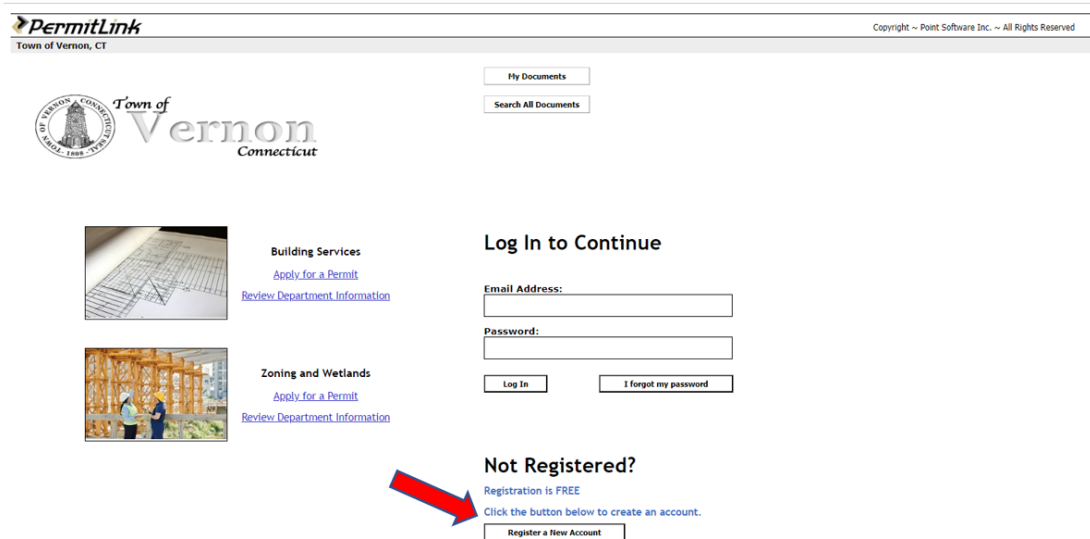





WELCOME TO THE Town of Vernon

Initiating a Zoning/Property Maintenance Complaint Using PermitLink

1. All Property Maintenance/Zoning Complaints are received using the PermitLink portal. Please note that PermitLink requires an email address and password to proceed. Registration is free.
2. To create an account, visit the PermitLink website here [Welcome \(permitlinkusa-online.com\)](http://Welcome (permitlinkusa-online.com))
3. Once on the site, select **Building Services**, then click **Apply for a Permit**. A pop-up window will open. If not already registered, select the **Register a New Account** button.

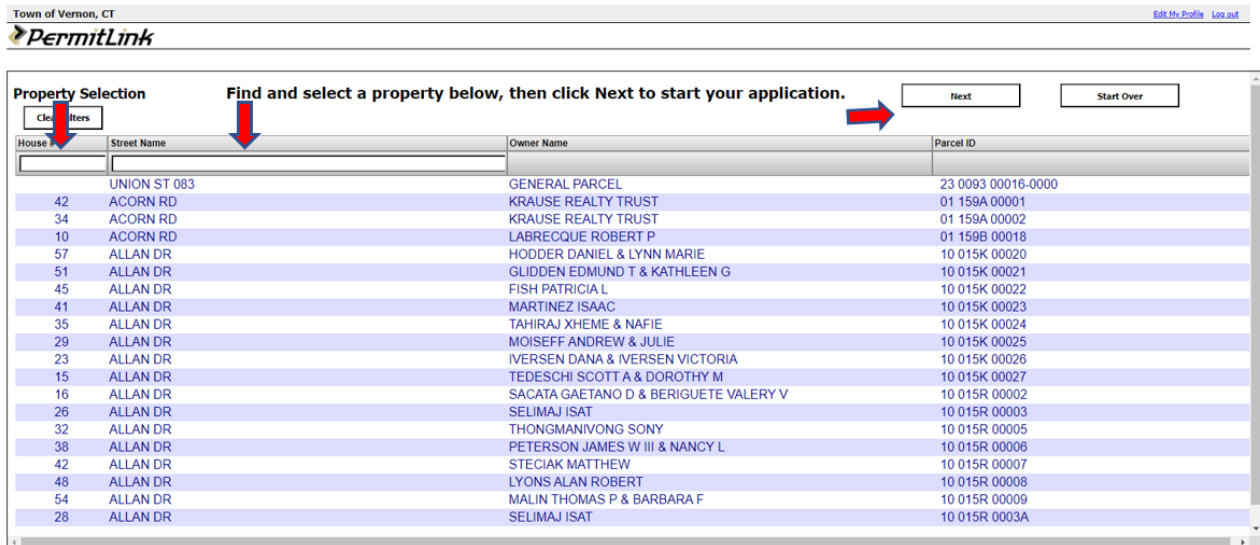


4. New users must complete sections 1, 2, 4 and 5 as indicated with a  on the pop-up window. **Section 3 is for Contractors Only and is NOT required to be completed.**

