

Once you are logged in, any record you are associated with is found under the “My Records” tab. You would select the hyperlinked record number to enter the permit record.



Home Building Planning Public Works

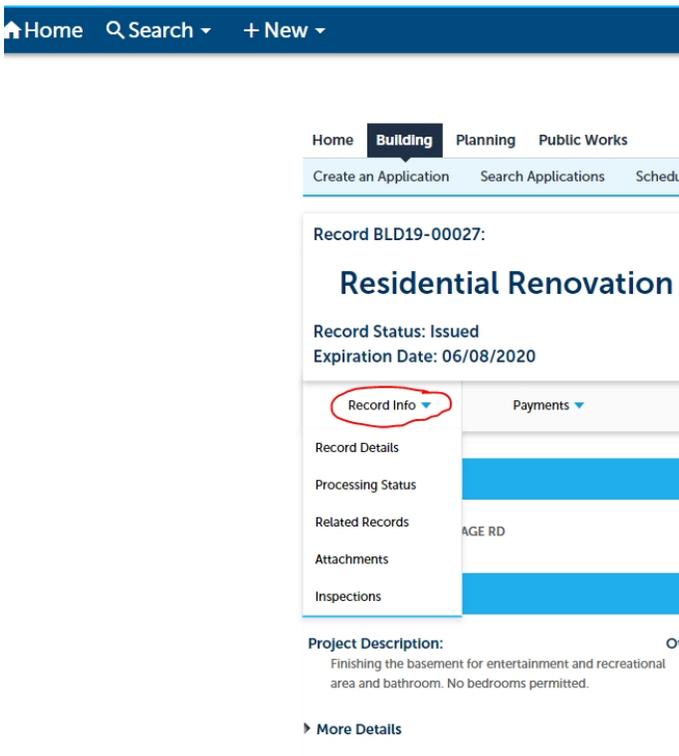
Dashboard **My Records** My Account Advanced Search

Building

Showing 1-1 of 1 | Download results | Add to collection

Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
12/10/2019	BLD19-00027	Residential Renovation	Finish Basement	86 WINDERMERE VILLAGE RD, ELLINGTON CT 06029	Issued		Finishing the basement for entertainment and recreational area and bathroom. No bedrooms permitted.	06/08/2020	

Once in the permit record, you will have options under the “Record Info” tab/pull down.



The “processing status” selection will show where in the process the application is. If you select the arrows/+'s next to the items, you can view what departments and users are reviewing and their comments.

Home **Building** Planning Public Works

Create an Application Search Applications Schedule an Inspe

Record BLD19-00027:

Residential Renovation

Record Status: Issued
Expiration Date: 06/08/2020

Record Info ▾ Payments ▾

Processing Status

- ✔ ▾ Application Submittal
 - Due on 12/11/2019, assigned to GM
 - Marked as Accepted - Plan Review Req on 12/10/2019 by GM
 - Comment: taxes ok
- Due on 12/11/2019, assigned to GM
- Marked as Tax Clearance on 12/10/2019 by GM
- ✔ ▶ Plans Distribution
- ✔ ▶ Fire Review
- ✔ ▶ Planning Review
- Arborist Review
- Public Works/WPCA Review
- Health Review
- ✶ ▶ Building Review
- ✔ ▶ Plans Coordination
- ✔ ▶ Permit Issuance
- 🕒 ▶ Inspection
- Certificate of Occupancy/Approval

The “related records” selection will show if there are any other permits associated with this project. If you select the “view” hyperlink, it will bring you to that permit record.

Home **Building** Planning Public Works

Create an Application Search Applications Schedule an Inspection

Record BLD19-00027:

Residential Renovation

Record Status: Issued
Expiration Date: 06/08/2020

Record Info ▾ Payments ▾

Related Records

[View Entire Tree >](#)

Record Number	Record Type	Project Name	Date	View
 BLD19-00027	Residential Renovation	Finish Basement	12/10/2019	View
 BLD19-00028	Residential Plumbing	Plumbing	12/10/2019	View
 BLD19-00029	Residential Electrical	Electrical	12/10/2019	View
 BLD19-00030	Residential Mechanical	Mechanical	12/10/2019	View

The “attachments” selection will show any documents that have been uploaded to this project. This is where your uploaded attachments would be and this is also where you would find the issued permit and final certificate. You would select the hyperlinked document name to view. Note that any documents shown that are not hyperlinked would be part of a related record and you would have to go to that specific record to view.

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Create an Application Search Applications Schedule an Inspection

Record BLD19-00027: [Add to collection](#)

Residential Renovation

Record Status: Issued
Expiration Date: 06/08/2020

Record Info ▾ Payments ▾

Attachments

The maximum file size allowed is 100 MB.
htm,html,mht,mhtml are disallowed file types to upload.

Name	Record ID	Entity Type	Type	Size	Latest Update	Action	Record Type	Entity
AA_Receipt_Template_20191210_094622.pdf	BLD19-00027	Record	Document	82.94 KB	12/10/2019	Actions ▾	Residential Renovation	Residential Renovation - BLD19-00027
BLD\Permit_20191211_141648.pdf	BLD19-00027	Record	Permit	110.55 KB	12/11/2019	Actions ▾	Residential Renovation	Residential Renovation - BLD19-00027
86 Windermere Village Rd.pdf	BLD19-00027	Record	Plans	327.89 KB	12/12/2019	Actions ▾	Residential Renovation	Residential Renovation - BLD19-00027
AA_Receipt_Template_20191210_095748.pdf	BLD19-00028	Related	Document	82.90 KB	12/10/2019	Actions ▾	Residential Plumbing	Residential Plumbing - BLD19-00028
BLD\Permit_20191211_142047.pdf	BLD19-00028	Related	Permit	110.51 KB	12/11/2019	Actions ▾	Residential Plumbing	Residential Plumbing - BLD19-00028

The “inspections” selection will show any completed inspections with their associated comments/details. This is also where you can schedule your upcoming inspections. You start by selecting the hyperlink and then follow the prompts that will guide you through the process.

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Create an Application Search Applications Schedule a

Record BLD19-00027:

Residential Renovation

Record Status: Issued
Expiration Date: 06/08/2020

Record Info ▾ Payments ▾

Inspections

Upcoming
[Schedule or Request an Inspection](#)
*You have not added any inspections.
Click the link above to schedule or request one.*

Completed

There are no completed inspections on this record.