How to Request a New Permit in First Due

Oct 27, 2026 · Preston Bentley

Before you start

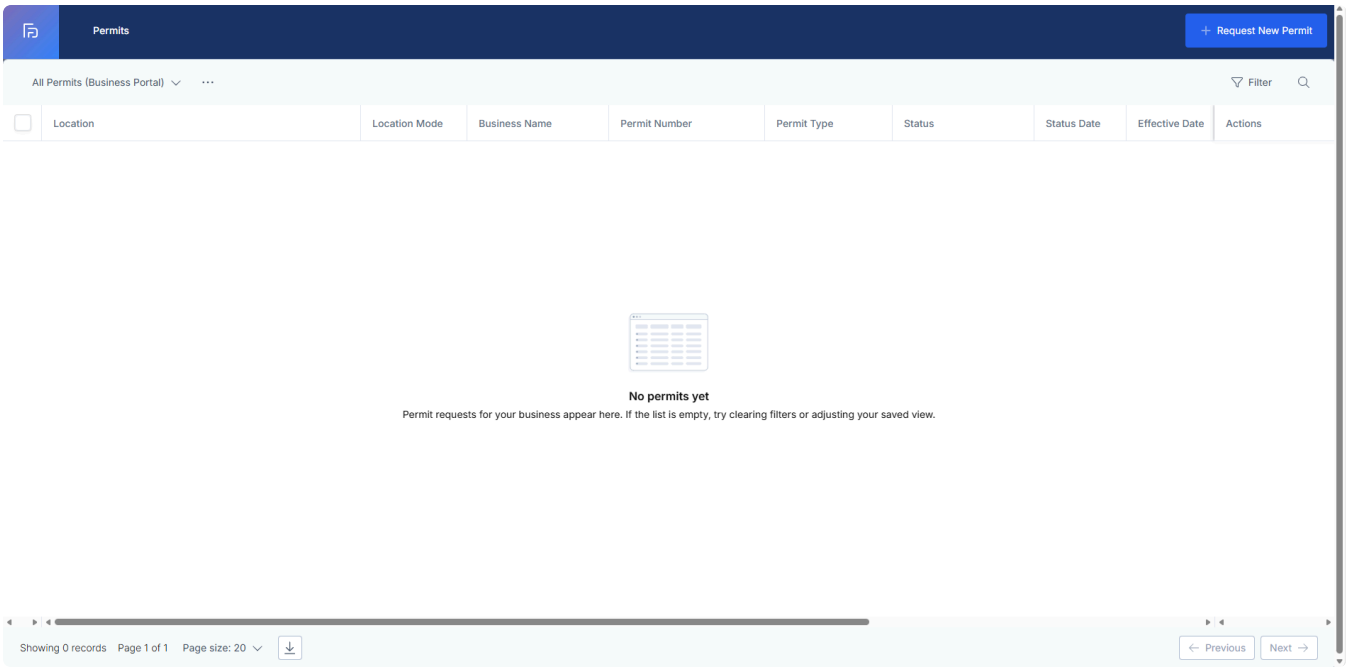
This guide walks SACFD staff and customers through submitting a new permit request in the First Due Business Portal, start to finish. Have these ready before you begin:

- The site address for the project
- The permit type you need (Construction Application, Food Truck, Hazmat, etc.)
- Your completed application and supporting documents, saved as PDF, or Word
- Files saved **unlocked and unsecured**. Locked or password-protected plans will delay your review.

Start the request

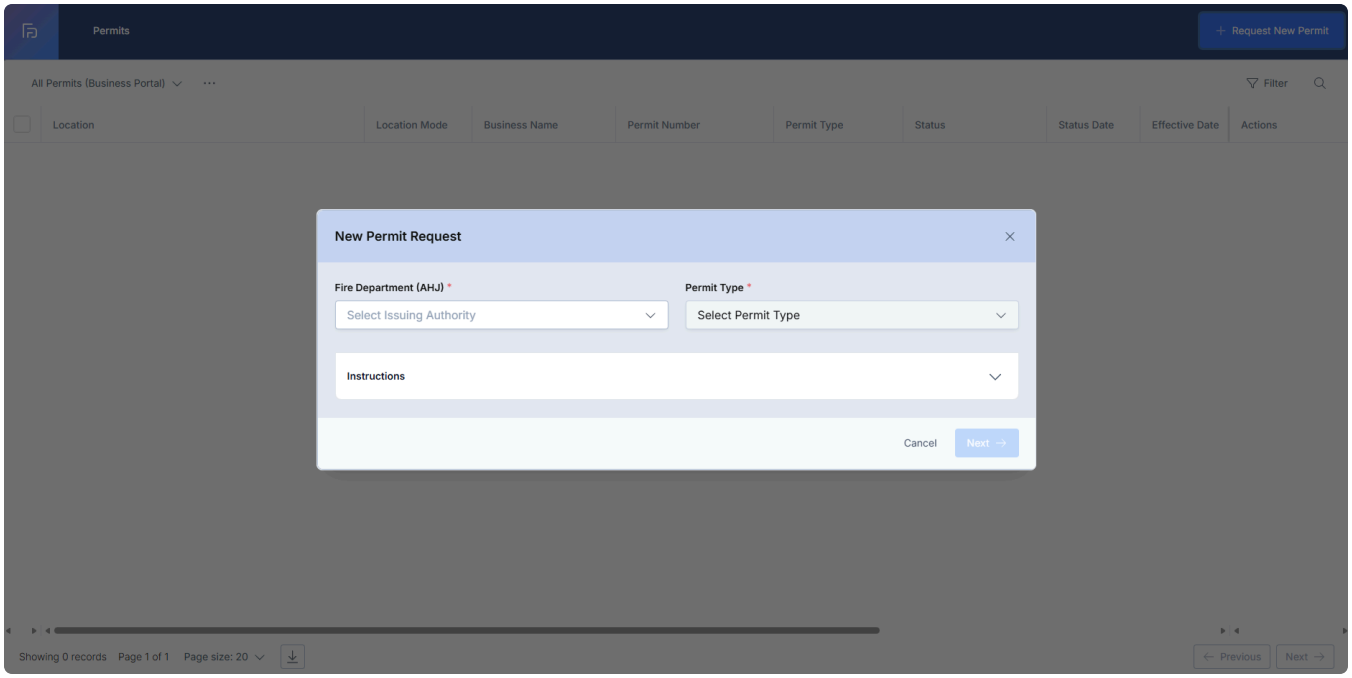
Step 1: Open Permits and click Request New Permit

