

# Town of Breckenridge

## How to apply for permits online using the Building Access Portal

\*As of December 2025, the following permits types are available to apply for online: Mechanical, Electrical, Plumbing, Hot Tubs, Reroofs, Windows/Doors, Solar, remodels, additions. New construction permits are still being configured for online submittal, and are expected to be ready in January 2026. Please check back for updates!\*

**Step 1:** Login to your portal account. If you don't have one, register for one. When registering for a new account, be sure to use the same email address the building department has on file or that has been submitted on any prior applications. The link to the Access Portal can be found at [www.breckbuildingdepartment.com](http://www.breckbuildingdepartment.com), at the top of the page.

Mike Hammer ▾ 0

Dashboard Home **Apply** My Work Today's Inspections Map Fee Estimator Pay Invoices Search 🔍 Calendar 📅

### Town of Breckenridge Building Department Self Service Portal

- Apply for Sub-Permits**  
Use this tool to apply for Electrical, Plumbing, or Mechanical permits that have an issued parent building permit.
- Apply for Stand Alone Permits**  
Use this tool to apply for Electrical, Plumbing, or Mechanical permits that do not have a parent permit associated (Stand Alone).
- Estimate Fees**  
Use this tool to quickly estimate the required fees for a permit.
- Request Inspection**  
Click here to request an inspection on an existing permit.
- My Account**  
Click here to access your account information.
- Search Public Records**  
This tool can be used to search for existing permits or inspections.

**Step 3:** On the Application Assistant page, you'll see a link that says "Show Categories." Click this link to show the categories and expand them to see every permit type.

### Application Assistant

Search for application names and keywords 🔍

**All** Trending My History PERMITS

> Show Categories Show My Templates

<b>Hot Tub - Residential</b>	<b>Apply</b>
Category Name: Hot Tub	Description: Choose this option for a residential hot tub.
<b>Residential - Re-Roof</b>	<b>Apply</b>
Category Name: Re-Roof	Description: Re-Roof permit for single family, duplex, or triplex units.

**Step 4:** Choose the permit type you need to apply for from the list and click “Apply.” (In this example, we will be applying for a hot tub—please be sure you choose the permit type that you need.)

### Application Assistant

Search for application names and keywords 

 All  Trending  My History **PERMITS**

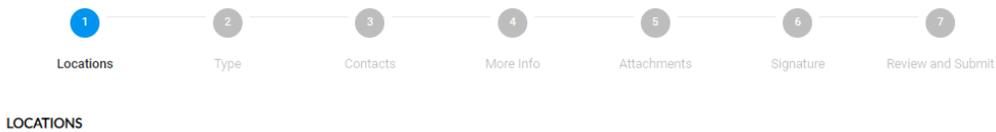
< Hide Categories

- All
- PERMITS **13**
- All **13**
- Electrical **2**
- Hot Tub **1**
- Mechanical **3**
- Plumbing **2**
- Re-Roof **3**
- Solar **2**

<b>Electrical - Solar</b>	<b>Apply</b>
Category Name: Electrical	Description: Electrical work for a Solar installation
<b>Electrical - Temporary Power</b>	<b>Apply</b>
Category Name: Electrical	Description: Temporary power for construction
<b>Hot Tub - Residential</b>	<b>Apply</b>
Category Name: Hot Tub	Description: Choose this option for a residential hot tub.
<b>Mechanical</b>	<b>Apply</b>
Category Name: Mechanical	Description: Mechanical work



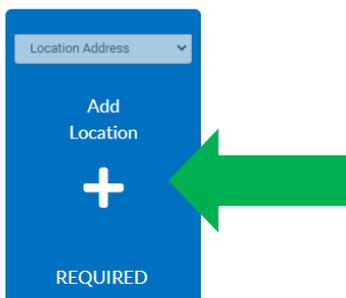
**Step 5:** You should now be on the first page of the application. It will give some basic info and ask you to add a location. Click the blue box to search addresses.



