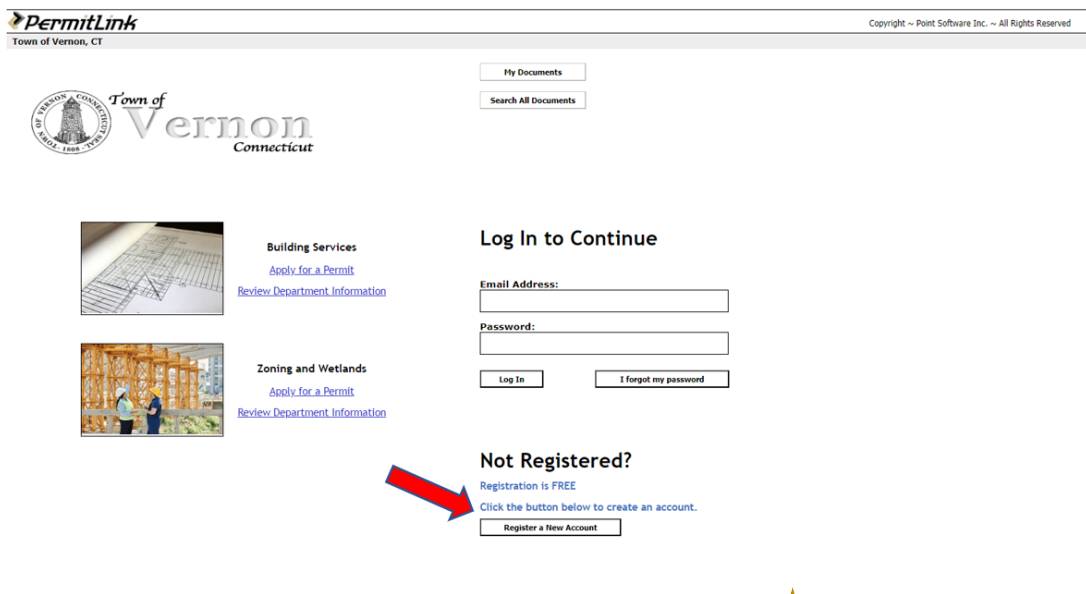




## How to Create an Account Using PermitLink

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 either **Building Services** or **Zoning and Wetlands**. 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**.

5. 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

1. Once logged-in, select an item from the **Building Services** tab for these permit types/services:

The screenshot shows the PermitLink interface for the Town of Vernon, CT. The navigation bar includes links for Property Search, Reports, Tasking, Inspection List, Document List, Applicants, Contractors, Users, and Department Forms. Under the heading "Select a form type by clicking on a department", the "Building Services" section is expanded, showing a list of permit types, each with a "Select" button:

- Select Building Permit
- Select Complaint Form
- Select Demolition Permit
- Select Electrical Permit
- Select Fire Protection Permit
- Select Gas Permit
- Select Mechanical Permit
- Select Miscellaneous Building Services
- Select Plumbing Permit

- OR** select an item from the **Zoning and Wetlands** tab for these permit types/services:

The screenshot shows the PermitLink interface for the Town of Vernon, CT. Under the heading "Select a form type by clicking on a department", the "Zoning and Wetlands" section is expanded, showing a list of permit types, each with a "Select" button:

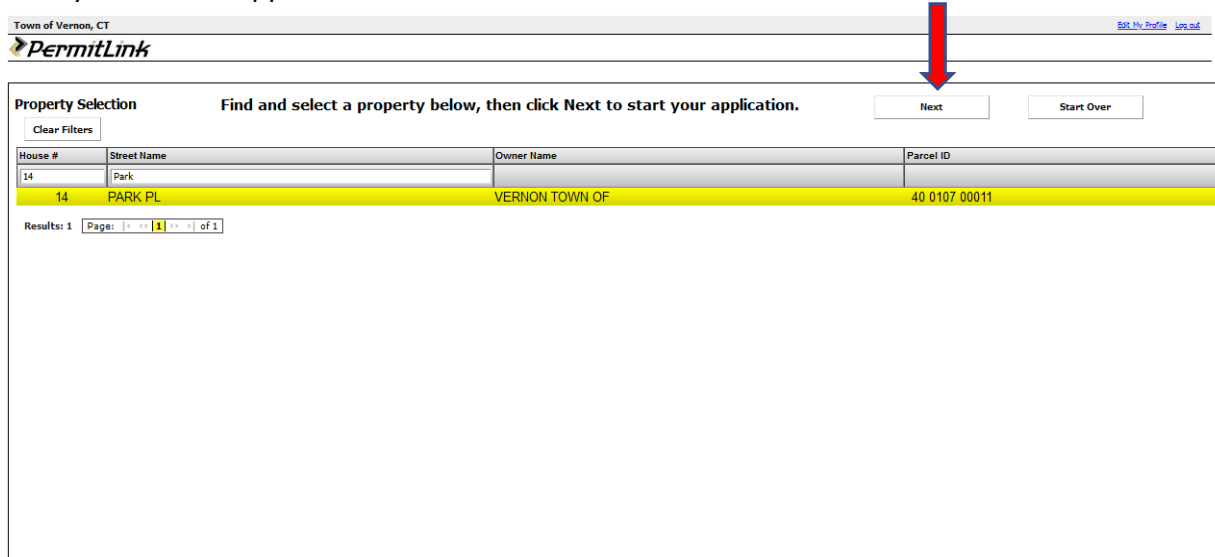
- Select Certificate of Appropriateness
- Select Driveway Road Cut Permit Application
- Select IWC Application
- Select Miscellaneous Zoning and Wetlands
- Select PZC Application
- Select Right of Way License
- Select ZBA Application
- Select Zoning Permit Application

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

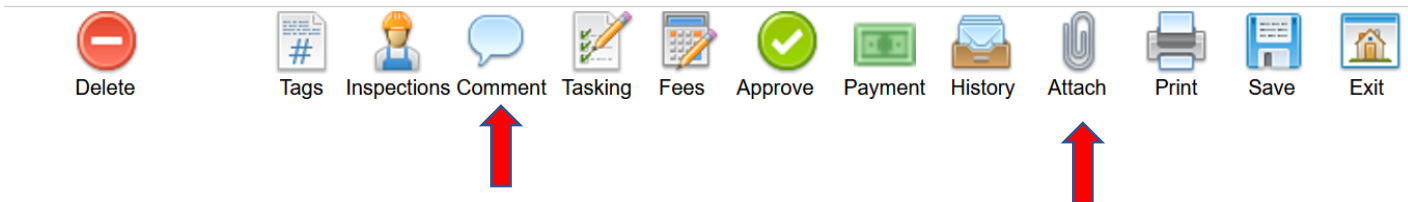
The screenshot shows the "Property Selection" screen in PermitLink. It features a table with columns for House Number, Street Name, Owner Name, and Parcel ID. A red arrow points to the "House" column, and another red arrow points to the "Street Name" column. A red arrow also points to the "Next" button. The table contains the following data:

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	LABRECQUE 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 PATRICIA L	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

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



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



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

Building	860-870-3633
Planning/Zoning	860-870-3667
Engineering	860-870-3664