From the **Permits** page (All Permits – Business Portal), click the blue **+ Request New Permit** button in the top right. If you have no permits yet, the list will be empty.



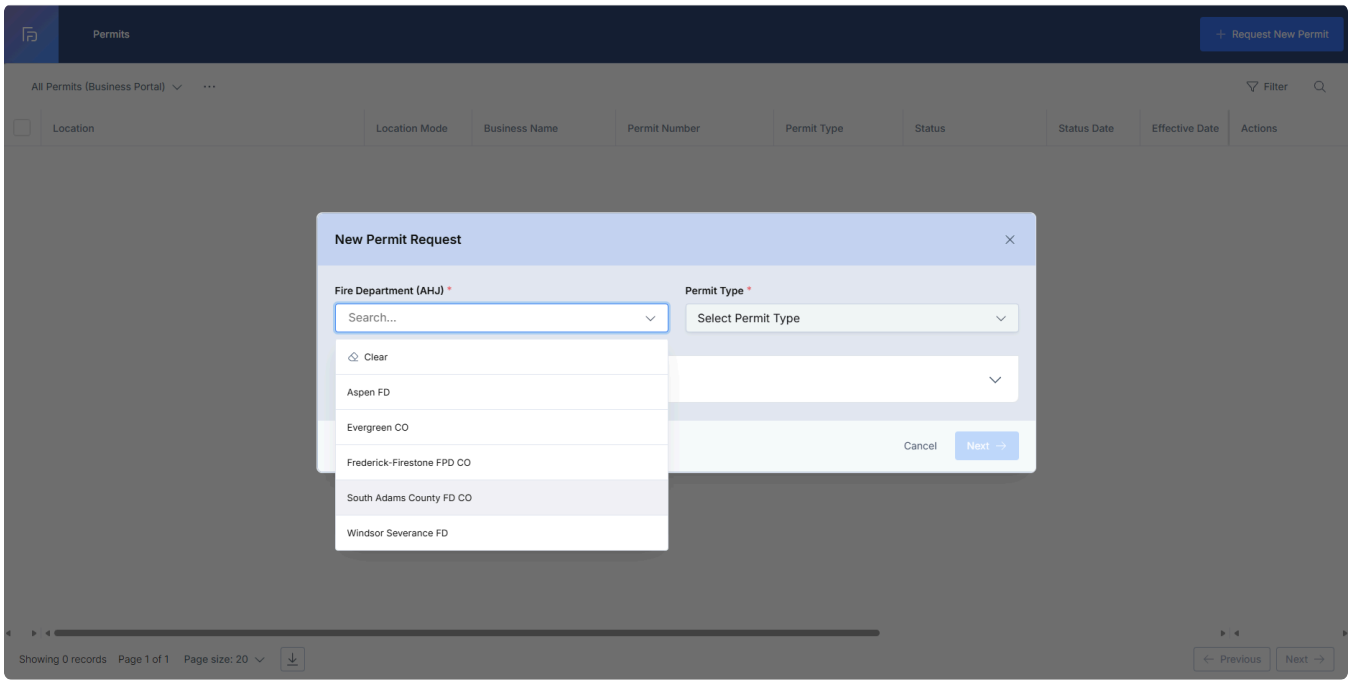
Step 2: The New Permit Request window opens

Two required fields show first: **Fire Department (AHJ)** and **Permit Type**. The **Next** button stays greyed out until both are filled.



