



City of
Golden

FIRE DEPARTMENT

911 10th Street
Golden, CO 80401
www.cityofgolden.net
TEL: 303-384-8094
FAX: 303-384-8089

1. We accept online submittals for a number of applications. You can view applications open to online submittal here: <https://www.cityofgolden.net/government/departments-divisions/fire/fire-prevention-life-safety/>
2. After choosing the correct form, fill out require information and proceed to attachments.
3. When submitting documents, each section will only accept 1 document: Plan Drawings/Scope of Work is required. You can upload ALL DOCUMENTS HERE if they are combined into 1 document. Cut sheets must be combined into 1 document to be uploaded as well as Calcs.

Upload Attachment(s)

Please upload the following attachments:
There is a 250MB limit on each attachment.

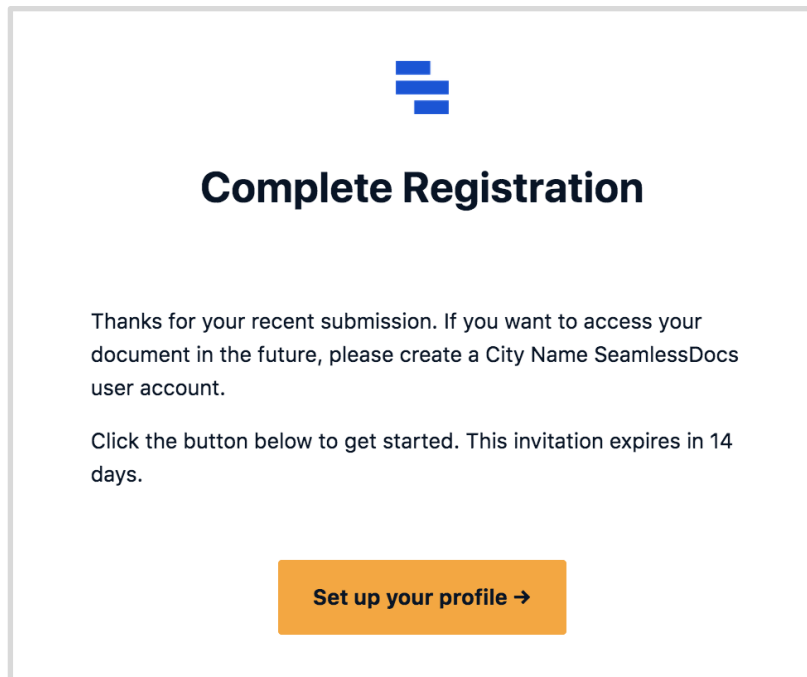
Plan Drawings [Click Here to Upload](#)

Manufacturer Data Sheets [Click Here to Upload](#)

Calculations [Click Here to Upload](#)

[Close](#) [Continue](#)

4. Upon submitting the form, a Visitor Account will automatically be created for you using the email address provided on the form. You will receive an email with the subject, 'Complete Registration: City of Golden SeamlessDocs' from noreply@seamlessdocs.com. Locate this email and follow the link to set up your Visitor profile. **If you already have a Visitor Account, your submission will automatically be associated with the email address you provided on the form.*



