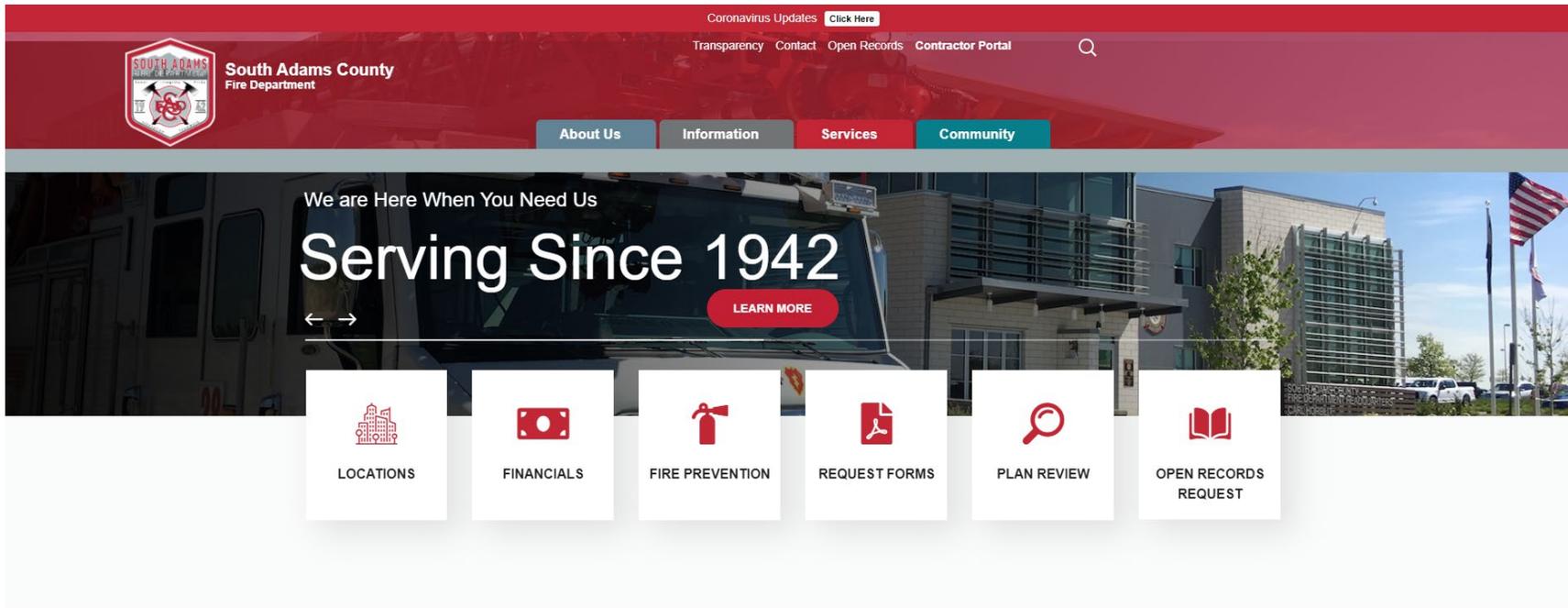




How to use the Contractor Portal Login:

1. Welcome to our new Website! In the picture below please see how you can access our Contractor Portal.



The South Adams County Fire Department is dedicated to protecting life, property, and the environment through prevention, emergency response and public education. We maintain a work environment that fosters diversity, promotes innovation and delivers the highest quality of service with pride and excellence.

2. After Clicking on the Contractor Portal Tab , you will be presented with the image below.

The screenshot shows the Contractor Portal Login page for the South Adams County Fire Department. The page features a dark red header with the department's logo and name on the left, and navigation links for 'Transparency', 'Contact', 'Open Records', and 'Contractor Portal' on the right. Below the header is a navigation bar with 'About Us', 'Information', 'Services', and 'Community' tabs. The main content area has a black background with the title 'Contractor Portal Login' and a breadcrumb trail 'Home / Contractor Portal Login'. The login form is centered and includes fields for 'Username' and 'Password', a red 'SUBMIT' button, and a red-bordered 'Not Member? Register' link. A 'Forgot Password?' link is also present below the register link.

Coronavirus Updates [Click Here](#)

Transparency Contact Open Records Contractor Portal

South Adams County Fire Department

About Us Information Services Community

Contractor Portal Login

Home / Contractor Portal Login

Username

Password

SUBMIT

[Not Member? Register](#)

[Forgot Password?](#)

This is the main login page for our Contractor Portal. A login is required for all plan review submittals.

To sign up as a new contractor please click on the Register Button.