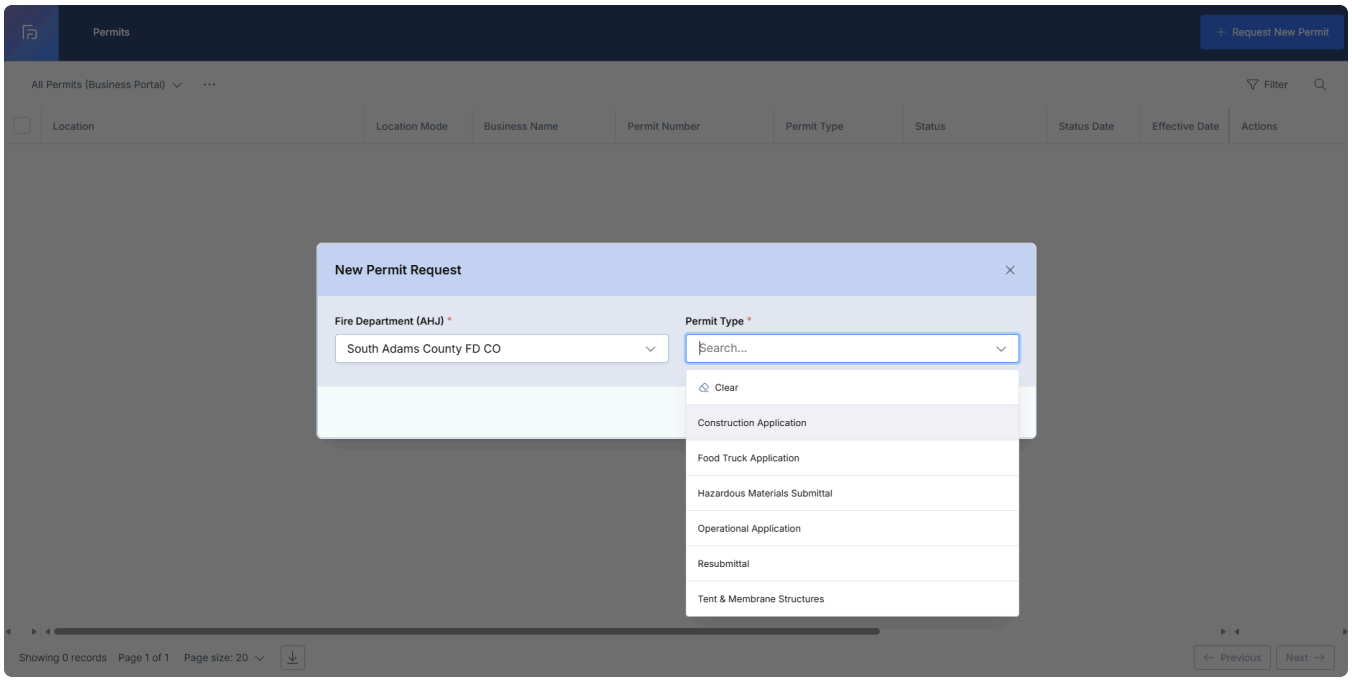
Step 3: Select the Fire Department (AHJ)

Click the **Fire Department (AHJ)** dropdown and pick **South Adams County FD CO**. You can type in the search box to narrow the list.



Step 4: Select the Permit Type

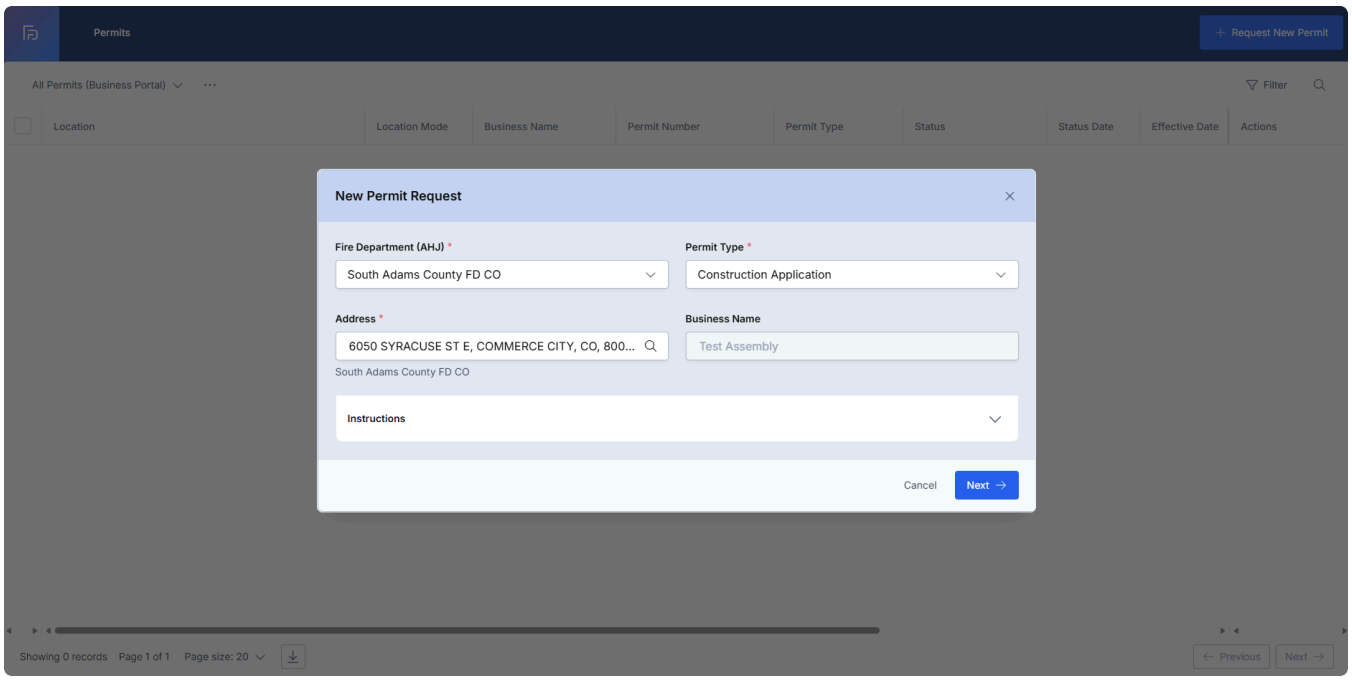
Click the **Permit Type** dropdown and pick the permit you need. Options are Construction Application, Food Truck Application, Hazardous Materials Submittal, Operational Application, Resubmittal, and Tent & Membrane Structures.



