ONLINE PERMITTING SYSTEM GUIDELINES

For your convenience, effective 2-29-16, the Town of Harwinton has adopted online permitting for the submittal of applications for residential and commercial building permits, mechanical, plumbing, gas, electrical, fire protection and demolition permits.

Paper permit applications will no longer be accepted as of 10-01-15. If you do not own a computer or if you need assistance using a computer, both are available at Harwinton Town Hall. A computer kiosk is located in the Land Use office. Assistance can be obtained in the office or by contacting the Building Official's office at 860-485-2784 or 860-806-8742.

Kiosk hours are 8:30-12:00

- If required documents cannot be uploaded with the online application, they must mailed or physically be brought to the Land Use office.
- Applicants can mail a check payable to: _Town of Harwinton_ attention Building Dept. 100 _Bentley Drive, Harwinton CT 06791,_ **along with a copy of the application,** _or walk into our office._

NO CASH ACCEPTED

ANY FEES OR DOCUMENTATION RECEIVED _WITHOUT_ A COPY OF THE PERMIT APPLICATION WILL BE REJECTED! ADDRESS OF PROJECT MUST BE WRITTEN ON ALL DOCUMENTATION.

All permits will be granted or denied within 30 days from time of receipt of last document received

FILLING OUT A BUILDING PERMIT APPLICATION, (after you have logged onto the online permitting website).

- _Select the location for the permit_ by entering any characters of column text in the white boxes under _House # and/or Street_ to narrow your search.
- Choose the address by clicking on its row.
- Select the appropriate _permit application (electrical, plumbing, fuel gas, etc.)_ from the menu on the right by clicking on the _New_ icon.
- Fill out the application fields to completion.
- Once you have filled out all text fields click _Submit_.
- This will prompt you to sign the application. Sign by holding down the right button on your mouse and signing. Check the check box below, type in your name and click _Save._
- This till ask you if you want to submit. If yes click _Ok_.
- Now add any required attachment by clicking _Add Attachments_ and then click the _Square blue icon_ top right and follow the instructions.
- Please mail or hand deliver a check payable to; Town of Harwinton, 100 Bentley Drive, Harwinton CT 06791

ADDING ATTACHMENTS TO YOUR PERMIT APPLICATION OR CHECKING STATUS:

If you need to add attachments after closing a submitted application or want to check your status, go to *My Documents*. This will show you a list of all the applications you have ever submitted along with the status. To add additional attachments click on the permit row once to highlight the permit and then click the *Square white icon* above on the right and follow the instructions.

[If you read and understand all the terms, click to submit a permit application.](#)