3. After clicking on the “Not Member? Register” Button , you will be presented with the image below.

[Coronavirus Updates](#) [Click Here](#)

Contractor Registration Form

[Home](#) / [Contractor Registration Form](#)

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email *	Phone *
<input type="text"/>	<input type="text"/>
Fax	Job Title *
<input type="text"/>	<input type="text"/>

Company	Company Phone Number *
<input type="text" value="- Select Company Name -"/>	<input type="text"/>

I'm not a robot  [Privacy](#) [Terms](#)

If registering as a new user please select the correct company, if the company name is unlisted please select Other/New.

This is for the contact information for the Contractor/Submitting Party. This information will need to match the Contractor/Submitting Party Information later listed on our applications.

4. If for Company the “Other/New” option is selected the screen will include the options below.

This is very important to be an accurate and monitored email address. This is our primary means of communication.

First Name *

Plan

Last Name *

Review

Email *

planreview@sacfd.org

Phone *

(303) 288-0835

Fax

Job Title *

Permit Tech

Company

Other/New

Company Name *

SACFD

Company Address *

6050 Syracuse Street Commerce City, Colorado 80022

Company Phone Number *

(303) 288-0835

Company Logo

Choose File No file chosen

This needs to be a jpeg or a png file. This is also not a required field.

CAPTCHA

I'm not a robot



When all the information is filled out, please select the button highlighted to complete the security check.

When selecting the “Other/New” option, the highlighted box will appear to place your company name in.

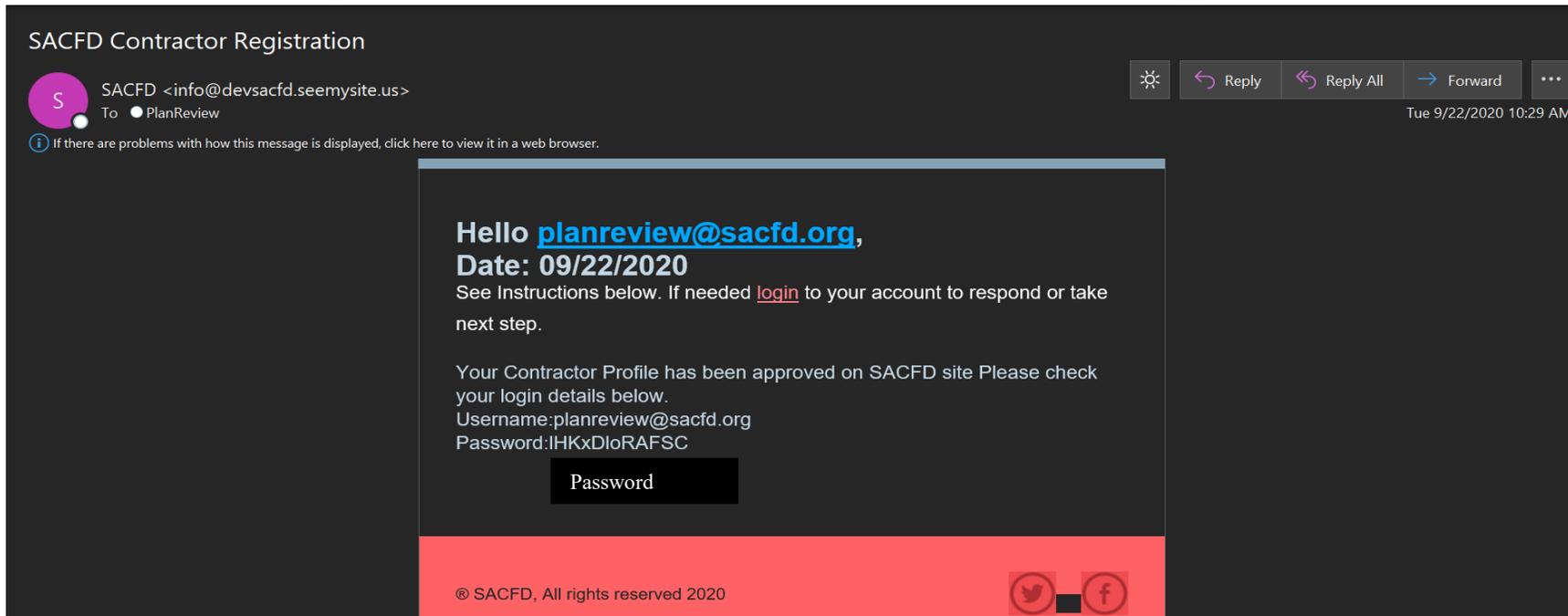
5. After Passing the security page, you will be presented with the image below. Your registration will be sent for approval , once the registration is approved the provided email address will receive an email notification.



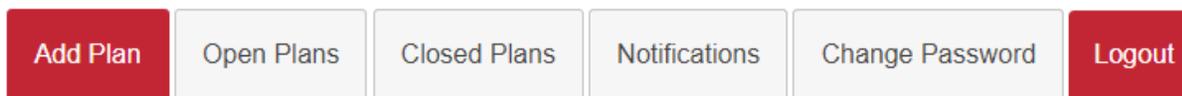
Thanks for Your Application! We review and create your account as soon as possible.