Location and instructions

Step 5: Enter the address

Once the AHJ and permit type are picked, the **Address** field appears. Start typing the site address and select it from the search results. The AHJ shows under the address to confirm it's in our district, and **Business Name** fills in (greyed out) for the address.

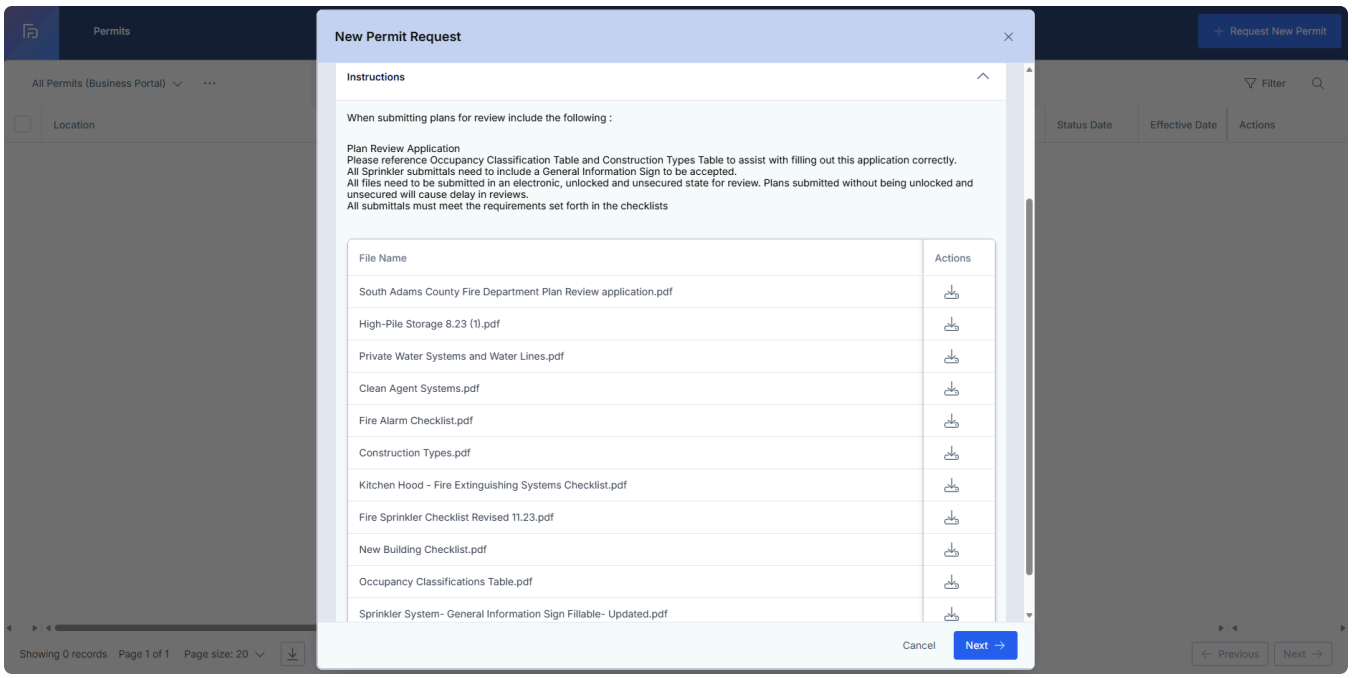


Step 6: Read the Instructions and download the checklists

Click **Instructions** to expand it. It lists what has to be in the submittal, plus downloadable forms and checklists (Plan Review application, Occupancy Classifications Table, Construction Types, system-specific checklists, and the Sprinkler General Information Sign). Click the download icon to grab what applies, then click **Next**.

Key requirements from the instructions:

