

Welcome to Arvadapermits.org

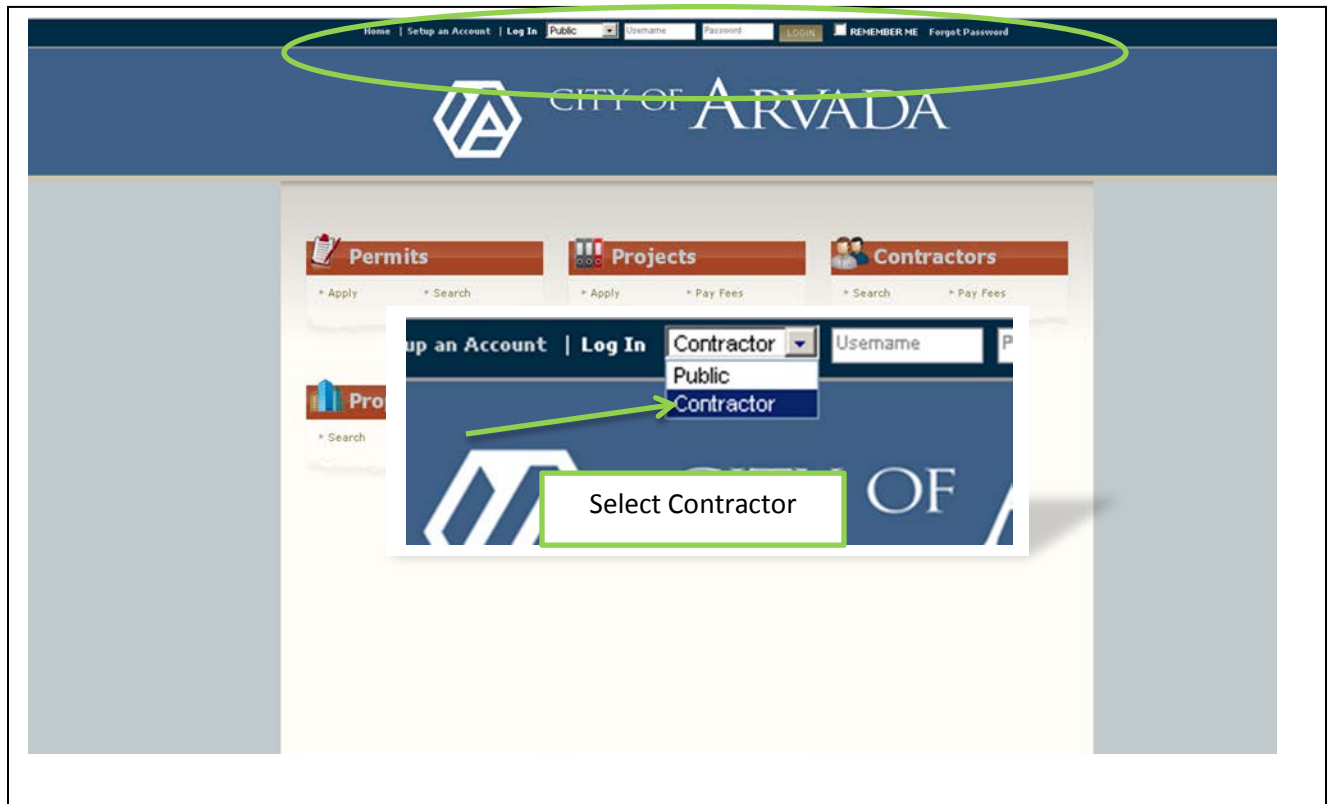
This is the new inspection scheduling website for Building Inspection Division and Engineering Division. You will need to log in under your contractor's license to receive the full benefits of Arvadapermits.org.