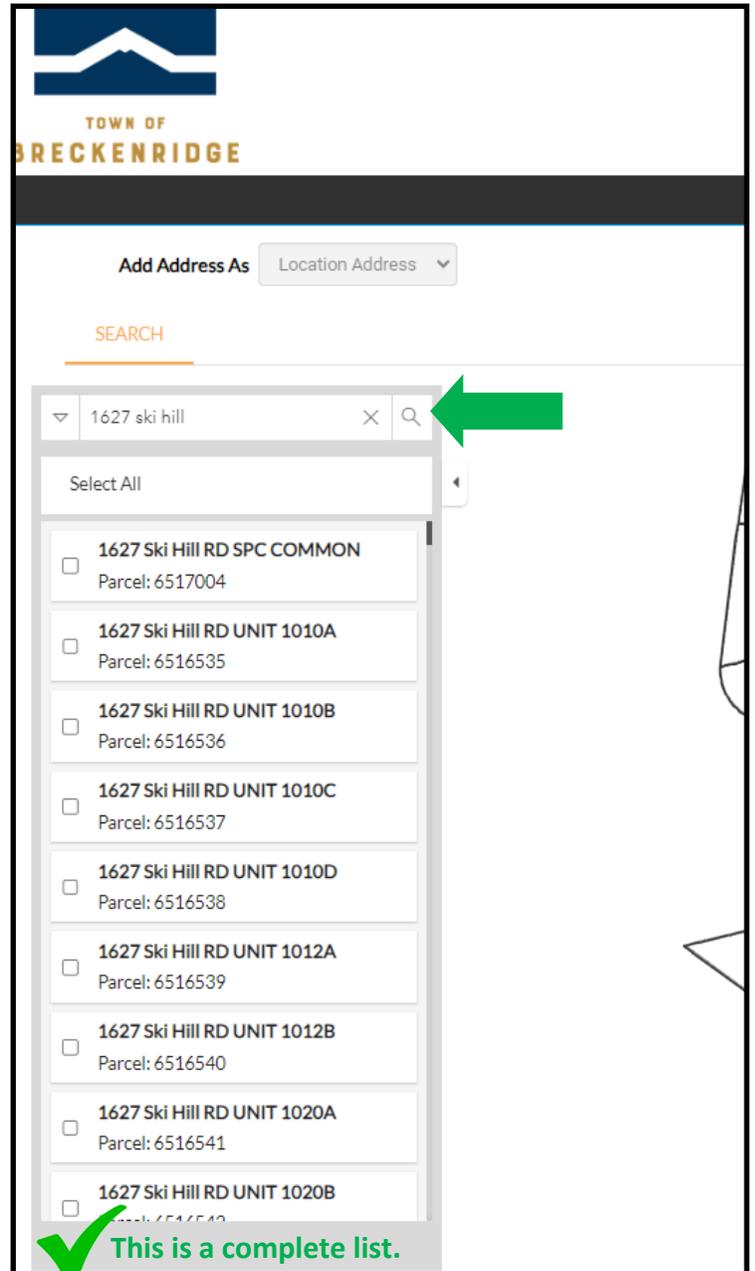
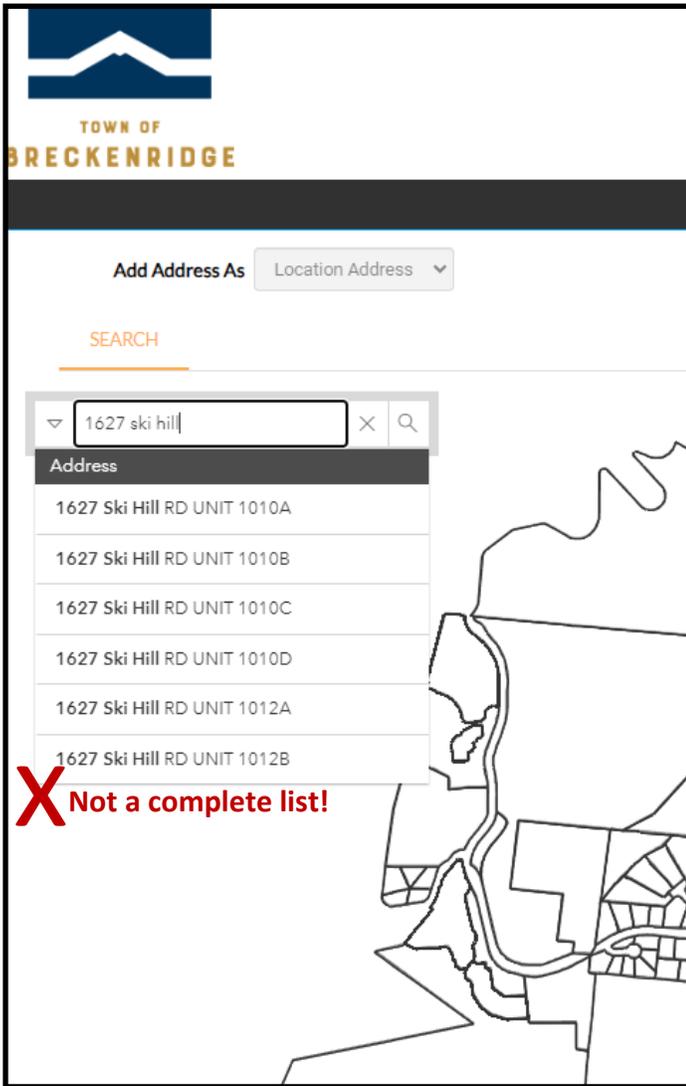
Welcome to the permit application process. You must hold a current Town of Breckenridge business license in order to apply for permits. If you do not meet this requirement, your permit application will be rejected. (Homeowners may apply for their own property only without a business license.)