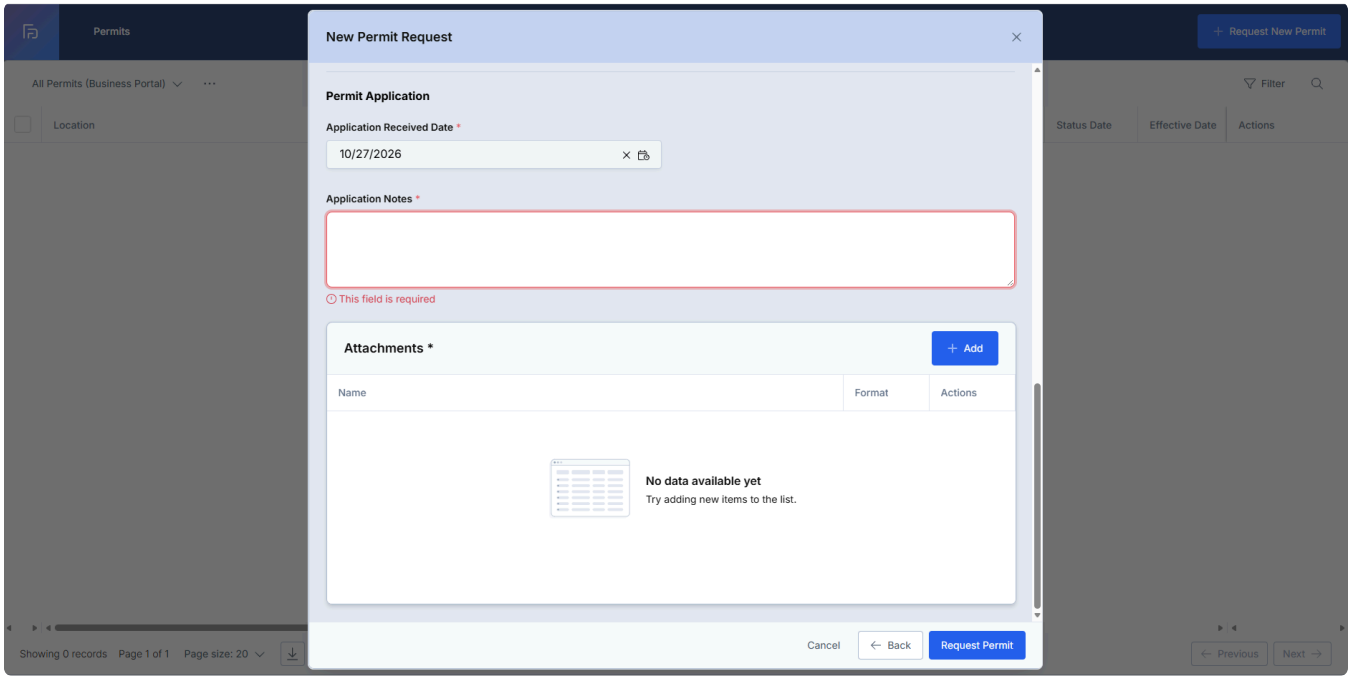
- Use the Occupancy Classification Table and Construction Types Table to fill out the application correctly
- All sprinkler submittals must include a General Information Sign
- All files must be electronic, unlocked, and unsecured
- All submittals must meet the requirements in the checklists



Fill out the application

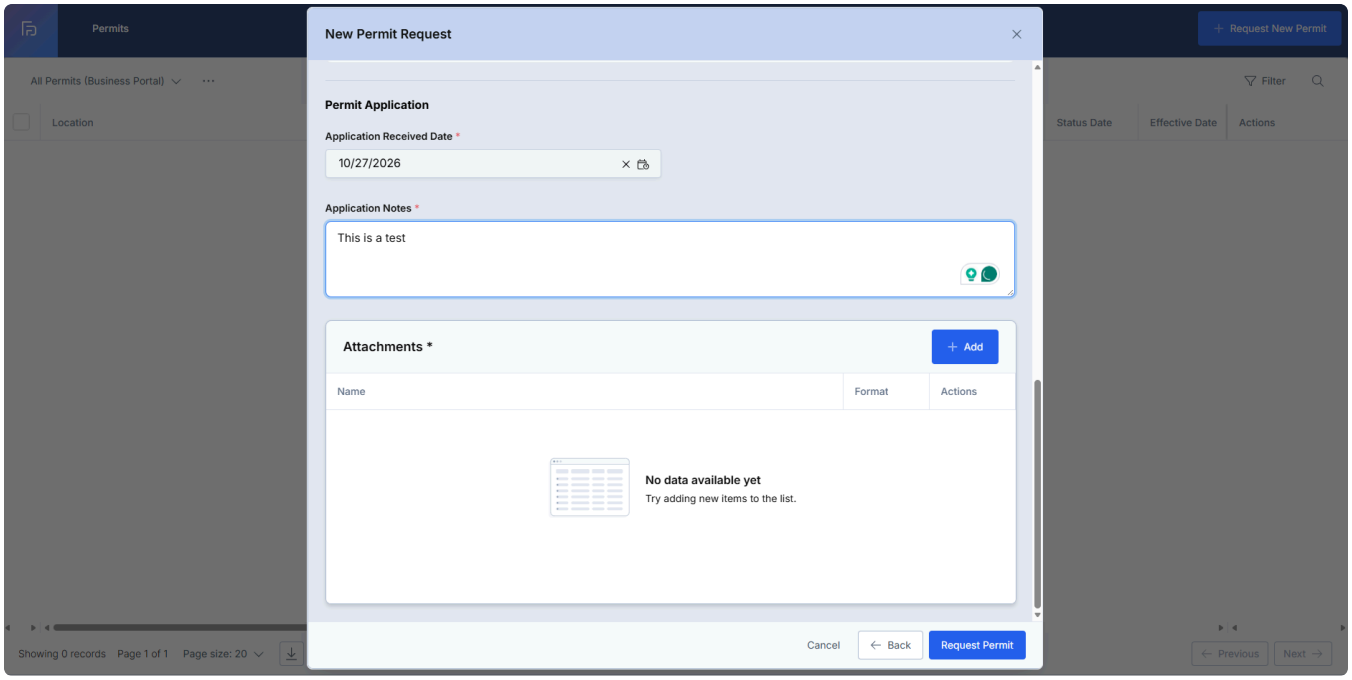
Step 7: Check the date and find the required fields

The **Permit Application** page opens. **Application Received Date** fills in with today's date. **Application Notes** and **Attachments** are both required; the notes box turns red with "This field is required" if it's left empty.



