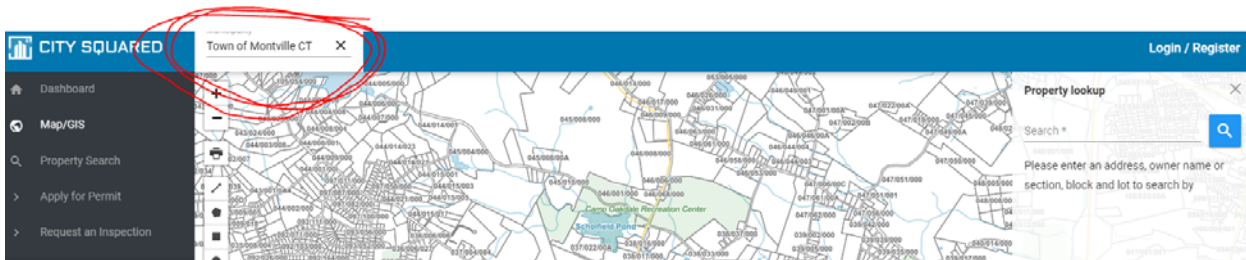


How to Make Application for a Building Permit

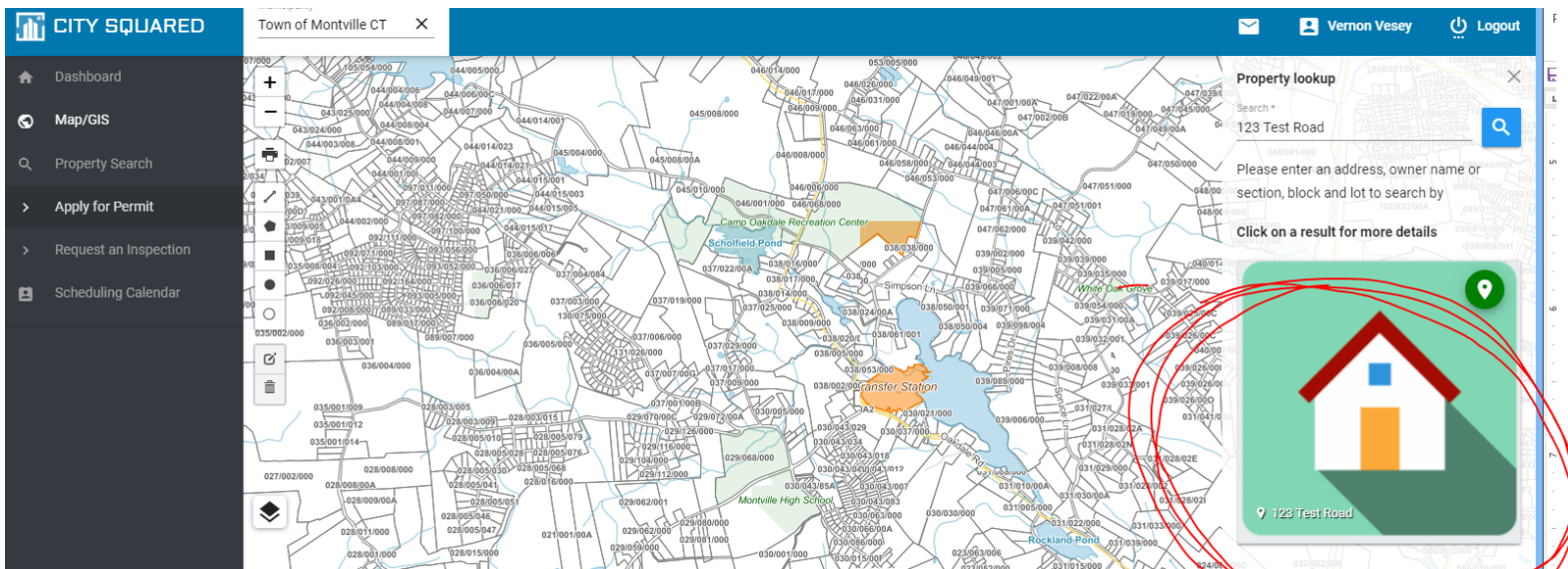
1. Open your computers browser and go to City Squared
2. Open City Squared and in the upper right corner of the page **REGISTER**



3. You will receive an e-mail...open and follow directions to complete your registration
4. Login with your new registration and password (**SAVE** your password for future use)
5. Type in Town of Montville, under municipality in the upper left corner of the page



6. Enter the property address on the property lookup line and **click search**....a building icon will appear....**click on the icon**



