

Pueblo Building Department Licensing Packet Instructions

Click the link if needed:

[Pueblo Regional Building Department](#)

Instructions:

After opening up the document by clicking on it, it should open in Adobe!

Look over the packet - carefully (some blanks **you must fill in**) as I did a lot for you.

Open up in Adobe

Edit the PDF in Adobe and type right into the text box where you place them.

- See the picture below with the red arrow. First, click on the text box in the left-side panel, then place it on the desired line and start typing. To add a text box to the checkboxes, drag it over the checkbox area, place it, and release it. Once it's placed, you can click the box to make a checkmark.
- Be careful—if you click on the checkbox line more than once, you'll end up with multiple text boxes. If this happens, just click "delete" to remove them.

Double-check that all **dates and data** is correct

Fill in ALL the necessary blanks

Pay attention to the **Referral Pages 1, 2, & 3**

- **Print these pages out and give them to the referred person to fill out their portion**
Make sure that all your info is typed into the blanks before printing this page for the customer, just to look as neat as possible once they return it to you
- **You must use the referral page in this packet!**
- The customer hands it back to you after filling in their information

The entire packet will need to be printed out and turned into Pueblo PRB - per instructions on the first page.