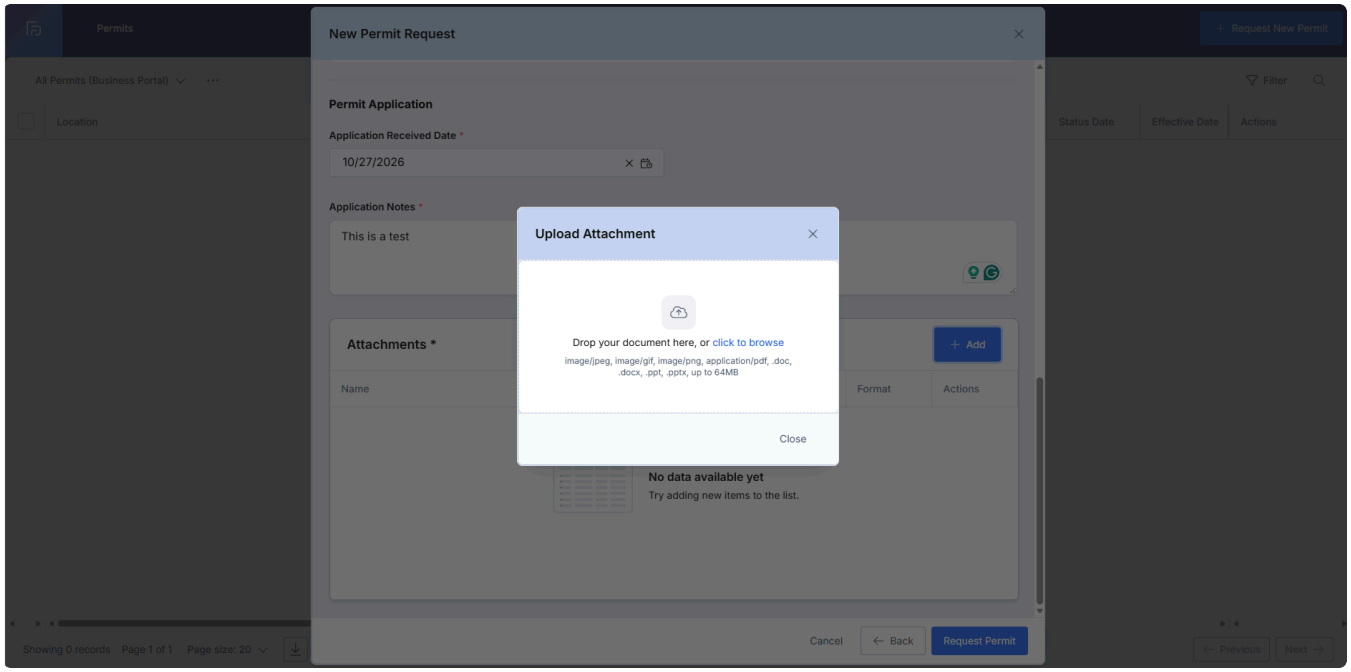
Step 8: Enter Application Notes

Type a short description of the project or submittal in **Application Notes**.



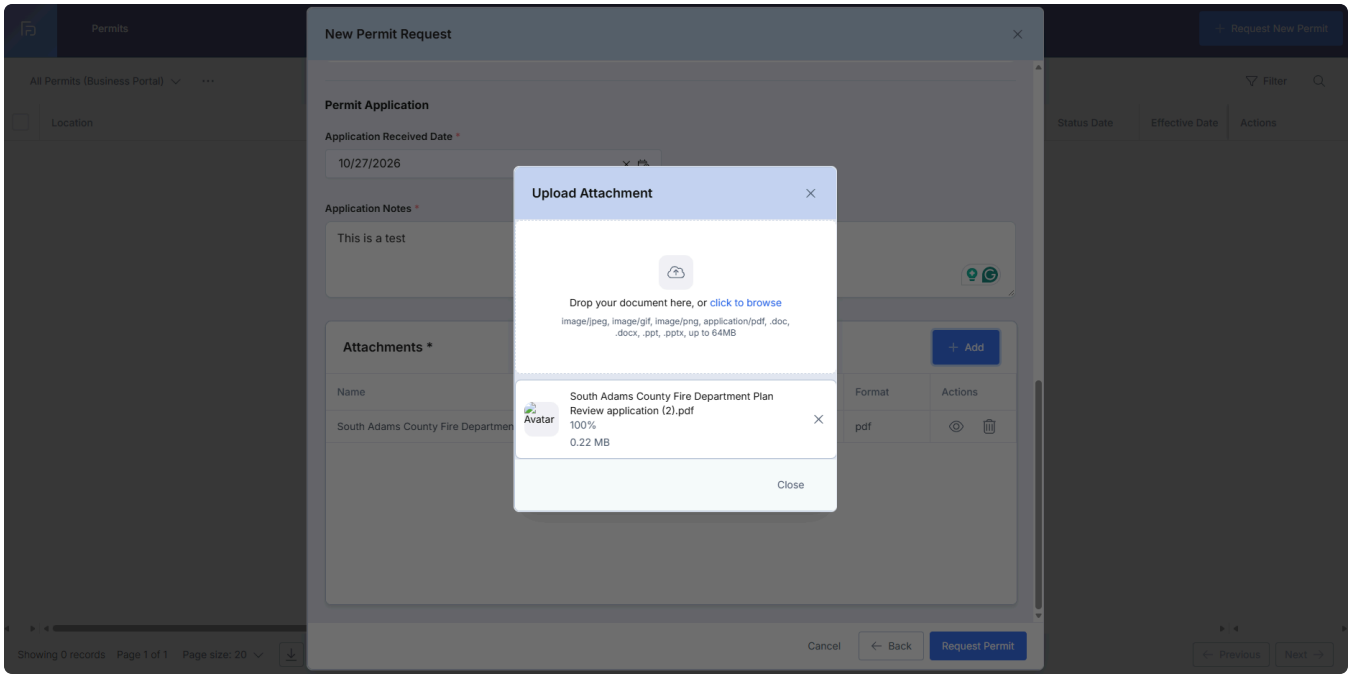
Step 9: Click Add to upload attachments

In the **Attachments** box, click **+ Add**. The **Upload Attachment** window opens. Accepted files are JPEG, GIF, PNG, PDF, .doc, .docx, .ppt, and .pptx, up to 64 MB each.



