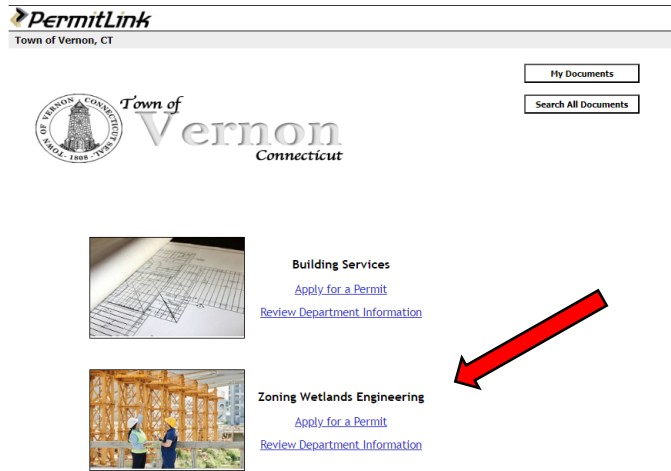




## How to Create an Account Using PermitLink

1. The Town of Vernon uses PermitLink to receive and track all permits for the Building, Planning/Zoning and Engineering Departments. 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 **Zoning, Wetlands, Engineering**. Next click **Apply for a Permit**. A pop-up window will open, then 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. Please note that **Section 3 is required for Contractors Only**.

The screenshot shows the 'Public User Registration' form. It is divided into several steps:
 

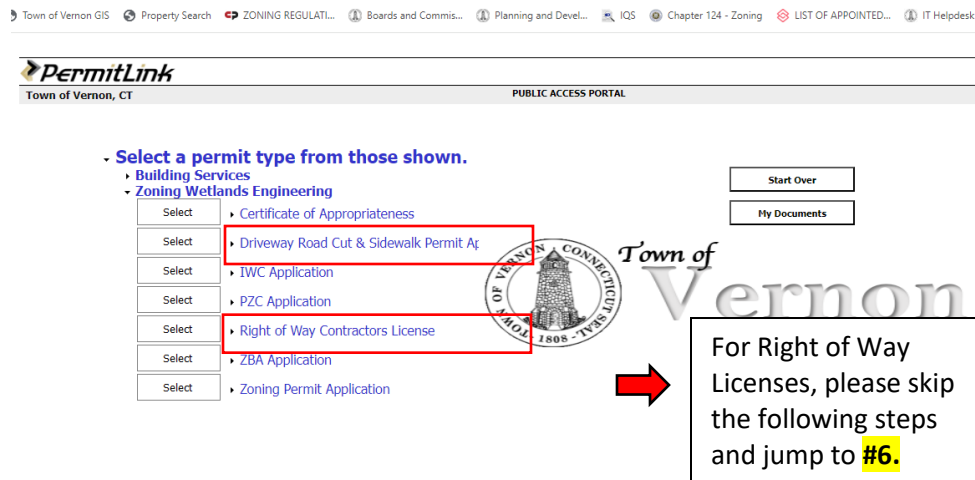
- Step #1: Enter your Email address** (marked with a star ★): Includes fields for \*Email Address, \*Confirm Email, \*Password, and \*Confirm Password.
- Step #2: For Public Users...Complete this section.** (marked with a star ★): Includes fields for \*Individual Name, Business Name, \*Address, \*City, State, Zip, and \*Phone #.
- Step #3: For Contractors Only...Complete this section**: Includes fields for \*Company Name, HIC License #, \*Individual Name, \*Address, \*City, State, Zip, \*Phone #, \*Insurance Carrier, and License #.
- Step #4: Create a Login password** (marked with a star ★): Includes fields for \*Password and \*Confirm Password.
- Step #5: Click Submit to complete this registration** (marked with a star ★): Includes a checkbox for 'Email Registration Confirmation' and a 'Submit' button.

 A large red 'X' is overlaid on the contractor-related fields in Step 3, indicating they are not required for general users.

- 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.

## How To Submit a PermitLink Application

- Once logged-in, select an item from the **Zoning Wetlands Engineering** tab for these permit types/services:



Town of Vernon GIS | Property Search | ZONING REGULATI... | Boards and Commis... | Planning and Devel... | IQS | Chapter 124 - Zoning | LIST OF APPOINTED... | IT Helpdesk

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**PermitLink**  
Town of Vernon, CT PUBLIC ACCESS PORTAL