6. Below is an example of the email that will be received when the user has been approved.



7. By using the username , which is the email address previously provided at registration and password provided you can login using the main Contractor Portal Login page. This password is a temporary password that can be changed after the first login.
8. Once you log back in into the Contractor Portal the image below will be seen.



9. After logging into the Contractor Portal for the first time it is recommended the user changes the password. Click on the Change Password Tab. The screen will look like the image below.

The screenshot shows a navigation bar at the top with five tabs: "Add Plan", "Open Plans", "Closed Plans", "Notifications", and "Change Password". The "Change Password" tab is highlighted in red. Below the navigation bar is a large white form area. Inside this area is a smaller white box containing three input fields: "Current Password", "New Password", and "Re-enter-New-Password". Below these fields is a red "SUBMIT" button.

10. Once logged into the Contractor Portal, the below images will be seen. The First Page is "Add Plan", this is the page used to upload new plans. Please see the boxes below for instructions on how to upload your plans for review.



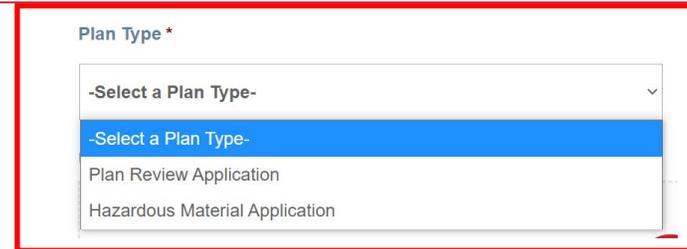
The screenshot shows a navigation bar with five tabs: "Add Plan", "Open Plans", "Closed Plans", "Notifications", and "Logout". The "Add Plan" tab is highlighted in red. Below the navigation bar is a form. The first field is labeled "Plan Street Address *" and is highlighted with a yellow border. Below it is another field labeled "Plan Type *" which is partially visible.

The plan street address is the address of the project that goes into this box. Please fill out with complete address including city and zip code.

11. Select a plan type, this box shows the two applications we accept. Each plan submission is required to have one of these applications. Plans submitted without an application will be rejected and asked to resubmit.



A screenshot of a web form field labeled "Plan Type *". The dropdown menu is open, showing the option "-Select a Plan Type-" selected.



A screenshot of a web form field labeled "Plan Type *". The dropdown menu is open, showing the options "-Select a Plan Type-", "Plan Review Application", and "Hazardous Material Application". The "Plan Review Application" option is highlighted in blue.

Please select an application that applies to the type of plan being submitted.

For the following types of projects please use the Plan Review Application:

- New Building
- Building Addition
- Tenant Finish
- Water Plans
- Conditional Use Permit
- Fire Alarm
- Sprinkler
- Clean Agent System
- Kitchen Hood
- City Referral
- Paint Booth
- Radio Amplification (BDA)
- Temporary Structure (Tent)
- Operational Permit
- County Referral

For any Hazardous Materials type projects please use the Hazardous Materials Application especially the following projects:

- Hazardous Materials
- Explosives
- Flammable Liquids
- Combustible Liquids
- Fireworks Display
- Fireworks Sales
- Gases
- Aboveground Storage Tank
- Underground Storage Tank

Example A: This is an example of what the screen will show when Hazardous Material Application is shown.

Plan Type *

Hazardous Material Application 

Download both PDFs, fill them out and upload in the file uploader below.

[Hazardous Material Application](#) [Hazardous Materials Management Plan and Inventory Statement](#)

Example B: Below is an example of what the screen will show when the Plan Review Application is shown.