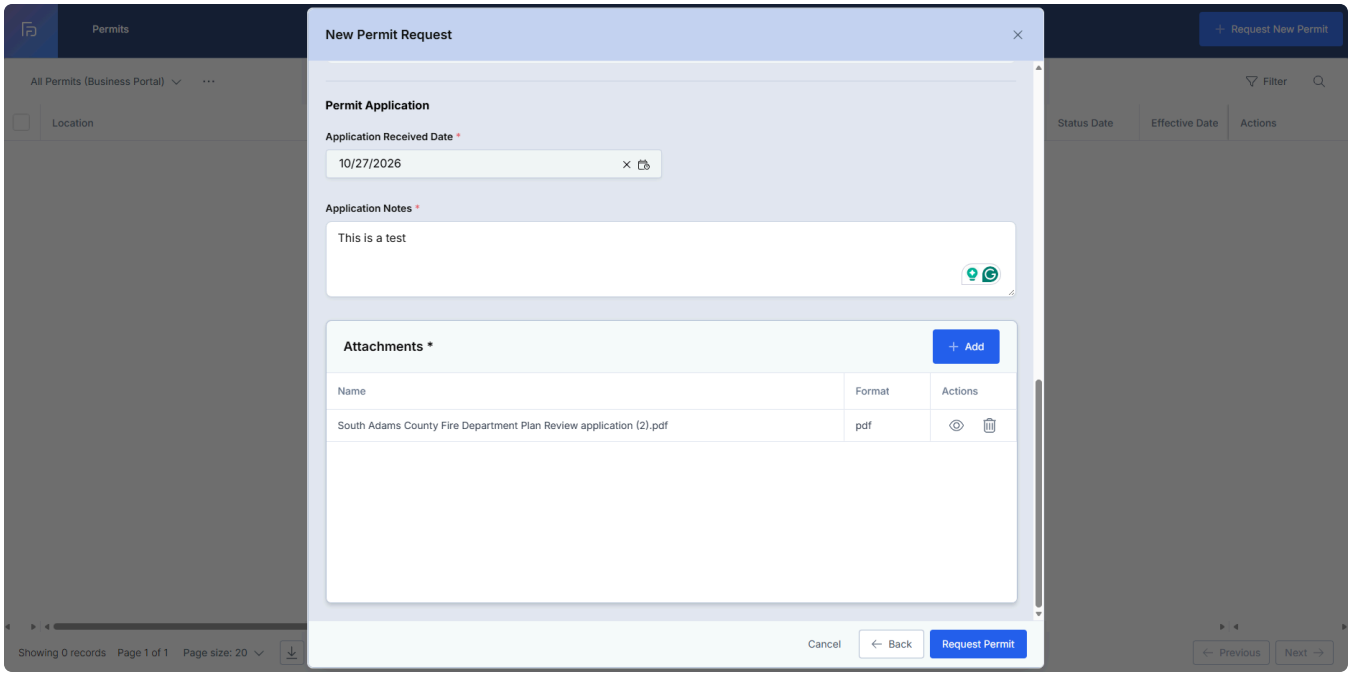
Step 10: Drop or browse for your file

Drag the file into the box or click **click to browse**. Wait for the file to show **100%**, then click **Close**. Repeat Steps 9–10 for each file.



Step 11: Confirm your attachments and click Request Permit

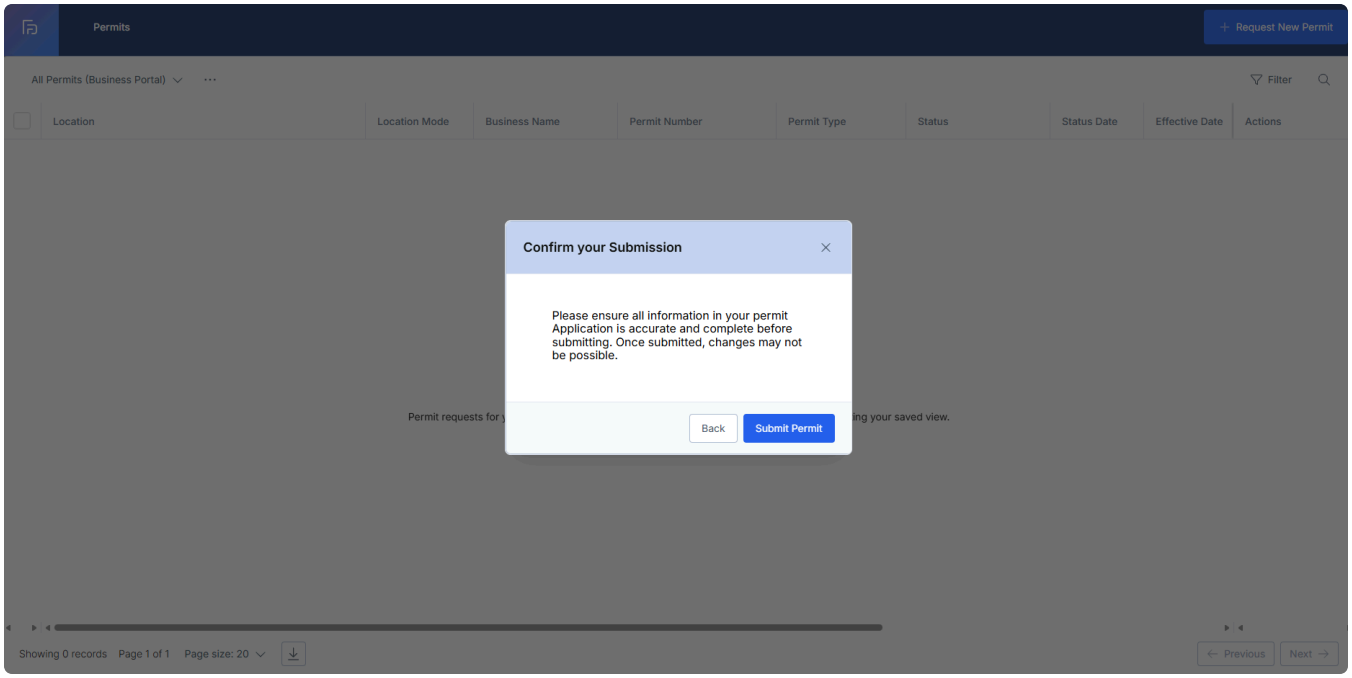
Each uploaded file shows in the Attachments list. Use the eye icon to preview a file or the trash icon to remove it. When everything is there, click **Request Permit**.



