



Building

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CASCADE INFORMATION (PUBLIC USER)

The City of Fort Lupton is now using Cascade to process permits and contractor's licenses. You can access Cascade at <https://fortlupton.cascadesoftware.net>

Through Cascade, you will be able to track the progress of your permits, print off your permit cards & contractor's licenses, schedule inspections and view results.

REGISTRATION

- Select "Register as Public" and fill out all fields
- Make sure that the contact information is accurate, as Cascade will generate all notifications. Please use the best email to contact you at.
- Once you have created an account, you may begin creating a permit.

SUBMITTING A PERMIT

- Choose "new building permit" please make sure ALL fields are completed. **Incomplete applications will not be accepted.**
- In the "Parcel" field – being typing your address and the parcel number will appear.
- List each contractor that is applicable; if their name does not appear in the drop down bar, they are not licensed with the city. **All contractors must be licensed in order to release your permit**
- Total Construction Valuation needs to reflect the costs of labor and materials. **Do not leave this blank.**
- Once your permit has been submitted, the building department receives notification of a new permit submittal and will begin the review.
- You can follow the progress of your permit in the "workflow steps" tab. Once your permit is complete, you will receive an invoice for payment
- Payment can be done on the phone or in person at City Hall – online payments are coming soon!

INSPECTIONS

- Inspections can be scheduled at www.procodeinc.net/inspections-request
- Inspections scheduled before 4:00 PM will be completed the following business day between 7:00am and 5:00pm.

If you have any questions, please contact the Building Department at buildingdept@fortluptonco.gov