Plan Type *

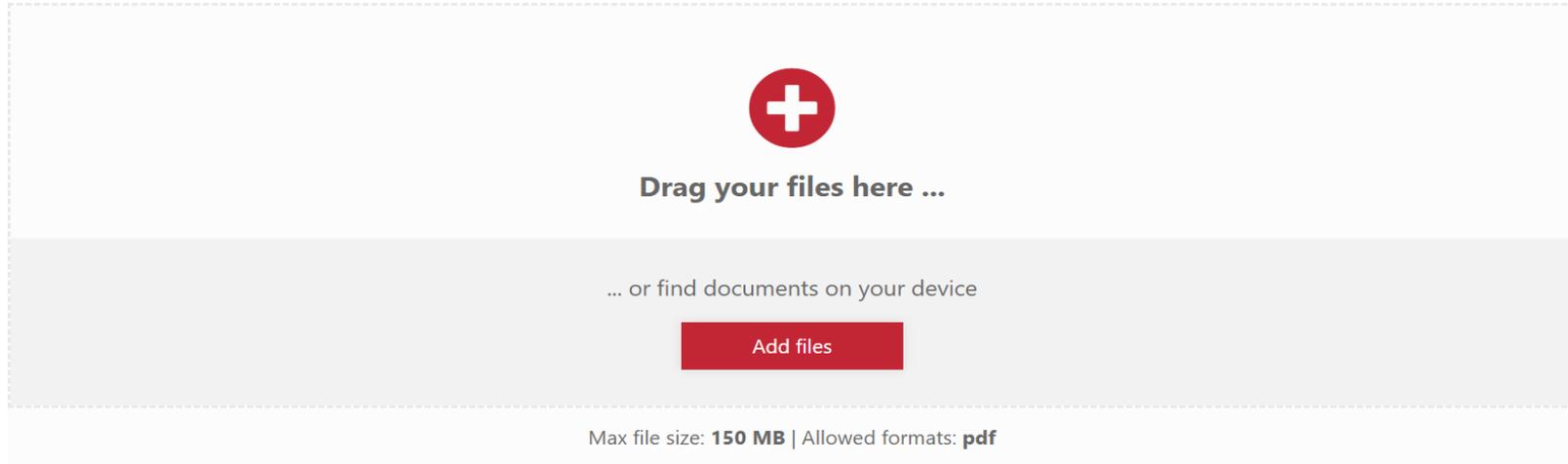
Plan Review Application 

Download the Plan Review Application PDF, fill it out and upload in the file uploader below.

[Plan Review Application](#)

12. Next upload your files, files must be in PDF Format. The maximum file size is 150 MB. If there is an issue uploading plans, please reach out to our office so we can help you out.

Upload your Files *

A file upload interface with a dashed border. At the top center is a red circle with a white plus sign. Below it, the text "Drag your files here ..." is centered. Underneath that, in a lighter gray area, is the text "... or find documents on your device" followed by a red button labeled "Add files". At the bottom of the interface, the text "Max file size: 150 MB | Allowed formats: pdf" is displayed.

Drag your files here ...

... or find documents on your device

Add files

Max file size: **150 MB** | Allowed formats: **pdf**

13. Next, include a description of the project that matches the application and plans.

Plan Description *

SUBMIT

14. After all required fields have been filled out and all the files are uploaded, it is time to click the submit button to submit the project for review.

15. This message will appear after clicking the submit button & plans were successfully submitted.

Add Plan Open Plans Closed Plans Notifications **Logout**

Your Plan Request has been received. We will review and publish as soon as possible.

16. A confirmation email will be sent out the email address on file.

SACFD site Email

 SACFD <info@devsacfd.seemysite.us>
To ● PlanReview

  Reply  Reply All  Forward 

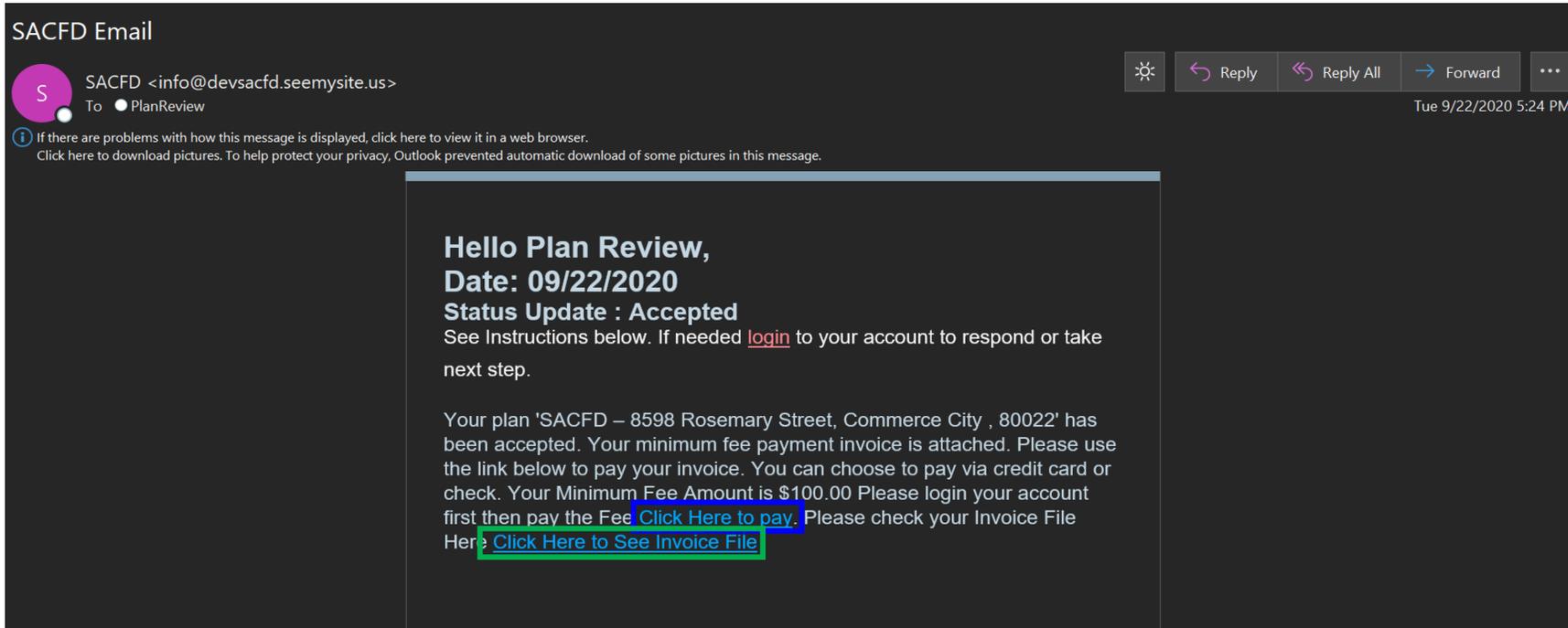
Tue 9/22/2020 4:58 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

