



How Do I submit my Conceptual Review (Pre – Application) through the E – Permit Center?

The E – Permit Center allows applicants to submit applications, apply for permits, pay fees, upload documents for review and receive/answer comments online. Permits can be applied for and obtained without ever coming to the Government Center.

The review process for the E – Permit Center will be performed in the same manner as a standard paper submittal; however, the E – Permit Center will, now, allow the applicant to track the status of their application online and electronically view redline and plan comments as the reviewers provide those comments.

E – Permit Center Submittal Guidelines

If you haven't done so already, you will need to create an E – Permit Center account. Go to www.adcogov.org/epermitcenter. Click on Register for an Account to create your E – Permit Center account.

- Log in to your E – Permit Center account.
- Click on Create an Application located in the Planning tile or click +New, located along the top and select Land Use Case.
- Read and accept the terms, click on Continue Application.
- Fill in the required permit information.
- When inputting the address, enter only the street number to search.
- Select the correct address from the search options.
- Scroll down within the options box and click Select.
- Click Continue Application

When you get to the Documents tab, you will be prompted to upload the electronic plans and supporting documents before your application is deemed complete. ***An incomplete submittal may cause delays in the application and review process or and may even result in your application being rejected.*** Please follow the submittal guidelines listed below:

Initial Submittal Documents

- All files shall be in PDF format
- Size
 - PDF files shall not exceed 30MB each and must be reduced to the smallest size available to provide quick access to the files.

Example: Within Acrobat 11 Pro, select “Save As Other” then “Optimized PDF”, settings “Mobile” with a “Make compatible with: **Acrobat 10.0 or later.**”



- If any file should exceed the 30MB maximum, please contact the Development Services Team at 720-523-6800 or email epermitcenter@adcogov.org for assistance **prior** to submittal or re-submittal.
- Bookmarks
 - Make sure to be in the “fit on full page to window view” prior to bookmark creation.
 - All plan sets, including soils reports and correspondence, should be uploaded as 1 file.
 - Individual pages do not need to be bookmarked; only the sections need to be bookmarked.
 - Naming convention for bookmarks.
- For initial submittals, see below
 - 123 Main Street – PRE 1 – Development Application
 - 123 Main Street – PRE 1 – Legal Description
 - 123 Main Street – PRE 1 – Written explanation of the project
 - 123 Main Street – PRE 1 – Site Plan
 - 123 Main Street – PRE 1 – Certificate of Taxes Paid
 - 123 Main Street – PRE 1 – Owner Authorization
 - 123 Main Street – PRE 1 – Proof of water and sewer services
- Additional supporting documents shall be submitted as a single combined multipage, bookmarked file
- Page Orientation/Scale
 - Plans shall be set to landscape view, oriented so that North is always at the top of the monitor
 - Document files may be oriented either landscape or portrait view so that the top of the page is always at the top of the monitor
 - Plans shall be generated to scale (e.g. ¼”=1’, 1/8”=1’ or 1:10)
- Security
 - PDF files shall have permissions to allow Annotations, Form Fill and Signing or Stamping by County staff
- Signatures
 - Plans prepared by Design Professionals shall contain an information block with name, license number, signature and contact information
 - Plans and documents prepared by Design Professionals may be signed electronically
 - When applicable, electronic signatures (including Adobe self-certified signatures) or an image containing the electronic stamp and wet signature **must be applied** to every sheet on the plans and, where appropriate, on associated documents. Documents that are not correctly signed/stamped will not be accepted.



Uploading Documents

- Click Add
- Click Select Files
- Browse for the applicable documents, select them and click Open
- When the file(s) complete the uploading process, click Continue
- Complete a short description of the document(s)
- Click Save
- When all documents have been uploaded and saved, click Continue Application
- Review all information and click Continue Application

Fee Payment

- Review all fees and click Continue Application
- Choose your payment type, click Submit Payment
- The website will be redirected to the third party payment website
- Read through the Terms and Conditions and click Accept
- Review the Payer Information, enter the required Payment Option and click Continue
- Review the information and click Submit
- When the payment has processed, a receipt will be available to print for recordkeeping

Plan Review Process

The application, documents and plans will be reviewed by staff for completeness. Once the submittal has been deemed complete, it will be electronically routed to all applicable reviewers. The goal of the department is to have all initial review comments to the applicant within 14 days or one week prior to the Conceptual Review meeting date.

The status of an application review can be seen by going to the E – Permit Center on our website at www.adcogov.org/epermitcenter.

First, login using the E – Permit Center account you created. Look up the application/case using the number issued after the application was accepted. Each reviewer's comments are shown. Those comments will be compiled by the Case Manager and sent to the contact person listed on the application one week prior to the Conceptual Review meeting date.

The applicant will receive auto-generated emails from the E – Permit Center throughout the process. These emails will provide notification to the applicant when the application has been accepted and moved into the review process, if additional items/fees are needed as well as when the Conceptual Review meeting has been scheduled and when comments are complete.