If you need assistance:

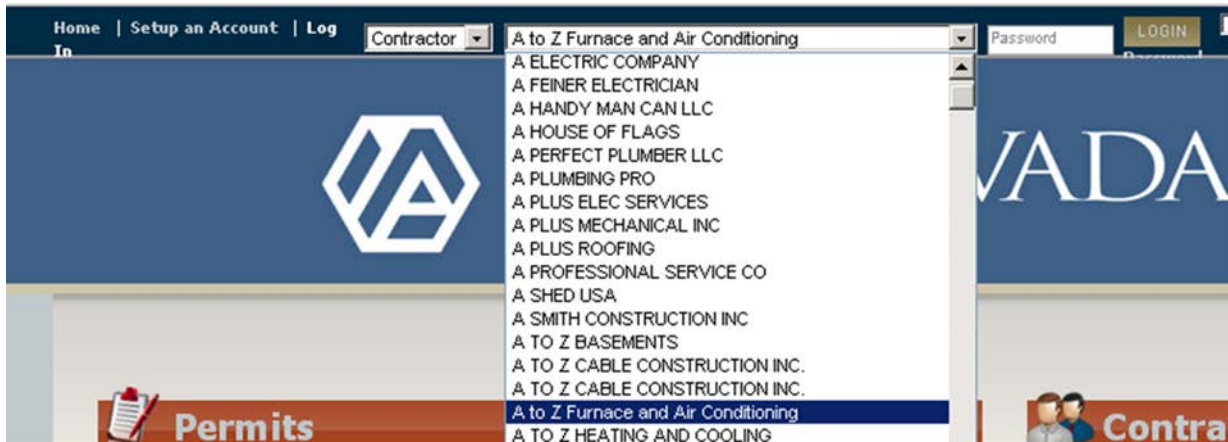
Email us at etrakit@arvada.org

Your First Sign-in

Click on the down arrow at the top of your screen.

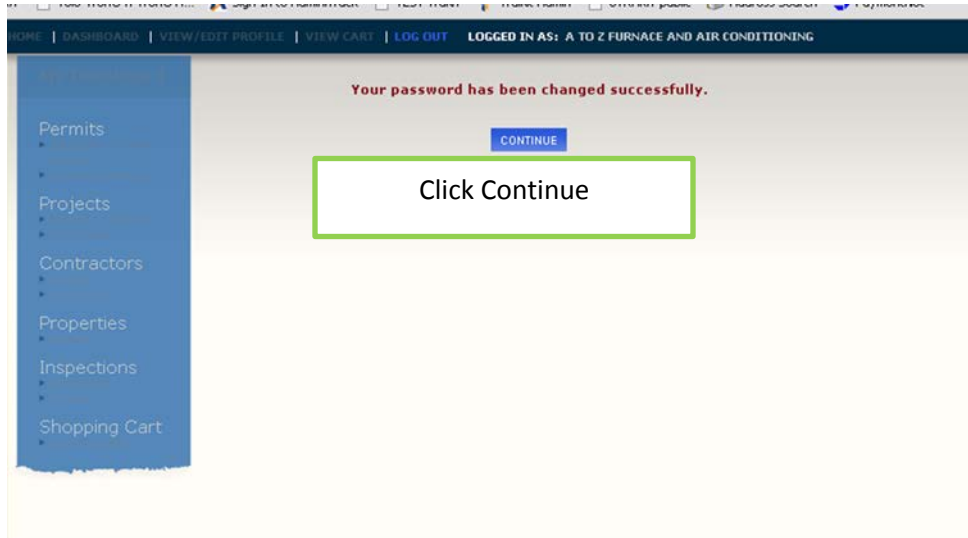


Select your Contractor Name from the list. It should appear the same way that is stated on the letter that was sent to you.