Hello Plan Review,
Date: 09/22/2020
Status Update : Received
See Instructions below. If needed [login](#) to your account to respond or take next step.

Your plan 'SACFD - 8598 Rosemary Street, Commerce City , 80022' has been received. We are reviewing and processing this plan and will be in touch soon with the next step for you to take. No further action is needed at this time.

17. After the project has been accepted for review, the following email will be sent with instructions on how to move forward.



Click here to view the plan review invoice.

Click here to pay the Minimum plan review fee.

18. Select Payment Method: Using this page you will be able to select how you would like to pay for your minimum plan review fee.



Back

Payment Method

Pay by Credit Card

Pay By Check

Fee

Price: \$100.00

Credit Card

SUBMIT

Payment Method

Pay by Credit Card

Pay By Check

Pay by Check Instructions :

Please Make Check with the name of "SACFD" and Send it Below Address :
6050 Syracuse Street Commerce City, CO 80022

Fee

Price: \$100.00

Credit Card

SUBMIT

Payment by Check

Payment Method

Pay by Credit Card

Pay By Check

Fee

Price: \$0.00

Credit Card *

Card Number

Month Year

Expiration Date Security Code

Cardholder Name

SUBMIT

Payment by Credit Card

If Credit Card is selected as the preferred method of payment on the application the Credit Card fee will automatically be calculated into the invoice. If selected pay by check and would like to change method of payment to credit card, please inform us so we may adjust the invoice and fees.

19. After submitting the payment, the image below will be shown.



[Back](#)

Thank You for You Payment! We will update you shortly.

20. Press the back button to go back to the Add plans page. To view the open project select the Open Plans tab as indicated below.



[Add Plan](#)

[Open Plans](#)

[Closed Plans](#)

[Notifications](#)

[Change Password](#)

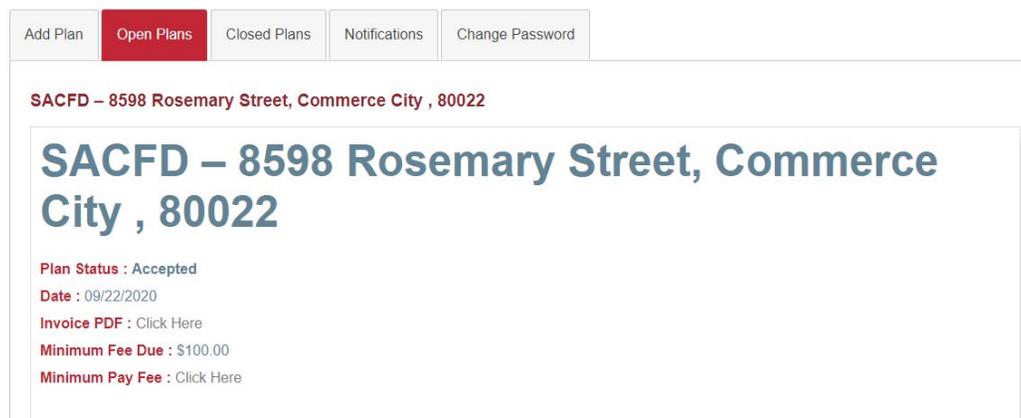
The Open Plans page will display any open projects in the review process previously submitted.

21. The Open Plans, the following page will appear. This page will show the open projects connected to the account.



22. Click on the Project name/Address link to view all the project information. This link is highlighted in blue in the image above.

23. As seen below is the Project information. Use this page to check on the status of plans and if fees had been paid.



24. This second image is the bottom half of the page. This portion of the page reflects the Project History.

Project History

Admin
Project Status : Accepted
[More Details](#)
09/22/2020

Contractor
Project Status : Received
[More Details](#)
09/22/2020

25. Click on the More Details Link for more detailed information for each status update.

26. Below are examples of what is shown after clicking the More Details Button on the Project History Page.

[< BACK](#)

SACFD – 8598 Rosemary Street, Commerce City , 80022

Plan Status : Received

Date : 09/24/2020

Example A: Project History Notifications

This is an example of the received notification under the Project History.

