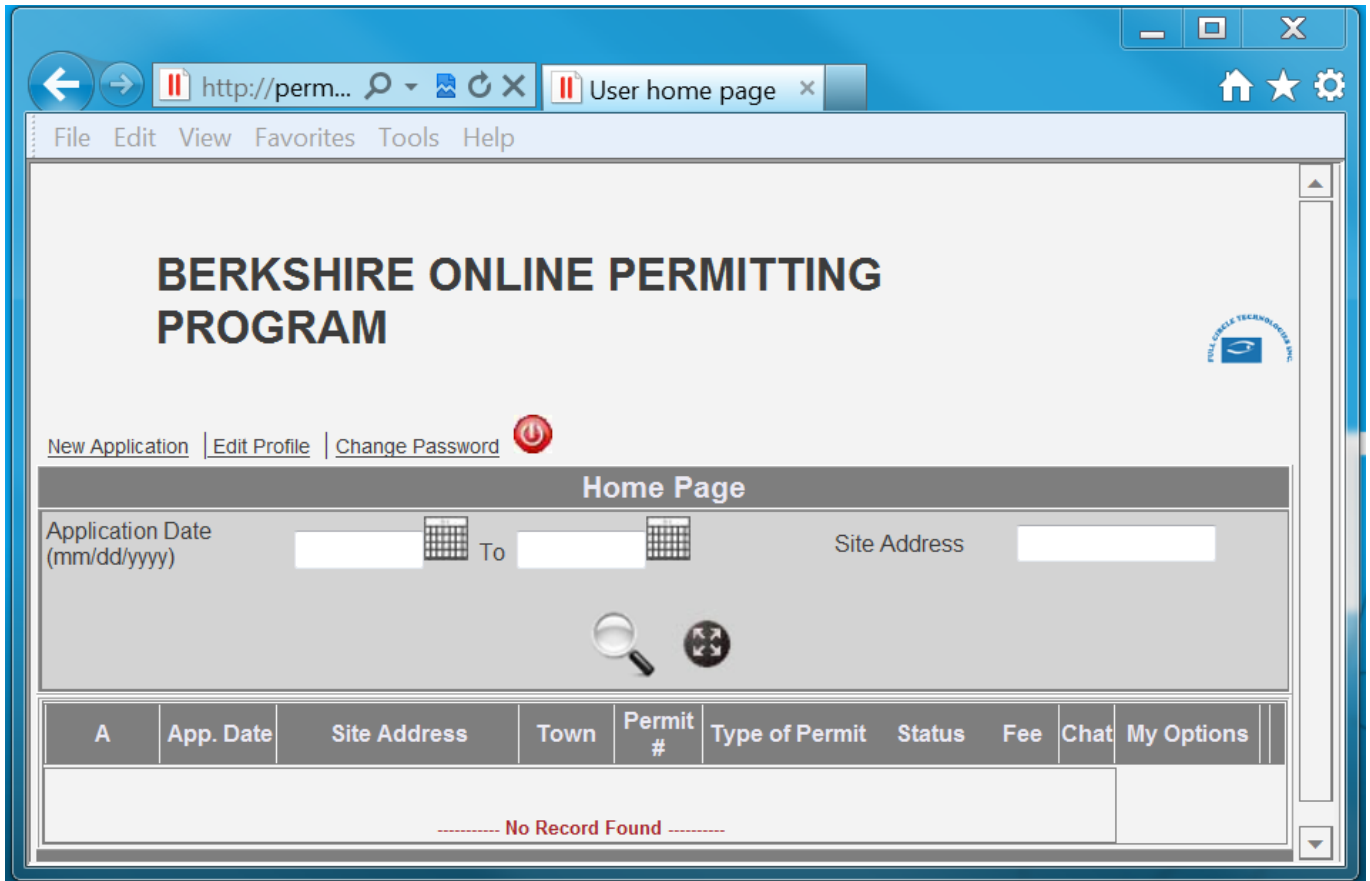


Check your Online Permitting Home Page often, for status updates, fees and chats



### New Application


Click on *New Application* at the top left of your Home Page, At the top of the page in the *Select Name* pull down window, select the Town you will be working in, *click Submit* and a new *Applicant Registration* form will open.



### Edit Profile


Allows a registered user to edit the information they submitted when registering as a new user.

### Change Password

A registered user can change their password.


Clicking on  will exit the online permitting program.


Application Date (mm/dd/yyyy)   To  

Search for previous permits issued to you. Select a start and end date and click .

Site Address

Search for previous permits issued to you by site address. Type in site address and click .

Clicking on  will initiate a search and will also return you to the previous screen.

Clicking on  will expand the home page to a full screen

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### **Explanation of each column heading located in the lower portion of the Home Page window**

**Column A)** Select a permit by clicking in the circle in the column heading “A” .... on the far left side of the home page.

**App. Date)** Displays the date that the application was submitted.

**Site Address)** Displays the owner’s address that was submitted on the permit application.

**Town)** Displays the name of the town the permit applications was submitted in.

**Permit #)** A permit number will be displayed in this column when the permit is issued.

**Type of Permit)** The type of permit you selected on your permit application will be displayed in this column.

**Status)** The status of your application will be displayed in this column. Check the status column often for updates.

**Fee)** The permit fee is established by the Inspector and will appear in the **Fee column**. Review your options for paying the permit fee. The permit fee *must be paid* prior to a permit being issued.

**Chat)** Clicking on Chat will open a chat box that allows you and the inspector to chat. New chats will be **green** in color in the **Chat column**. Click on the chat button. Review the chat and respond.

**My Options)** Select the permit by clicking in the circle in the column heading “A” .... on the far left side of the home page. That will activate the *My Options* pull down window on the far right of the home page. The options in this pull down window will vary depending on where the permit application is in the approval process.

**Check List)** To view the Check List for a permit application. Select the permit by clicking in the circle in the column heading “A” .... on the far left side of the home page. On the far right of the home page under the heading, “My Options”....click on the pull down menu. Select view checklist.

**Permit Issued)** When Permit Issued appears in the **Status column**. Select the permit by clicking in the circle in the column heading “A” .... on the far left side of the home page. On the far right of the home page under the heading, “My Options”....click on the pull down menu. Select print permit. A copy of the permit is required to be on the jobsite. Review the list of required inspections listed on the permit.

**Requesting an inspection)** Select the permit by clicking in the circle in the column heading “A” .... on the far left side of the home page. On the far right of the home page under the heading, “My Options”....click on the pull down menu. Select **Request an Inspection**. Provide more than one date and time. You will receive a chat from an inspector confirming the date and time of the inspection.