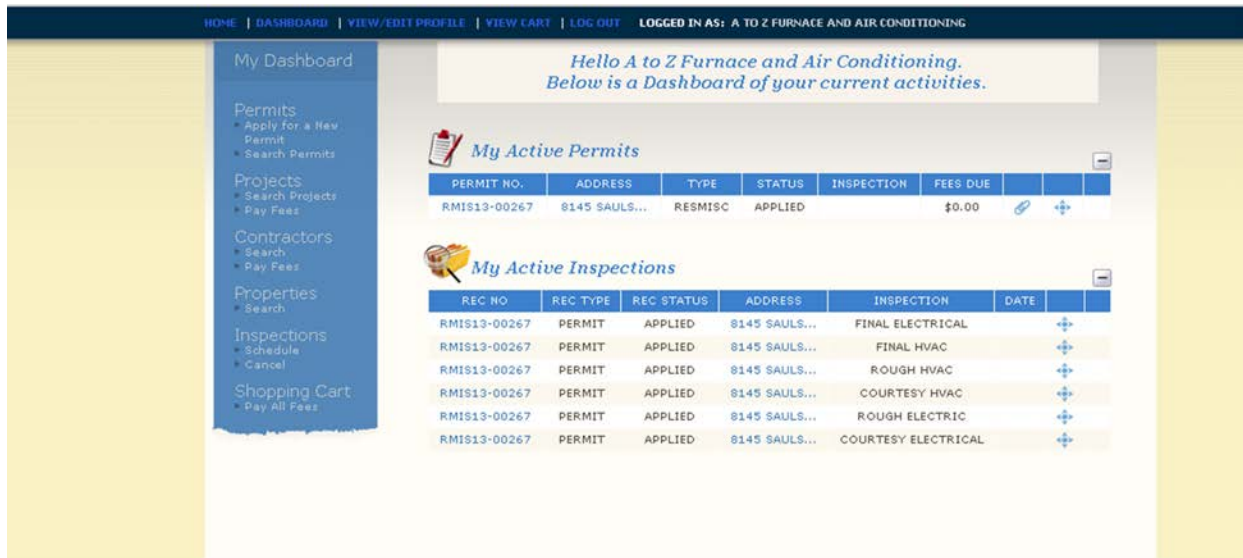


If this is your **first** time logging in you will need to reset your password. Create a new password that is a minimum of 6 characters, at least one letter and 1 number. Remember the password is case sensitive. Once done click change password.





This is your dashboard. Here you will be able to schedule inspections, research old permits and look up addresses.



Scheduling an inspection

Under “My Active Permits” Click Request for the permit that you would like to schedule an inspection for.

R13-0001	8416 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00		
R13-0002	8417 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00		
R13-0030	8408 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00		
R13-0031	8414 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00		
R13-0032	8405 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00		
R13-0033	8415 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00		
R13-0034	8406 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00		
R13-0035	8407 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00		
R13-0036	8409 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00		
R13-0162		RESIDENTIAL	VOID		\$0.00		
R13-1432	8416 VIOLE...	RESIDENTIAL	VOID		\$10,666.88		
RES13-00040	17314 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00		
RES13-00042	17344 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00		
RES13-	17323 W	RESIDENTIAL	ISSUED	Request	\$0.00		

This information will be auto completed; you will need to add an email address.

1. Select the type of inspection that you are requesting by clicking on the down arrow for Inspection Type.
2. Select the date that you want the inspection on
3. Click “Add Inspection”

You can add multiple inspections from this screen.

PERMIT Inspection Request - R13-0036

* **Contact Name:**

* **Phone Number:**

* **Site Address:** 8409 VIOLET CT

* **Email Address:**

Remarks:

1 **Inspection Type:** ABOVE CEILING HVAC

2 **Requested Date:**

3

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspe


Remember

Anything with a * next to it must be completed. Please make sure that a phone number is left to contact someone about the project. These will auto fill if they are completed in your contractor’s license. Contact us if you need information updated.

Once you are done adding inspections for this permit, click Submit.



Inspection Type	Request Date	Time	
ABOVE CEILING HVAC	4/15/2013	Any	Dele



You will receive an email verification of the scheduled inspection.

Reviewing Inspection Results

From your dashboard, you will click on the blue underlined permit number under the My Active Permits.

