



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. The page has a navigation bar with 'Home', 'Building', 'Planning/Development Review', and 'Engineering'. A search bar is located in the top right corner. Below the navigation bar, there are sections for 'Building', 'Planning/Development Review', and 'Engineering', each with a search icon and a 'Search' button. A 'Login' section is on the right side, and a 'System Availability' section is at the bottom right.

Simple Search

Simple Search: address, key wo

Home Building Planning/Development Review Engineering

Advanced Search

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.

Building

Search Permits

Planning/Development Review

Search Projects

Inspection Scheduling

Engineering

Search Permits

Inspection Scheduling

Advanced Search

Login (not required for site usage)

User Name:
Hint: User name may be e

Password: (Must be 8-21 characters long)

Login >

Remember me on this computer
I've forgotten my password
Register for an Account

Browser Compatibility

Microsoft Internet Explorer 11, Microsoft Edge 38, Firefox 47, Google Chrome 55 and Opera 29 are the supported web browsers for this site. Any other version of browsers may require the use of a 'Compatibility View' feature or add-on.

System Availability

This site may be down due to outages or scheduled maintenance. Maintenance is typically scheduled 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

Submittal Date	Record Num	Status	Record Type	Address	Project Name(Subdivision)	Description
Showing 1-10 of 26 Download results						
09/24/2020	B2010893	Issued Full	Commercial General Alteration	215 N MASON ST, FORT COLLINS, CO 80524		

- 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 with tabs for Home, Building, Planning/Development Review, and Engineering. Below this is an 'Advanced Search' dropdown menu. A central text box provides information about building permits, development review projects, and right-of-way excavation permits, along with a link to the COVID-19 response page. Below the text box are three main sections: Building, Planning/Development Review, and Engineering. Each section contains a 'Search Permits' button (with a magnifying glass icon) and an 'Inspection Scheduling' button (with a checklist icon). The 'Search Permits' buttons in the Building and Engineering sections are highlighted with red boxes.

Home Building Planning/Development Review Engineering

Advanced Search ▾

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

Building Planning/Development Review

Search Permits Search Projects

Inspection Scheduling

Engineering

Search Permits Inspection Scheduling



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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