


Print Permit Paperwork

Prior to printing your paperwork, staff must issue your permit and attach the paperwork to your application.

Once you receive an email informing you that your paperwork is ready, use this manual to print your paperwork.

Step 1: Log In to Your Account

- A) Navigate to <https://bouldercity.munisselfservice.com/login.aspx>
- B) Enter your username and password (created when you registered for Citizen Self Service)
- C) Click "Log in"



The screenshot shows the Boulder City login page. At the top is a dark blue header with the Boulder City logo and navigation icons. Below the header is a 'Login' section with two input fields: 'Username' and 'Password'. A red arrow labeled 'B' points to the Username field, and another red arrow labeled 'B' points to the Password field. Below the Password field is a 'Log in' button, which is circled in red and labeled 'C'. To the right of the login fields is a vertical menu with links for 'Home', 'Citizen Self Service', and 'Employment Opportunities'.

Step 2: Access Your Building Permits and Inspections Account

- On the main Citizen Self Service screen, you will see your Profile Information and a list of linked accounts.
- Scroll down to “Building Permits and Inspections Accounts” and click the plus sign
- The menu will expand, allowing you to see the link for “Applications & Inspections.” Click this link.

The screenshot shows the Boulder City Citizen Self Service website. The header includes the Boulder City logo and navigation icons. The main content area is titled "Welcome to Citizen Self Service" and contains an "Announcements" section. Below this is the "Profile Information" section, which is highlighted with a red letter 'A'. This section includes a "TEST ACCOUNT" profile with address information, a table of phone numbers, and a table of email addresses. At the bottom of the profile section, the "Building Permits and Inspections Accounts" section is highlighted with a red letter 'B', showing a plus sign next to the "TEST ACCOUNT" label.

Building Permits and Inspections Accounts

TEST ACCOUNT		
Customer name	City	Permitting
TEST ACCOUNT	BOULDER CITY	Applications & Inspections

Step 3: Locate Specific Application

A) On the Search Results screen, locate the application for which you would like to print paperwork and click “Details”.

NOTE: Unchecking the “Show active Applications only” check box will bring up a list of previous applications and their statuses. If you would like to begin a new application, click “New Search”.

Building Permits and Inspections
Search Results

[6 Applications](#) | [0 Inspections](#)

Show active Applications only

Show unperformed Inspections only

[Modify Search](#) | [New Search](#)

Applications (6 found)

Location / Supervision	Owner/Contractor ^	Parcel ID	Status	Reference	Fees	Due	Details
401 CALIFORNIA AVENUE	CITY OF BOULDER CITY / TEST ACCOUNT	18604410046	COMPLETE	180210	\$0.00	\$0.00	Details
401 CALIFORNIA AVENUE	CITY OF BOULDER CITY / TEST ACCOUNT	18604410046	COMPLETE	180211	\$50.00	\$0.00	Details
401 CALIFORNIA AVENUE	CITY OF BOULDER CITY / TEST ACCOUNT	18604410046	COMPLETE	180655	\$0.00	\$0.00	Details
401 CALIFORNIA AVENUE	CITY OF BOULDER CITY / TEST ACCOUNT	18604410046	ENTERED IN ERROR	190010	\$0.00	\$0.00	Details
627 G AVENUE	MARUNDE BRISTOL / TEST ACCOUNT	18609510094	ACTIVE	180194	\$100.00	\$50.00	Details
594 LAKE MICHIGAN LANE	OBERHOLTZER ELLEN M REVOCABLE TR / AIR PRO MASTER LLC	18605510066	ENTERED IN ERROR	190364	\$75.00	\$0.00	Details

Inspections (0 Unperformed found)
Found no Inspections matching the search criteria.

Building Permits and Inspections

- Accounts
- Contact Us
- Search Results**
- New Search
- Utility Billing

Citizen Self Service
Business License
General Billing
Non-Emergency Requests

Step 4: Print Permit Paperwork

- A) On the Application reference page, click “Details” under the Permits section
- B) On the Permit screen, click “View permit image”
- C) A PDF will open which contains your permit paperwork.

Print this paperwork for your records.

You may now either check the status of other applications, view/pay for other applications, print other permit paperwork or log out.

Once your project has begun and inspections are conducted, you will be able to log in and see inspection results (see step-by-step guide entitled “View Inspection Results” for instructions). **You will be able to see inspection results as staff enter them in the field. You will also receive an email with inspection results for each inspection. This email will be sent to the primary email address on file in your customer account.**

Building Permits and Inspections
Application reference 180194 [1 Permit | 0 Inspections](#)

Status: ACTIVE / OPENED ONLINE
Project/Activity: WATER HEATER
Location: 627 G AVENUE BOULDER CITY
Owner Name: MARUNDE BRISTOL
Parcel ID: 18609510094

[View Application Information](#)

Permits (1 found)

<input type="checkbox"/>	Permit Type	Status	Permit Number	Total Fees	Balance Due	Details
<input type="checkbox"/>	WHTR	ISSUED	189000	\$50.00	\$0.00	Details

Inspections (0 found)
No Inspections information could be found.

Building Permits and Inspections
Permit #189000 [Return to Application Details](#)

Permit Details

Permit Status	ISSUED
Permit Type	WATER HEATER
Permit Level	100
Issued Date	3/26/2018
Expiration Date	9/22/2018
Contractor Name	TEST ACCOUNT
Contractor ID	110164
Tradesperson	TEST BUSINESS

Fee Description	Based on	Amount/Quantity	Fee
WATER HEATER	FLAT RT	.0000	\$50.00
Total Fees			\$50.00
Total Paid			\$50.00
BALANCE DUE			\$0.00