5. Complete your information to register and hit Continue to sign into your Visitor Account.

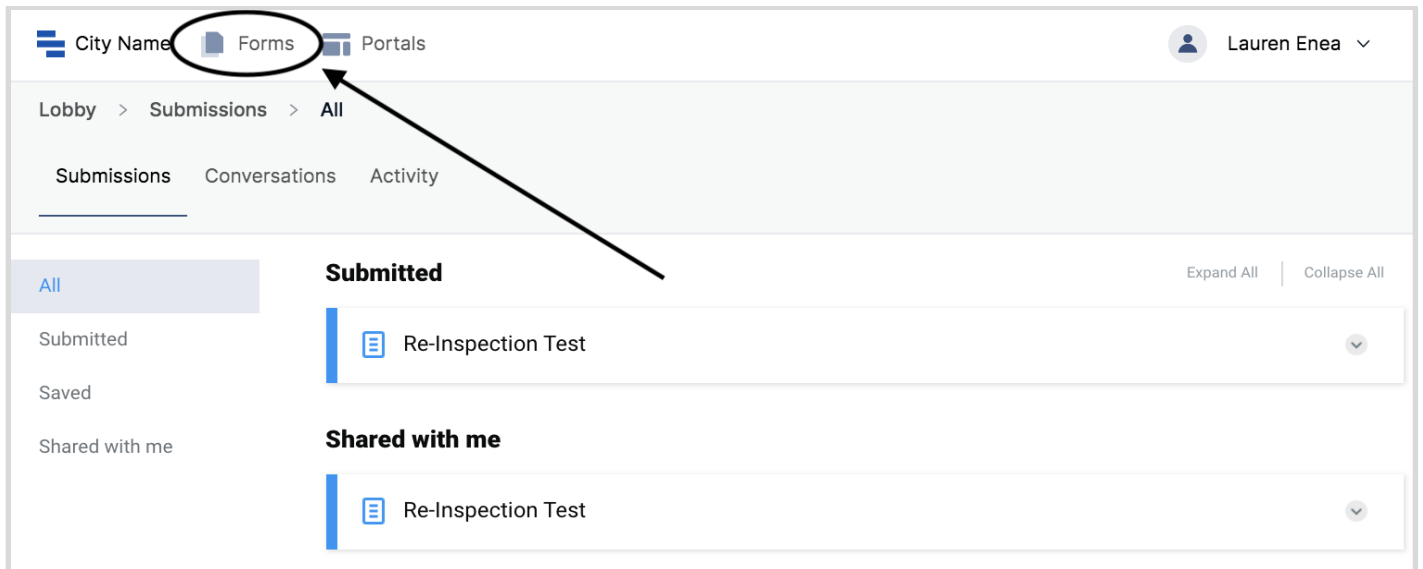
The image shows a registration form titled "Complete your Account Registration". The instructions state: "Please fill in the quick information below so you can save your work as you go and keep track of all your forms and submissions." The form fields are as follows:

- First Name***: Text input field with placeholder "First Name".
- Last Name***: Text input field with placeholder "Last Name".
- Email Address***: Text input field with placeholder "lauren+coregtest@sc".
- Password***: Text input field with placeholder "Password" and an eye icon to toggle visibility.
- Confirm Password***: Text input field with placeholder "Confirm" and an eye icon to toggle visibility.
- Phone Number**: Text input field with placeholder "Phone Number (optional)".
- Time Zone**: Dropdown menu with "Pacific Time (PST)" selected and a downward arrow.

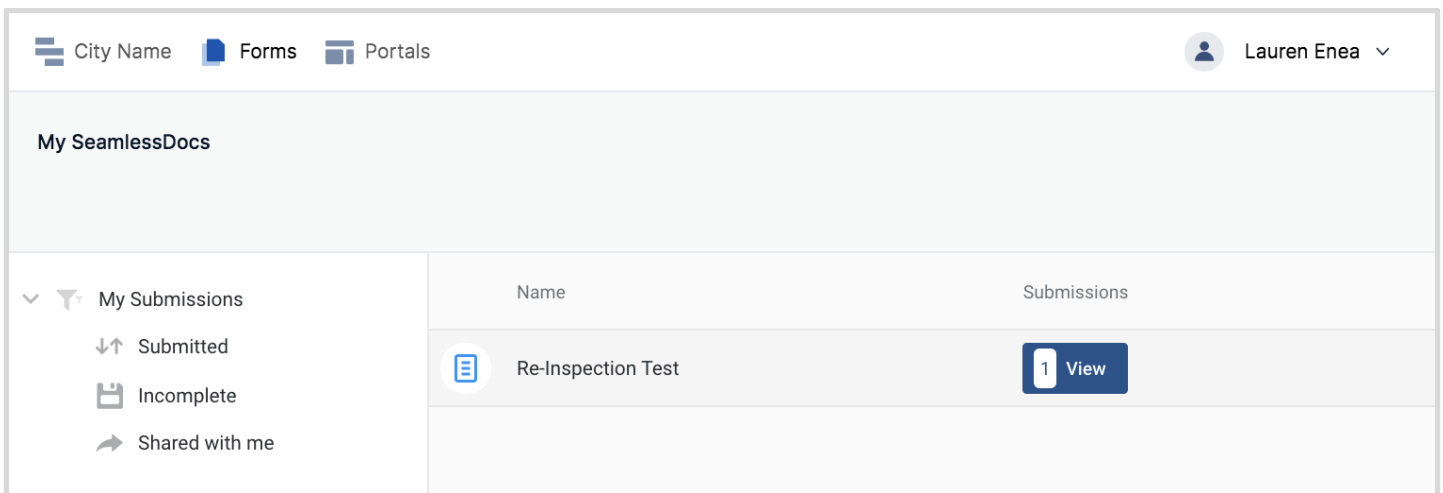
Below the fields is a note: "After clicking Register you will be prompted to sign in using your new password. This will enable you to access and collaborate on all of your forms and submissions." At the bottom is a blue button labeled "Register now".