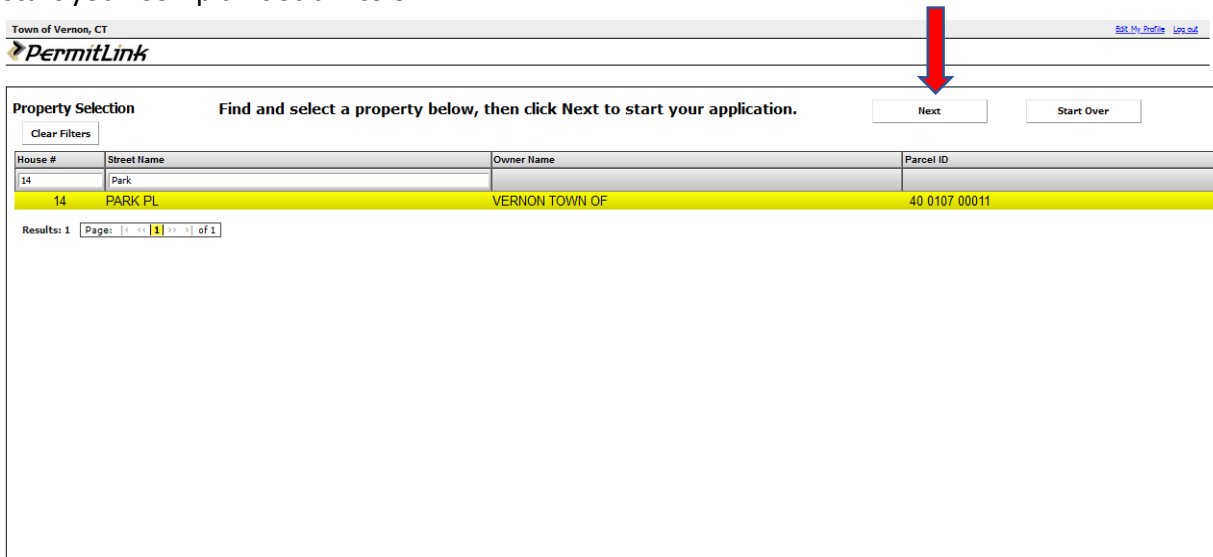
- Once registered, return to the PermitLink website at [Welcome \(permitlinkusa-online.com\)](http://Welcome (permitlinkusa-online.com)), and log-in using your email address and newly created password.
- Once logged-in, select **Complaint Form**.



- Proceed by typing in the **Number** and **Street Name** of the alleged violation. Click **Next** to proceed.




- Find and select the correct property. A **yellow bar** will appear over the selected property. Click **Next** to start your Complaint Submission.



9. **Complete the required information** including Complainant Name, Address and Contact Information as well as a description of the Complaint. Once completed, hit **SUBMIT**.

Complete and Submit this form | Fields marked with a Red bar are required.



TOWN OF VERNON

55 WEST MAIN STREET, VERNON, CT 06066
Tel: (860) 870-3633
Fax: (860) 870-3589

COMPLAINT FORM

DATE:

COMPLAINANT:

NAME	PHONE#
ADDRESS	
E-MAIL	ALTERNATE PHONE#

OWNER/LANDLORD OR ADDRESS OF PROPERTY RELATIVE TO COMPLAINT:

VERNON TOWN OF	14 PARK PL	
NAME	PROPERTY ADDRESS	PHONE#

IS THE PROPERTY SUBJECT TO ANY LEGAL ACTION OR EVICTION? YES NO

HAVE YOU NOTIFIED LANDLORD OF THE ISSUES RELATED TO YOUR COMPLAINT IN WRITING VIA US CERTIFIED/RETURN RECEIPT MAIL? YES NO NOT APPLICABLE
(THIS IS REQUIRED - PLEASE SUPPLY COPY)

HAVE YOU MADE ANY ATTEMPTS TO CONTACT THE OWNER AND/OR MADE ANY ATTEMPTS TO WORK OUT THE ISSUE DIRECTLY WITH THE OWNER? IF SO, PLEASE GIVE A BRIEF DESCRIPTION ALONG WITH YOUR COMPLAINT BELOW.

COMPLAINT: (MAX LENGTH 1,170 CHARACTERS)



Submit

Start Over

Email status changes to