering.

The screenshot shows the 'Simple Search' page of the City of Fort Collins Citizen Portal. At the top, there is a navigation bar with 'Home', 'Building', 'Planning/Development Review', and 'Engineering' tabs. A search bar in the top right corner contains the text 'Simple Search: address, key wo' and a magnifying glass icon. Below the navigation bar, there is a section for 'Advanced Search' with a dropdown arrow. The main content area is divided into two columns. The left column contains a message about providing access to building permits and development review projects, followed by a 'To begin a search:' section with links for 'Building', 'Planning/Development Review', and 'Engineering'. Each of these service area tabs has a corresponding search button: 'Search Permits' and 'Search Projects' for Building and Planning/Development Review, and 'Search Permits' for Engineering. The right column contains a 'Login' section with fields for 'User Name' and 'Password', a 'Login >' button, and a 'Remember me' checkbox. Below the login section, there is a 'Browser Compatibility' section listing supported browsers (Microsoft Internet Explorer 11, Microsoft Edge 38, Firefox 47, Google Chrome 55, and Opera 29) and a 'System Availability' section stating that the site may be down due to outages or scheduled maintenance between 8 and 10 am on Sundays.



Using Simple Search

1. Enter any of the following information in the Simple Search bar:
 - a. Permit/Project number
 - b. Site Address
 - c. Parcel Number
 - d. Subdivision
 - e. Contractor Information
 - f. Applicants or Contacts listed on the permit or project
2. Hit the Enter button on the keyboard or click the magnifying glass next to the search bar.

Q

3. The Citizen Portal will return all available records that include that information.
 - a. The results will be broken down by category:

Your search for '215 N Mason' returned the following results.
 Explore by Category: [Records\(26\)](#) [Property Information\(1\)](#)

- b. Within the Records category, additional filtering is available to show only certain service area's records

Permits/Projects

All Records
 All Records
Building
 Engineering
 Planning/Development Review

Showing 1-10 of 26 | [Download results](#)

| Submittal Date | Record Num | Status | Record Type | Address | Project Name(Subdivision) | Description |
|----------------|------------|--------|-------------|---------|---------------------------|-------------|
| | | | | | | |

- c. Click the Record Num field to navigate to that record.

| Submittal Date | Record Num | Status | Record Type | Address | Project Name(Subdivision) | Description |
|----------------|------------|-------------|-------------------------------|--|---------------------------|-------------|
| 09/24/2020 | B2010893 | Issued Full | Commercial General Alteration | 215 N MASON ST, FORT COLLINS, CO 80524 | | |



Using Advanced Search

1. Advanced Search can be accessed via the icons on the Citizen Portal home page or by clicking the individual headers.

The screenshot displays the top navigation bar of the City of Fort Collins Citizen Portal. The navigation tabs are: Home, Building, Planning/Development Review, and Engineering. Below the navigation bar is a dark blue bar with the text "Advanced Search" and a dropdown arrow. A light gray informational box contains the following text:

We are pleased to provide our citizens, businesses and visitors access to building permits, development review projects and right-of-way excavation permits information on demand.

Electronic plan submittal is available for registered users on building permits.
Licensed contractors and homeowners can schedule inspections on existing building permits that are in Issued status.

For more information on the City of Fort Collins response to COVID-19 (novel coronavirus), visit fcgov.com/coronavirus.

To begin a search:
Click on one of the links listed below or click on the appropriate tab above.

Below the informational box are three main sections, each with a header and two icons:

- Building**: Contains a magnifying glass icon labeled "Search Permits" and a checklist icon labeled "Inspection Scheduling".
- Planning/Development Review**: Contains a magnifying glass icon labeled "Search Projects" and a checklist icon labeled "Inspection Scheduling".
- Engineering**: Contains a magnifying glass icon labeled "Search Permits" and a checklist icon labeled "Inspection Scheduling".

Red rectangular boxes highlight the "Search Permits" and "Search Projects" icons in the Building and Planning/Development Review sections, and the "Search Permits" icon in the Engineering section.



2. Once clicked, several search fields are available.

General Search

Note: Enter information in **any** of the search fields. **None** of the search fields are required. The default date range is from the year 2000 to present and is based on application submittal date. Edit 'Start Date' or 'End Date' as necessary so that the permit will be included in the search results.

Search All Records

Start Date: 01/01/2000 End Date: 03/01/2021 Permit Number:

Permit Type: --Select-- Permit Status: --Select-- Project Name (Subdivision):

Street #: From - To Direction: --Select-- Street Name: Street Type: --Select-- Unit:

Parcel #:

Contractor Business Name: First Name: Last Name: City License #:

[Search Additional Criteria](#)

3. Fill in **any** of the fields above with information related to the permits or projects and click **Search**.
- a. None of the fields are required. Enter as much or little information as desired.
 - b. In the example below, the search will return any Building Permits submitted at the address of 215 North Mason Street in Fort Collins.

General Search

Note: Enter information in **any** of the search fields. **None** of the search fields are required. The default date range is from the year 2000 to present and is based on application submittal date. Edit 'Start Date' or 'End Date' as necessary so that the permit will be included in the search results.

Search All Records

Start Date: 01/01/2000 End Date: 03/01/2021 Permit Number:

Permit Type: --Select-- Permit Status: --Select-- Project Name (Subdivision):

Street #: 215 - To Direction: N Street Name: Mason Street Type: --Select-- Unit:

Parcel #:

Contractor Business Name: First Name: Last Name: City License #:

[Search Additional Criteria](#)



4. Click any of the green permit or project numbers to view that record.

26 Record results matching your search results
Click any of the results below to view more details.

Showing 1-20 of 26 | [Download results](#)

| <input type="checkbox"/> | Date Submitted | Permit # | Status | Permit Type | Address | Subdivision | Action | Short Notes |
|--------------------------|----------------|--------------------------|-------------|-------------------------------|---------------------------------------|-------------|--------|-------------|
| <input type="checkbox"/> | 09/24/2020 | B2010939 | Issued Full | Commercial Roofing | 215 N MASON ST, FORT COLLINS CO 80524 | | | |
| <input type="checkbox"/> | 09/24/2020 | B2010893 | Issued Full | Commercial General Alteration | 215 N MASON ST, FORT COLLINS CO 80524 | | | |
| <input type="checkbox"/> | 07/02/2019 | B1904721 | Completed | Commercial General Alteration | 215 N MASON ST, FORT COLLINS CO 80524 | | | |
| <input type="checkbox"/> | 06/19/2019 | B1904331 | Expired | Commercial Electrical | 215 N MASON ST, FORT COLLINS CO 80524 | | | |

5. Use the page navigation buttons to view more results if over 25 records are returned.

| | | | | | | | | |
|--------------------------|------------|--------------------------|-----------|-------------------------------|---------------------------------------|--|--|--|
| <input type="checkbox"/> | 10/27/2006 | B0605100 | Completed | Commercial General Alteration | 215 N MASON ST, FORT COLLINS CO 80524 | | | |
|--------------------------|------------|--------------------------|-----------|-------------------------------|---------------------------------------|--|--|--|

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