



City of Boulder Planning & Development Services

Customer Self-Service Portal Contact/Case Connection Form

Prior to completing this form, please read our best practices for managing company and individual contact records in the Customer Self-Service (CSS) portal. <https://bouldercolorado.gov/plan-develop/energov>

Select one:

Primary Company Contact Record

Individual Contact Record

Have you created a CSS account?

Yes

No

Complete the applicable fields. Please note, first and last name is not required for a company record, and company name is not required for an individual contact record. Email addresses are required for all contact record types in order to use CSS.

First Name:

Last Name:

Company Name:

Street Address:

City/State/Zip:

Business Phone:

Cell Phone:

Email Address:

COB Contractor License No: LIC-

List the permit and/or development review CASE NUMBERS (inactive or active) that you cannot view at this time and would like to see through CSS. Please note, we must have a case number, an address does not provide enough detail for us to effectively connect these records to your account.

Submit this completed form to P&DSInfoResourcesHelpDesk@bouldercolorado.gov or in person at the P&DS Center lobby.

Please allow up to 2 business days for your request to be processed.

For Office Use Only:

CSS User ID _____

Received date: _____

Primary User ID _____

Completed by: _____

Merge IDs _____

Completed date: _____