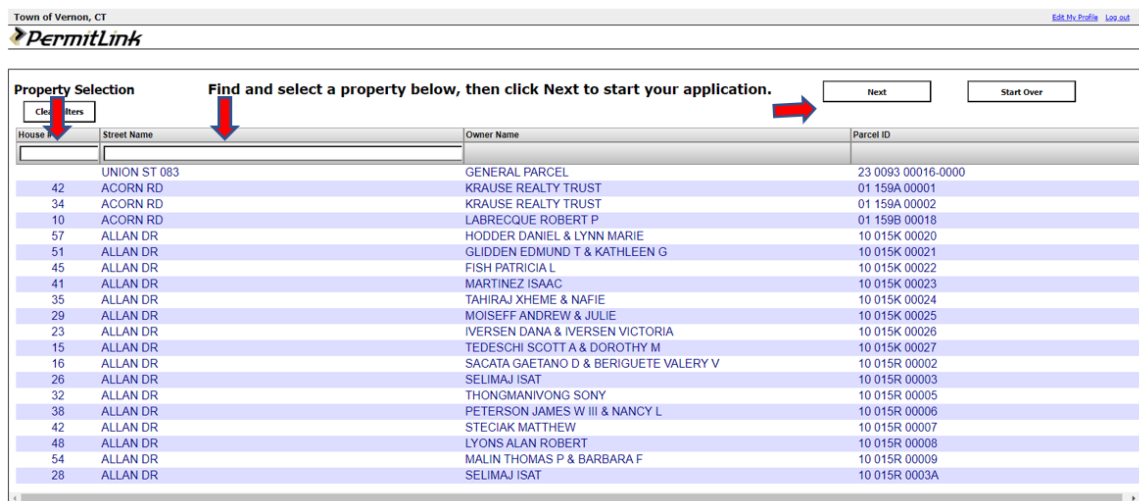
**Select a permit type from those shown.**

- Building Services
- Zoning Wetlands Engineering
  - Select Certificate of Appropriateness
  - Select **Driveway Road Cut & Sidewalk Permit A**
  - Select IWC Application
  - Select PZC Application
  - Select **Right of Way Contractors License**
  - Select ZBA Application
  - Select Zoning Permit Application

Start Over  
My Documents

For Right of Way Licenses, please skip the following steps and jump to **#6**.

- Once selected, proceed by typing in the **Number** and **Street Name** of property associated with the Permit/Services. Click **Next** to proceed.



Town of Vernon, CT Edit My Profile Log out

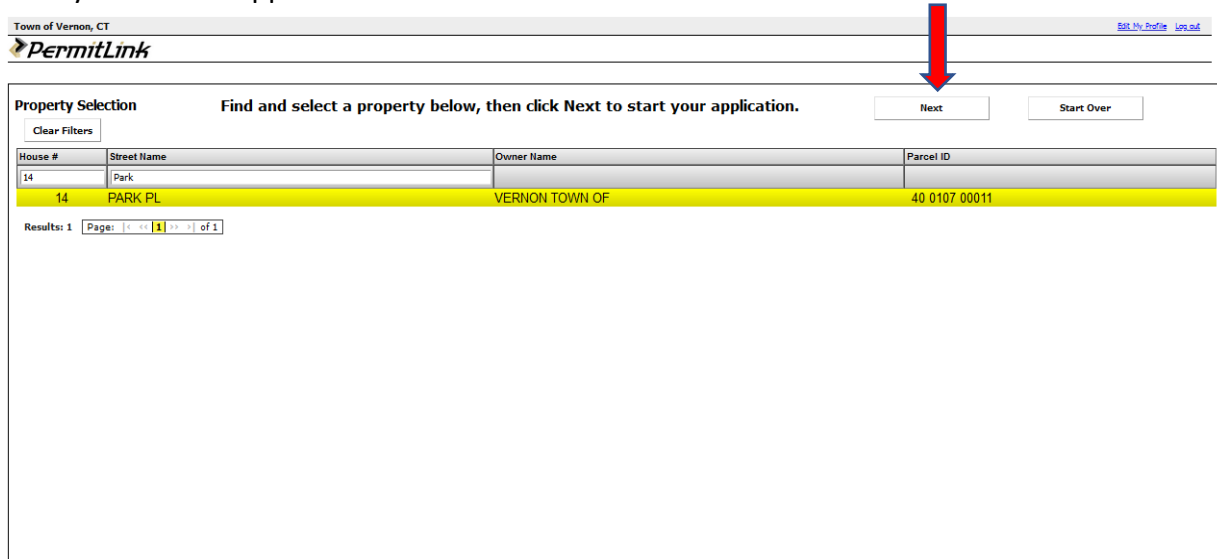
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**PermitLink**

