



Department of Community Services Online Permit Portal

CONTRACTOR REGISTRATION

1. If you have already registered an account, go to <https://cv.westhartfordct.gov/CityViewPortal> and sign-in with account information.
2. On the portal page, click **My Items** and click **Apply for Contractor Registration**

WEST HARTFORD PUBLIC PORTAL

Welcome [redacted]
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#)

MY ITEMS

[Expand All / Collapse All](#)

- * **CONTRACTOR REGISTRATION** _____

No records were found. Show Active

[Apply for Contractor Registration](#)

- * **BUILDING DIVISION** _____

No records were found. Show Active

[Apply for a Building Permit](#)

- * **ENGINEERING DIVISION** _____

No records were found. Show Active

[Apply for an Engineering Permit](#)

- * **PLANNING DIVISION** _____

No records were found. Show Active

[Apply for a Planning Permit](#)

- * **ZONING DIVISION** _____

No records were found. Show Active

[Apply for a Zoning Permit](#)

Powered by [CityView](#)

3. Enter all required basic information

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Step 1: Contractor Name

Step 2: Classifications

Step 3: Owner

Step 4: Contact Information

Step 5: Additional Contacts

Step 6: Location

Step 7: Upload Files

Step 8: Review & Submit

Step 9: Submitted

CONTRACTOR REGISTRATION - BASIC INFORMATION

TMPLC20220000017

Required information is indicated with an asterisk (*).

The application is not submitted until all information is collected and you press the "Submit Application" button on the Summary Tab. If you exit the process any time before then, there will be no record of the application in the system.

- - DESCRIPTION OF BUSINESS

Contractor Name:*
Limit 100 characters

Choose the license type:* ⓘ

Please describe what your business does:*
Limit 4000 characters

Contractor Details

Do you have an active Connecticut State Contractor License?:

Federal Tax ID (Engineering Contractors Only):

4. Select Classifications

WEST HARTFORD PUBLIC PORTAL

Welcome **Ryan Monroe**
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#)

Step 1: Contractor Name

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CONTRACTOR REGISTRATION - CLASSIFICATIONS

TMPLC2022000017

Required information is indicated with an asterisk (*).

- * PLEASE SELECT ONE OR MORE CLASSIFICATIONS THAT APPLY TO YOUR BUSINESS -

- Demolition Contractor
- Drainage Contractor
- Driveway Contractor
- Electrical Contractor
- General Contractor
- Mechanical Contractor (HVAC)
- Other Trade Contractor
- Plumbing Contractor

Previous Step: Contractor Name Next Step: Owner

Note: all instances of the word "business" refer to the contractor or contracting company that is applying to be registered with the Town.

5. Enter required Business Owner Information

Step 1: Contractor Name Step 2: Classifications **Step 3: Owner** Step 4: Contact Information Step 5: Additional Contacts

Step 6: Location Step 7: Upload Files Step 8: Review & Submit Step 9: Submitted

CONTRACTOR REGISTRATION - BUSINESS OWNER

TMPLC2022000017

Required information is indicated with an asterisk (*).

Please indicate the name and contact information of the primary person involved in this contractor registration. If this registration is for a contracting company, this should be the business owner.

Use my name and address

[Blurred Address Information]

Search the address book

Search for a person:

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

Enter the owner name and address

Preferred Contact Method.*

Owner's Full Name.*

Street Address.*

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip.* CONNECTICUT

Email Address:

Contact Number(s):	Type*	Contact Number*	Ext.
	Primary	<input type="text"/>	<input type="text"/>

(*Please note: at least one contact number is required)

Previous Step: Classifications Next Step: Contact Information

6. Enter Contact Information for your Business.

Welcome Hyan Monroe

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#)



CONTRACTOR REGISTRATION - CONTACT INFORMATION

TMPLC2022000017

Required information is indicated with an asterisk (*).

Please enter the mailing address and contact numbers for your business. Correspondence with your business will be sent here.

-0-

Search for a person:

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

- > MAILING ADDRESS AND CONTACT NUMBERS

Preferred Contact Method: *

Street Address: *

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip: *

Email Address:

Contact Number(s):	Type*	Contact Number*	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>

(*Please note: at least one contact number is required)

Note: all instances of the word "business" refer to the contractor or contracting company that is applying to be registered with the Town.

7. Upload all necessary Contactor Registration Documents

CONTRACTOR REGISTRATION - UPLOAD DOCUMENTS

TMP.LC2022000017

Important Note: Failure to upload all required submittal documents may result in application acceptance delays. Review specific requirements at the Town of West Hartford's website prior to finalizing application.

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 60MB in size.
- Accepted file extensions:
 - pdf.jpg
- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

CURRENT SUBMITTAL

Submittal #1) Contractor License - Submittal Requirements (12/02/2022)

[Print Requirement Items](#)

Type	Status	Date Verified
Liability and Indemnity Agreement	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Certificate of Insurance (COI)	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
State Contractor License Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
HIC Registration Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
New Home Builder Registration Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Worker's Compensation Form	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
Uniform Bond	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		

UPLOAD ADDITIONAL DOCUMENTS

Select any documents you wish to provide:

Provide a short description of this set of documents:

8. Review the registration, complete the CAPTCHA required and submit.

CONTRACTOR REGISTRATION - REVIEW & SUBMIT

TMPLC2022000017

Please review the information below and if it is correct, press the submit application button to submit your application.

▼ BUSINESS INFORMATION

Contractor Name:
Contractor Licensing Type: Both
Contacts: Registered Contractor/Owner

Description: Example: Driveways and other paving jobs.
Classifications: Driveway Contractor

▼ CONTRACTOR DETAILS

Do you have an active Connecticut State Contractor License?: No
Federal Tax ID (Engineering Contractors Only):

▼ MAILING ADDRESS

Preferred Contact Method: Email
Street Mailing Address:
Address Extra Line 1:
Address Extra Line 2:
City/State/Zip:
Email Address:
Contact Numbers:

▼ Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Engineering Contractor Registration Fee	\$50.00	\$0.00	\$50.00	Not Paid
Totals:	\$50.00	\$0.00	\$50.00	

Total Amount Payable Online: \$50.00

Type the characters you see in the image below to continue.*