Submit

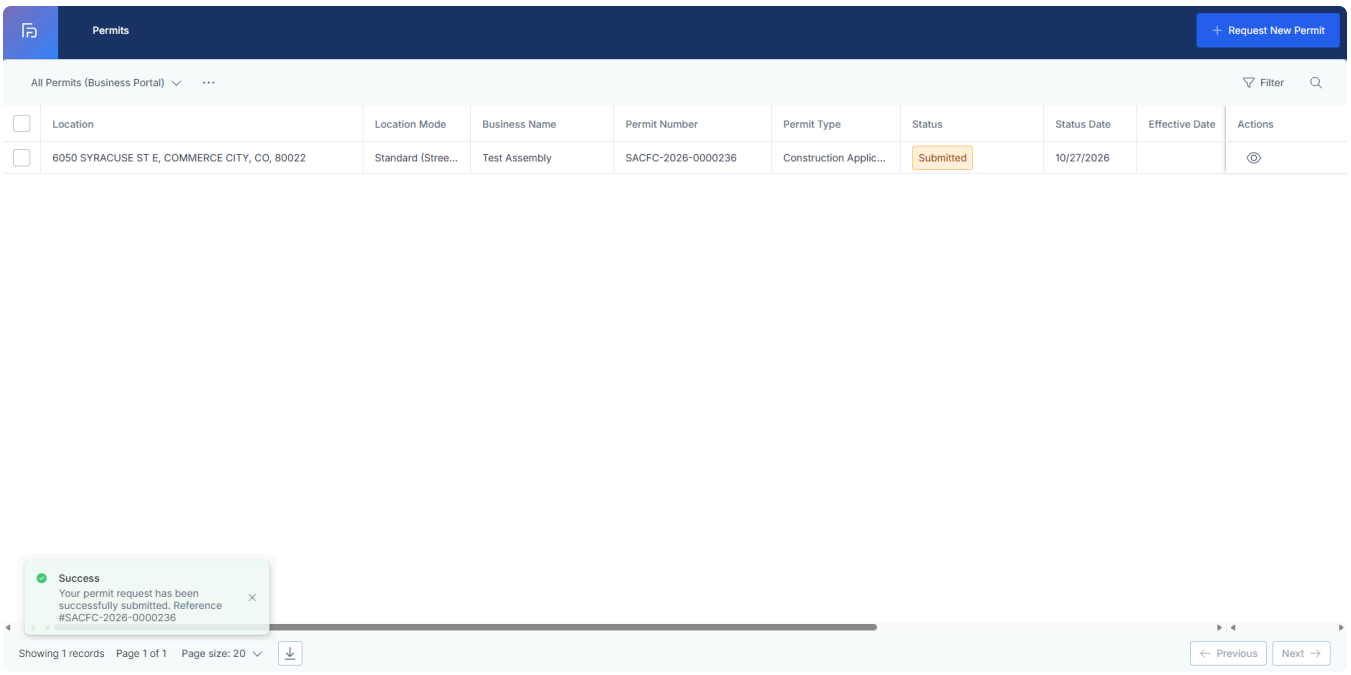
Step 12: Confirm your submission

A **Confirm your Submission** window asks you to check that everything is accurate and complete. Changes may not be possible after submitting. Click **Back** to fix anything, or **Submit Permit** to send it.



Step 13: Note your permit number

A green **Success** message shows your reference number (format: SACFC-YYYY-#######). The permit now appears in your Permits list with status **Submitted** and today's status date. Click the eye icon on the row to view it later.



Common hang-ups

- **Next button is greyed out:** both Fire Department (AHJ) and Permit Type have to be picked.
- **Can't click Request Permit / red field:** Application Notes and at least one attachment are required. Make sure you attach all required attachments before submitting.
- **File won't upload:** check the type and that it's under 64 MB.
- **Review delayed:** plans were locked or password-protected. Resubmit unlocked, unsecured files.