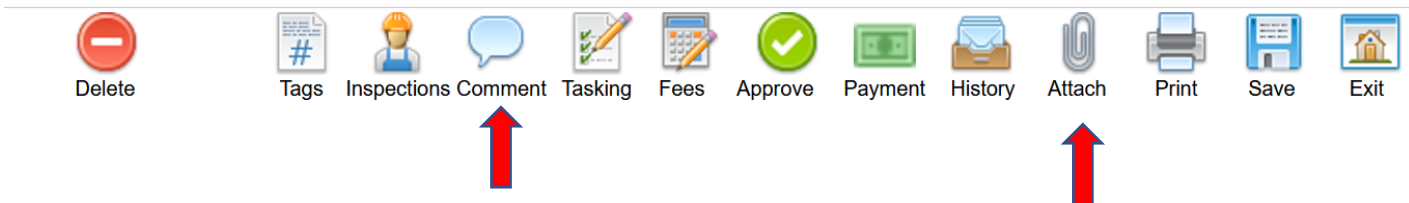
**Property Selection** Find and select a property below, then click Next to start your application. Next Start Over

House #	Street Name	Owner Name	Parcel ID
	UNION ST 083	GENERAL PARCEL	23 0093 00016-0000
42	ACORN RD	KRAUSE REALTY TRUST	01 159A 00001
34	ACORN RD	KRAUSE REALTY TRUST	01 159A 00002
10	ACORN RD	LABRECOUE ROBERT P	01 159B 00018
57	ALLAN DR	HODDER DANIEL & LYNN MARIE	10 015K 00020
51	ALLAN DR	GLIDDEN EDMUND T & KATHLEEN G	10 015K 00021
45	ALLAN DR	FISH PATRICIAL	10 015K 00022
41	ALLAN DR	MARTINEZ ISAAC	10 015K 00023
35	ALLAN DR	TAHIRAJ XHEME & NAFIE	10 015K 00024
29	ALLAN DR	MOISEFF ANDREW & JULIE	10 015K 00025
23	ALLAN DR	IVERSEN DANA & IVERSEN VICTORIA	10 015K 00026
15	ALLAN DR	TEDESCHI SCOTT A & DOROTHY M	10 015K 00027
16	ALLAN DR	SACATA GAETANO D & BERIGUETE VALERY V	10 015R 00002
26	ALLAN DR	SELIMAJ ISAT	10 015R 00003
32	ALLAN DR	THONGMANIVONG SONY	10 015R 00005
38	ALLAN DR	PETERSON JAMES W III & NANCY L	10 015R 00006
42	ALLAN DR	STECIAK MATTHEW	10 015R 00007
48	ALLAN DR	LYONS ALAN ROBERT	10 015R 00008
54	ALLAN DR	MALIN THOMAS P & BARBARA F	10 015R 00009
28	ALLAN DR	SELIMAJ ISAT	10 015R 0003A

3. Find and select the correct property. A yellow bar will appear over the selected property. Click **Next** to start your Permit Application.



4. Complete the information as required in the Application. Once completed, hit **SUBMIT**.
5. Upon submission, Staff will review your application for completeness. Should we require additional information, or if payment is needed, we will communicate with you via PermitLink. Communication between Staff and the applicant can be found in the **Comments** Tab. If additional information is requested, please upload it using the **Attach** Tab.



6. Upon selecting a **Right of Way License**, you will be prompted to fill in the following information:

Right of Way License — Mozilla Firefox  
 https://permitlinkusa-online.com/csp/vernonct/DocumentLink.formVERNONCTRightOfWayLicense.ds?SZEN\_POPUP=1

Town of Vernon License # \_\_\_\_\_  
 03/05/2024

**TOWN OF VERNON**  
 Engineering Department  
 14 Park Place, Vernon, CT 06066  
 (860) 870-3664

*ANNUAL LICENSE TO PERFORM WORK  
 WITHIN PUBLIC RIGHT OF WAY*

This license is issued under the authority of the Town of Vernon Engineering Department. The license is subject to all the requirements of License and Permit Fees Ordinance # 245, Driveway Ordinance # 142, Water Pollution Control Authority Ordinance #1, and the Curbs, Sidewalk and Street Excavation Regulations.

Licensee Information

Company Name: | \_\_\_\_\_  
 Principal Name: | \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: | \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Email: | \_\_\_\_\_  
 State of CT License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Insurance Company: \_\_\_\_\_  
 General Aggregate Amount: \$ \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Permit Bonding Company: \_\_\_\_\_  
 Amount \$10000.00 \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 License Fee: \$100.00 \_\_\_\_\_ License Expiration / Renewal Date: \_\_\_\_\_

Approver Signature  
 License Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Town Engineer or Designee

**New**  
 Permit: \_\_\_\_\_  
 Fee: 100.00  
 Charges: \_\_\_\_\_  
 Total: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Amts: \_\_\_\_\_  
 Paid: \_\_\_\_\_  
 Refunded: \_\_\_\_\_  
 Process Center  
 Submit  
 Close/Cancel  
 Email status changes to \_\_\_\_\_

7. **Complete the information** as required in the Application. Once completed, hit **SUBMIT**.

*There is an annual fee of \$100 for this license.*

If you encounter difficulty with PermitLink, please contact our Staff at:

Engineering                      860-870-3664