 *My Active Permits* -

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
BIDR13-00003		BLDG RCPT	APPLIED		\$0.00	📎		
C12-0157	17223 W 84...	COMMERCIAL	TCOISSUE	Request	\$0.00	📎		
C12-0184	17233 W 84...	COMMERCIAL	TCOISSUE	Request	\$0.00	📎		
R12-1026	17223 W 84...	RESIDENTIAL	TCOISSUE		\$75.00	📎		
R12-1027	17233 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00	📎		
R12-1145	17283 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00	📎		
R12-1176	17304 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00	📎		
R12-1177	17303 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00	📎		
R12-1178	17313 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00	📎		
R12-1179	17293 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00	📎		
R13-0001	8416 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00	📎		
R13-0002	8417 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00	📎		
R13-0030	8408 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00	📎		
R13-0031	8414 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00	📎		
R13-0032	8405 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00	📎		

From here you will click on the Inspections tab

Permit #R13-0030

 Inspections  Request Inspection

Permit Info
Site Info
Contacts (7)
Fees \$12,194.35
Inspections (21)
Chronology (1)
Conditions (13)
Reviews (8)

To see any notes associated with the inspection, click on More Info.

Permit #R13-0030

[Inspections](#)
[Request Inspection](#)

[Permit Info](#)
[Site Info](#)
[Contacts \(7\)](#)
[Fees \\$12,194.35](#)
[Inspections \(22\)](#)
[Reviews \(8\)](#)

Type	Result	Scheduled Date	Time	Completed	Time	More Info
ROUGH HVAC	APPROVED	4/18/2013		4/18/2013		More Info
GASLINE	APPROVED	4/18/2013		4/18/2013		More Info
GAS METER RELE...	APPROVED	4/18/2013		4/18/2013		More Info
WEATHER BARRIER	APPROVED	4/11/2013		4/11/2013		More Info
STRUCTURAL SHE...	APPROVED	4/5/2013		4/5/2013		More Info
ROOFING**	APPROVED	4/5/2013		4/5/2013		More Info
UNDERGROUND P...	APPROVED	3/8/2013		3/8/2013		More Info

This screen will be a pop out window, close it when you are done.

Inspection - ROUGH PLUMBING ✖

Inspection Type: ROUGH PLUMBING

Order#: 0

Result: APPROVED

Scheduled Date: 4/18/2013

Scheduled Time:

Completed Date: 4/18/2013

Completed Time:

Inspector: Dennis Crowley

Remarks:

Notes: AAV /KS/BRIFD.

[CLOSE](#)

Printing Inspection Record

Select the permit from “My Active Permits” list on your dashboard.

 **My Active Permits**

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
BIDR13-00003		BLDG RCPT	APPLIED		\$0.00			
C12-0157	17223 W 84...	COMMERCIAL	TCOISSUE	Request	\$0.00			
C12-0184	17233 W 84...	COMMERCIAL	TCOISSUE	Request	\$0.00			
R12-1026	17223 W 84...	RESIDENTIAL	TCOISSUE		\$75.00			
R12-1027	17233 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00			
R12-1145	17283 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00			
R12-1176	17304 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00			
R12-1177	17303 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00			
R12-1178	17313 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00			
R12-1179	17293 W 84...	RESIDENTIAL	ISSUED	Request	\$0.00			
R13-0001	8416 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00			
R13-0002	8417 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00			
R13-0030	8408 VIOLE...	RESIDENTIAL	ISSUED	Request	\$0.00			

Click on Inspection button at the top of the screen.

Permit #R13-0030

 **Inspections**  Request Inspection

Permit Info | Site Info | Contacts (7) | Fees \$12,194.35 | **Inspections (21)** | Chronology (1) | Conditions (13) | Reviews (8)

A new tab will open with all of the inspection results and notes for the permit.

Helpful Hint

Inspections can also be scheduled from this screen, by clicking on “Request Inspection”.