Please begin by adding the address for the location of work. Search the map for the address. **IMPORTANT:** When you type in the address you'd like to search, you must click the magnifying glass next to the search field to see the complete results.

Once your location is added, click Next.



Step 5, Continued: Type the location address in the search field. **IMPORTANT:** The list directly below the search field will only show the first several matches. Click the magnifying glass to show the full results. This is critical when searching multi-unit buildings!



**Step 6:** Continue to click through the steps of the application. Fill in all required fields and add all required documents. When you get to the signature page, **read the terms and conditions carefully before signing.** Once read, sign in the signature box and click “Next.” (You can type your signature like in the sample below, or you can sign in the box using your computer mouse.)

**SIGNATURE**

**PLEASE READ CAREFULLY:**

This permit shall expire by limitation and become null and void if the building or work authorized by this permit is not commenced within 180 days, or if the building or work is suspended or abandoned for a period of 180 days at any time after the work is commenced.

If not the property owner, I certify that I have permission to apply for this permit on the property owner’s behalf.

I understand that hot tubs may be subject to REMP (Renewable Energy Mitigation Program) per the Town Code, and if the hot tub in this application is subject, my application will be rejected and I will be contacted by the building department with further information.

I agree to comply with inspection requirements for this permit. I understand that a **final electrical AND a final building inspection** are required in order to complete this project.

I agree to save, indemnify, and keep harmless the Town of Breckenridge, and/or its employees against all liabilities, judgements, costs and expenses which may in any way accrue against said Town in consequence of granting this permit. All work shall be performed in accordance with the codes of the Town of Breckenridge and all other laws applicable thereto. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

I certify that I am properly licensed as required by the Town of Breckenridge. By signing below, I acknowledge and will comply with any applicable conditions of this permit. I understand that any violation of the terms and conditions of this permit is subject to penalties as set forth in section 8-1-14 and Title 1 Chapter 4 of the Town Code.

I acknowledge that the information in this application is true and correct.

\* Please type your name as consent to electronically sign this application.

Mike Hammer

Enable Type Signature

Mike Hammer

Mike Hammer  
July, 31 2024

X *Mike Hammer*



Back

Create Template

Save Draft

Next

Step 7: Review the permit summary. If needed, you can go back and make changes at this time. Please note that depending on the permit type, additional fees may apply. Once you've reviewed the summary, click "Submit."

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Pay Invoices Search  Calendar 

### Apply for Permit - Hot Tub - Residential \*REQUIRED

  
Locations

  
Type

  
Contacts

  
More Info

  
Attachments

  
Signature

  
Review and Submit

 [Submit](#)

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#### Locations

Location Address	150 Ski Hill RD
Parcel Number	2211-3132-14-003

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#### Basic Info

Type	Hot Tub - Residential
Description	Test
Valuation	1234
Applied Date	07/31/2024

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#### Contacts

Applicant	Mike Hammer PO Box 12345 , Breckenridge, CO., 80424
Owner	Jessie Launder

Once submitted, your application gets forwarded to a staff member for review. If we require any additional information, you'll be notified via email and in your portal. **It's important that you check your email and the portal for updates!**

 **Your application was successfully submitted!**

Your application has been forwarded to a staff member for review. You will receive a message in your portal if further information is needed. Please be sure to check your portal for updates.

[Continue to permit](#)