7. Your property information will appear.....Click on "apply for permit"



Parcel



Montville, Ct
123 Test Road, 000/000/000

Parcel : 000/000/000

Apply for Permit

Legal Address

Print Key: 000/000/000
Property Address: 123 Test Road

- 8. Begin your application by choosing "Building " department on the top line
- 9. Next – choose the "permit type" from the drop list...if your specific permit type does not appear, chose "other"
- 10. Type a description of the work for which you want a permit on the next line
- 11. Enter the "construction value" on the "cost of construction" line (Note: Construction value is the value of materials and labor to complete the job) – This number may be adjusted by the Building Department



1 Select Permit Type 2 Submit Application/Permit

Please select the Permit Type you would like to apply for:

Department *
Building

Permit Type *

Detailed Description *

Cost of Construction *

- 12. Check the box for residential or commercial permit, and enter owner's e-mail address and phone number
- 13. Choose the type of work from the drop down list
- 14. Choose construction type from the drop down list (for all wood frame residential structures, enter VB) – for other than wood frame residential or for commercial structures, enter the appropriate construction type
- 15. Choose the occupancy type from the drop down list and click next

Residential ← OR → Commercial

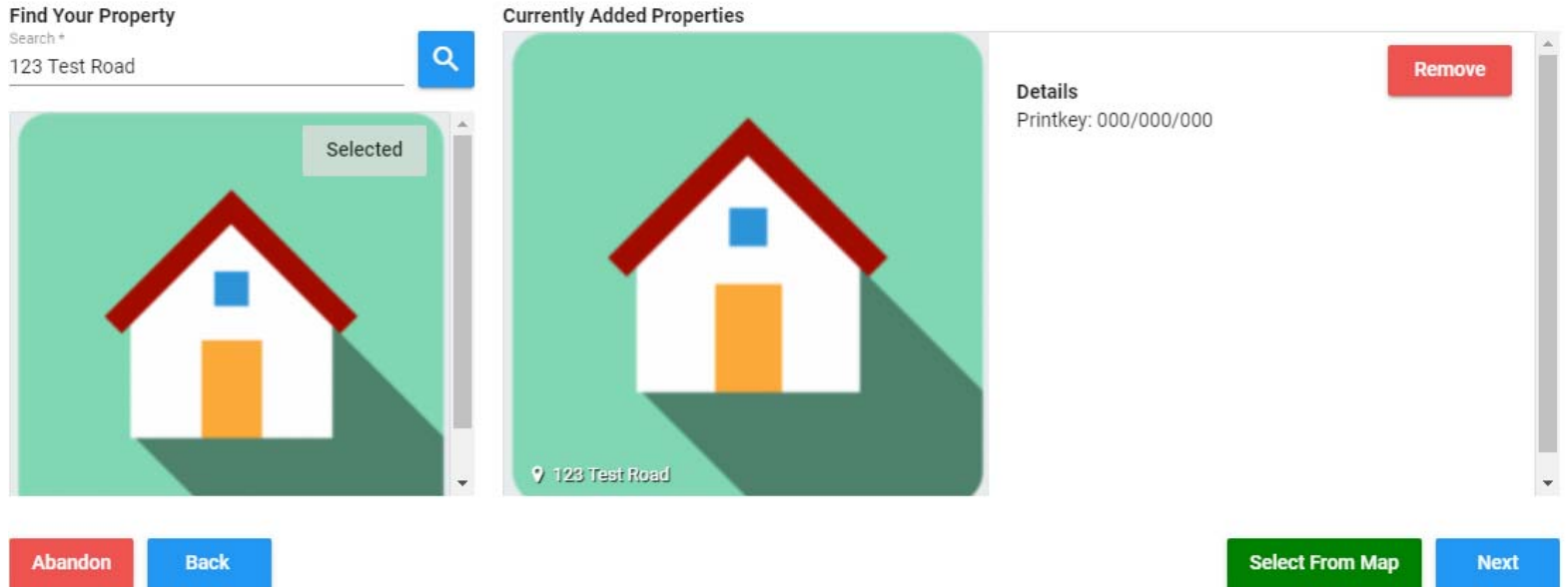
Owner Email * Owner Phone *

Type of Work * Occupancy Type

Construction Type

16. Enter property address under “find your property” and **click add** ...a larger icon will appear...**click next**

Select Your Property



Find Your Property
Search *
123 Test Road

Selected

Currently Added Properties

Details
Printkey: 000/000/000

Remove

123 Test Road

Abandon Back Select From Map Next

17. Enter contractor info if applicable check the appropriate applicant box and **click next**

18. Download the appropriate workers comp form. Complete the form and upload.....upload any additional documents such as plans, engineering data, truss data etc. and **click next**

19. Sign the application

20. Review your information and **SUBMIT** your application

21. We will review your application and you will receive an e-mail advising you of any additional requirements or information you may need to furnish. The e-mail will include a fee due which you may pay electronically or by mailing a check. (If you mail a check, be sure to furnish the job address to get proper credit.

If your project requires other department approvals, please contact those departments for information