[< BACK](#)

SACFD – 8598 Rosemary Street, Commerce City , 80022

Plan Status : Accepted

Date : 09/24/2020

Invoice PDF : [Click Here](#)

Minimum Fee Due : \$100.00

Example B: Project History – Accepted

This is an example of the Accepted notification under the Project History.

27. After payment has been processed, the Plan Status will change from Accepted to In Review. The Plan Reviewer information will be displayed on the project screen.

Add Plan **Open Plans** Closed Plans Notifications Change Password

SACFD – 8598 Rosemary Street, Commerce City , 80022

SACFD – 8598 Rosemary Street, Commerce City , 80022

Plan Status : In Review
Date : 09/24/2020
Invoice PDF : [Click Here](#)

Plan Reviewer Info
Name: Randall Weigum **Email:** rweigum@sacfd.org **Phone:** 720-573-9790

Please note the Invoice PDF will be replaced with a copy of the Paid receipt after payment. This link can open the PDF to be viewed and downloaded.

28. Below is an example of the notification that will appear in the Project History.

SACFD – 8598 Rosemary Street, Commerce City , 80022

Plan Status : In Review
Date : 09/24/2020
Invoice PDF : [Click Here](#)
Plan Reviewer info
Name: Randall Weigum **Email:** rweigum@sacfd.org **Phone:** 720-573-9790

29. When the Plan Review status changes a notification email will be sent to the address on file.

SACFD Email

SACFD <info@devsacfd.seemysite.us>
To: PlanReview

If there are problems with how this message is displayed, click here to view it in a web browser.

✳️ Reply Reply All Forward ...

Thu 9/24/2020 12:28 PM



Hello Plan Review,
Date: 09/24/2020
Status Update : In Review
See Instructions below. If needed [login](#) to your account to respond or take next step.

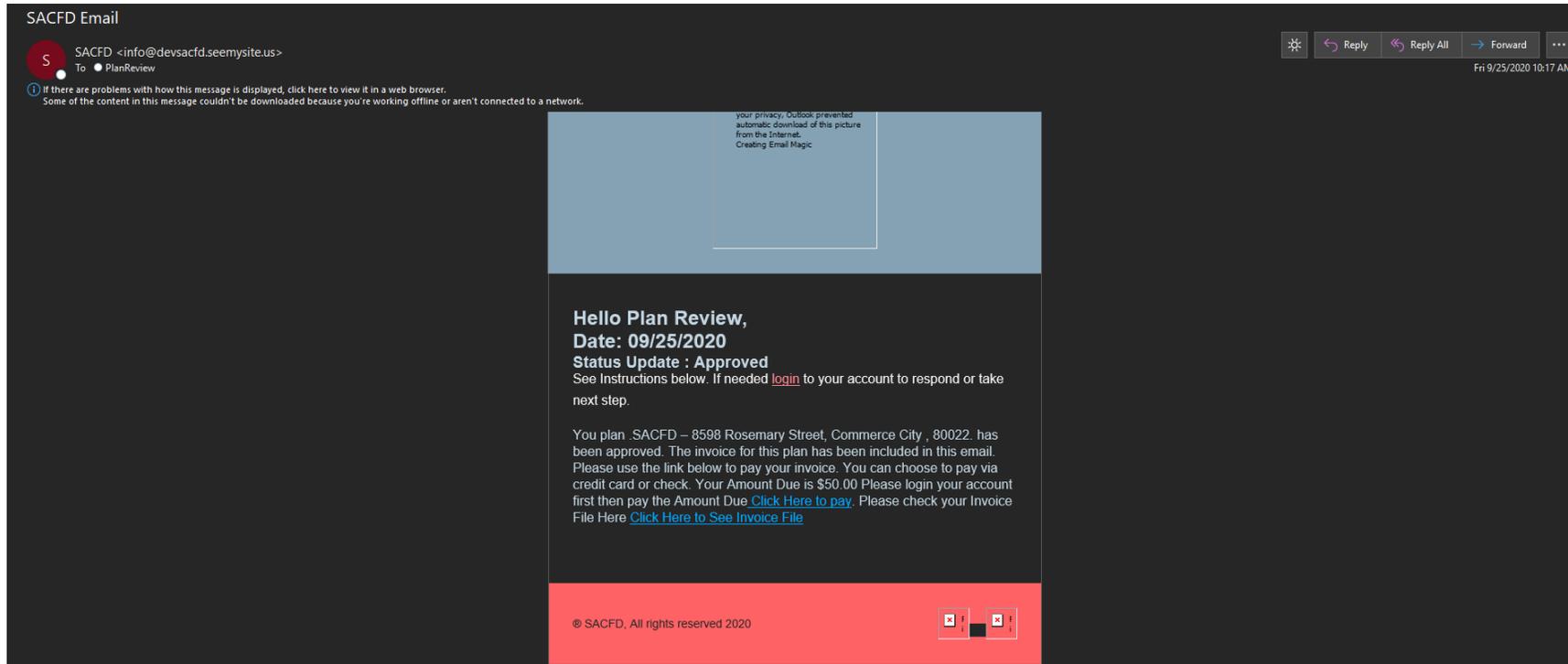
You plan .SACFD – 8598 Rosemary Street, Commerce City , 80022. is currently being reviewed.No further action is needed at this time. Your Minimum Fee Invoice PDF is attached [Click Here to See Minimum Fee Invoice pdf Upload](#). Your reviewer name and details are below.