6. Now, sign into your Visitor Account (here's the link again if you accidentally closed the window: <https://cityofgolden.seamlessdocs.com/>)

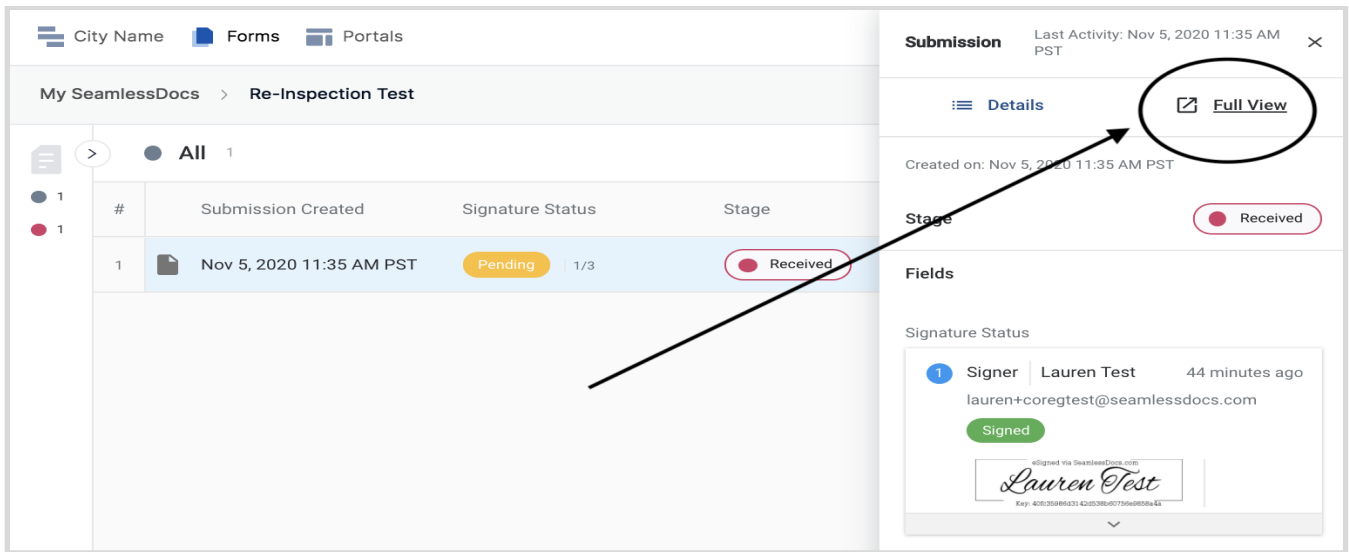
7. Once you're logged into your SeamlessDocs Visitor Account, go to the Forms tab at the top of the page:



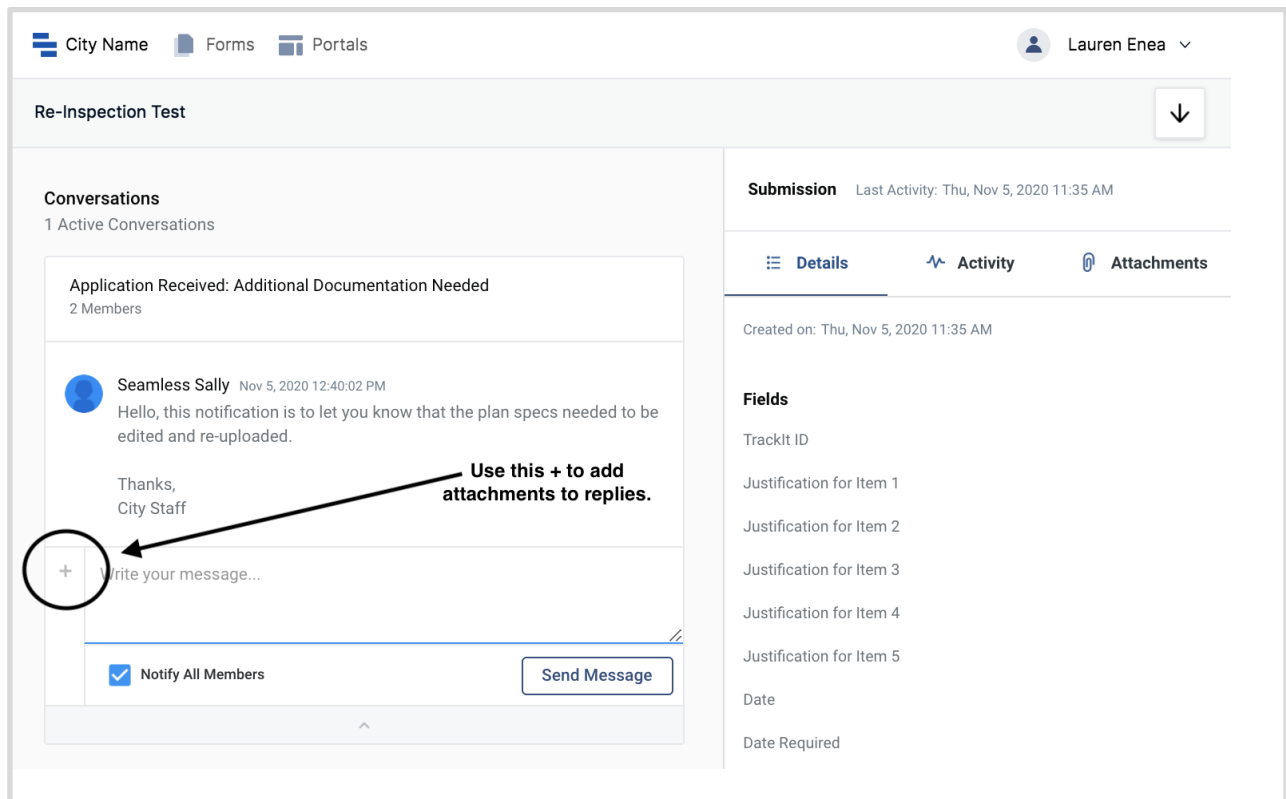
8. You should see the name of the form you filled out and next to it the number of submissions you've made on this form. Place your mouse over the number until you see a 'View' option appear, then click View.



9. From here you'll be able to see the status of your application. If you click on the submission it will pop up a Submission Details page on the right-hand side of the window. From here, you can click Full View at the top right.



10. From the Full View you'll be able to review and respond to any conversations and upload any additional documentations. ***When writing a reply, you can click the plus icon in the conversation to upload an attachment to be included with your response.**



If you have any questions, please contact:

Katie Quintana

Deputy Fire Marshal

Golden Fire Department

office 303.215.8887

kquintana@cityofgolden.net