




## Public Works

130 S McKinley Ave  
Fort Lupton CO 80621  
Phone: 303.857.6694

Email: [PublicWorks@fortluptonco.gov](mailto:PublicWorks@fortluptonco.gov)

## Cascade Information (Contractor)

We started using an online website called  CASCADe Good news! This means you will be able to track your inspections and print off your permit cards and Contractors Licenses...

Making payments online... Coming soon!

The following steps are for registration/licensing...

- Register your company with cascade, this will initiate an email confirmation to us to validate you as a contractor, this needs to be done prior to you being able to create a permit. **\*\* you will not be able to go any further until you are validated, Once validated you will be able to upload your documents\*\***
- Plumbing & Electrical licenses require a current copy of your state certifications.
- All licenses require a current copy of your insurance, insurance renewal certificates need to be uploaded to Cascade. (do not mail or email into the City)
- All documents need to be uploaded to Cascade, located towards the bottom of the page. (Including the License Application)
- If payment is needed at the bottom of the page you will find the invoice. You can either print off and submit with a check or call into the office to make your payment.
- Keep in mind with a new program you will be issued a new license number. Each one will end with a letter that represents your trade for example; 2020-00031- E (Electrical)
- All licenses will expire on December 31 of each year.

The following steps or hints for submitting a permit are listed below...

- Choose new building permit, please make sure ALL fields are completed. (Incomplete applications will delay the release of your permit)
- The parcel #/ address tab, all you need to do is start to type in numerical part of the address and it will drop down options.
- Contractors- list each contractor that is applicable, if their name doesn't appear in the drop down bar this means they need to register and/or license with the City of fort Lupton
- Total Construction value needs to reflect the costs of labor and materials, if either one are donated we do still need to have a value as to what it would of cost. (Do not leave it blank)
- Remember all fields applicable to your project need to be completed.
- Once you are done with submitting your permit, it will send us an email confirmation that a new permit has been entered into Cascade
- You will be able to see the workflow and get notifications as well, make sure the contact information you provided is someone that will be working the permits.



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- After all appropriate reviews have been completed, you will receive an invoice. At this time you will need to call, drop off or mail in your payments.
- When payment has been applied the permit will be ready to be issued. You now have the availability to print your permit and invoice.

### Inspections...

- Scheduling inspections is online as well. The inspection needs to be scheduled prior to 4:00 pm that day to ensure that you will be on the following business day. When you submit your request you will receive an email confirmation.
- Inspection results will be updated onto Cascade in real time, you will be able to track it in the permit workflow.
- You may also call Amber Phillips with the Public Works department to schedule an inspection or series of inspections. Her direct line is 720-466-6112

### Few links to bookmark

Contractor Licenses- <https://www.fortluptonco.gov/214/Contractor-License>

Cascade Tutorials- <https://www.procodeinc.net/copy-of-template-request-form-1>