Plan Reviewer Name: Randall Weigum
Plan Reviewer Email: rweigum@sacfd.org
Plan Reviewer Phone: 720-573-9790

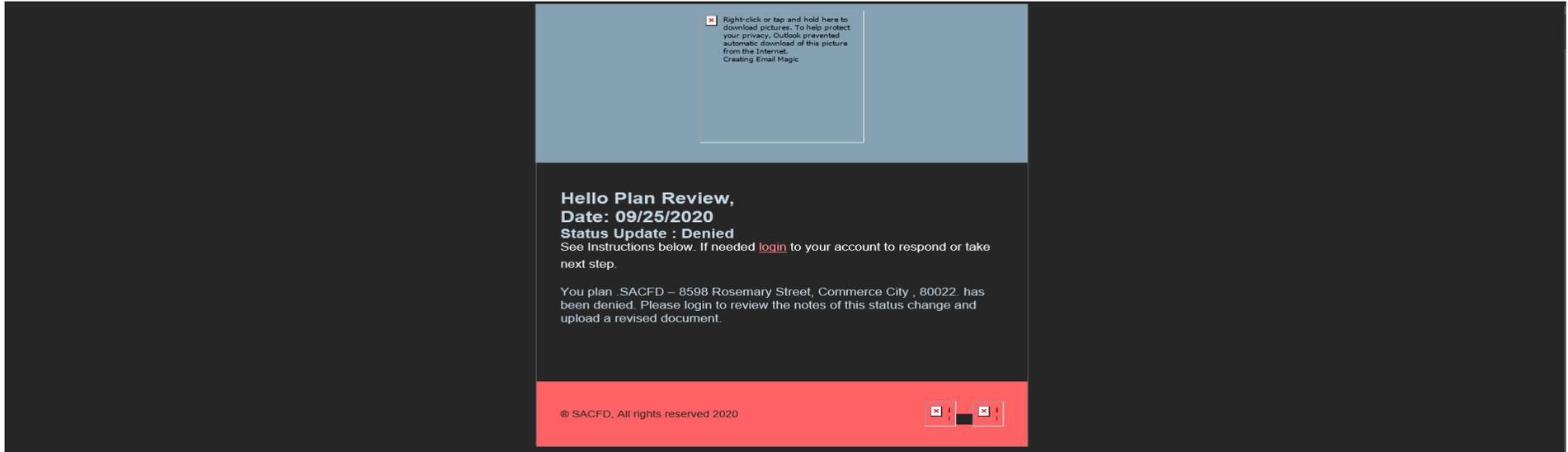
© SACFD, All rights reserved 2020  

30. After the plans have been reviewed by the Plans Reviewer, another email with a status update will be sent to the address on file. This can be if the plans have been Approved, Denied, or if Revisions are required. Below are some examples of what the emails could look like.

Example A : Approved Email Notification



Example B : Denied Email Notification



Receiving a Denied email, a link will be provided to upload plan corrections. We have an example of that below.



[< BACK](#)

Upload your New PDF File *

The form is a file upload area with a dashed border. It features a large red plus sign icon in the center. Below the icon, the text reads "Drag your files here ...". Underneath that, it says "... or find documents on your device". At the bottom of the upload area, there is a red button labeled "Add files". Below the button, the text indicates "Max file size: 150 MB | Allowed formats: pdf".

SUBMIT

If a set of plans is denied the notification email will include a link for submitting new documents.

Example C: Revisions Needed Notification.

This Email will appear with a link to upload the files needed for revisions. We will also use this for when we need additional files not originally submitted.

The image shows a notification email on the left and a web interface on the right. The email, on a dark background, has a light blue header with a broken image placeholder. The main body contains a greeting, date (09/25/2020), and status update ('Revisions Needed'). It provides instructions to login and upload a revised document. The footer includes a copyright notice and two broken image placeholders. The web interface, titled 'Revisions Needed', features a breadcrumb 'Home / Revisions Needed', a '< BACK' link, and a file upload section. The upload section includes a dashed box with a red plus icon, the text 'Drag your files here ...', and an 'Add files' button. Below this, it states 'Max file size: 150 MB | Allowed formats: pdf'. A red 'SUBMIT' button is located below the upload area. A red-bordered box at the bottom right contains the text: 'If a set of plans is requires revisions the notification email will include a link for submitting new documents.'

Revisions Needed

Home / Revisions Needed

< BACK

Upload your New PDF File *

Drag your files here ...

... or find documents on your device

Add files

Max file size: 150 MB | Allowed formats: pdf

SUBMIT

© SACFD, All rights reserved 2020

If a set of plans is requires revisions the notification email will include a link for submitting new documents.

31. By clicking the Login in link on the email, will link back to the website. Below are some examples of what Approved, Denied, Revisions Needed and Closed plans will look on the website.

Example A: Plan Status – Approved

This will come with a link for any remaining fees, please note if there are no fees there will be no fee amount to pay.

Add Plan	Open Plans	Closed Plans	Notifications	Change Password
----------	-------------------	--------------	---------------	-----------------

SACFD – 8598 Rosemary Street, Commerce City , 80022

SACFD – 8598 Rosemary Street, Commerce City , 80022

Plan Status : Approved

Date : 09/25/2020

Invoice PDF : [Click Here](#)

Amount Due : \$50.00

Pay Due Amount Fee : [Click Here](#)

Example B: Plan Status- Denied

The Plan Status information on the Open Plans tab has a link to the file uploader for Denied Plans requiring revisions.

Coronavirus Updates [Click Here](#)

Add Plan	Open Plans	Closed Plans	Notifications	Change Password
----------	-------------------	--------------	---------------	-----------------

SACFD – 8598 Rosemary Street, Commerce City , 80022

SACFD – 8598 Rosemary Street, Commerce City , 80022

Plan Status : Denied

Status History : accepted [PDF Link](#) / in_review

Date : 09/25/2020

Note: Any Notes about why the Plans had been Denied would be listed here or information to be aware of.

Denied Form : [Click Here](#)

Example C: Plan Status – Revisions Needed



- Add Plan
- Open Plans**
- Closed Plans
- Notifications
- Change Password

SACFD – 8598 Rosemary Street, Commerce City , 80022

SACFD – 8598 Rosemary Street, Commerce City , 80022

Plan Status : Revisions Needed

Date : 09/25/2020

Note: Any Notes about the Revisions needed would be listed here or information to be aware of.

Revisions needed Form : [Click Here](#)

32. The Plan Status will update to reflect revisions submitted once received.

Add Plan **Open Plans** Closed Plans Notifications Change Password

SACFD – 8598 Rosemary Street, Commerce City , 80022

SACFD – 8598 Rosemary Street, Commerce City , 80022

Plan Status : Revisions Received
Date : 09/24/2020

33. After all the corrections have been made or the plans have been approved and final payment (if required) has been made. A notification email will be sent after plan review is complete and if any remaining required fees have been paid.



Hello Plan Review,
Date: 09/25/2020
Status Update : Plan closed
See Instructions below. If needed [login](#) to your account to respond or take next step.

The payment for your plan 'SACFD – 8598 Rosemary Street, Commerce City , 80022' has been received and your plan has been closed. To access your plan submission as well as invoices login to your account and navigate to the closed tab. If you need any further assistance please contact us.

© SACFD, All rights reserved 2020



34. The project will be moved from Open Plans to the Closed Plans Page.



- Add Plan
- Open Plans
- Closed Plans**
- Notifications
- Change Password

SACFD – 8598 Rosemary Street, Commerce City , 80022

35. The Closed Plans tab will allow the user to view the project history.

Add Plan Open Plans **Closed Plans** Notifications Change Password

SACFD – 8598 Rosemary Street, Commerce City , 80022

SACFD – 8598 Rosemary Street, Commerce City , 80022

Plan Status : Payment Received/ Plan Closed
Status History : accepted [PDF Link](#) / in_review
Date : 09/25/2020
Invoice PDF : [Click Here](#)

Project History

Admin Project Status : Payment Received More Details	09/25/2020
Admin Project Status : Denied More Details	09/25/2020

36. The Notifications tab is an overview of all the activity in the account.



Navigation tabs: Add Plan, Open Plans, Closed Plans, **Notifications**, Change Password

	Project status transit to closed SACFD - 8598 Rosemary Street, Commerce City , 80022	25-09-2020
	Project status transit to Denied SACFD - 8598 Rosemary Street, Commerce City , 80022	25-09-2020
	Project status transit to Revisions Needed SACFD - 8598 Rosemary Street, Commerce City , 80022	25-09-2020
	Project status transit to Approved SACFD - 8598 Rosemary Street, Commerce City , 80022	25-09-2020
	Project status transit to In Review SACFD - 8598 Rosemary Street, Commerce City , 80022	24-09-2020

37. For any more questions or concerns, please contact our main office at 303-288-0835.