

INSTRUCTION FOR ON-LINE PERMITTING
FOR RIGHT-OF-WAY PERMITS
GLASTONBURY ENGINEERING DIVISION

1. Go to: <https://viewpermit.glastonbury-ct.gov/preloginviews/loginpage.aspx?tid=7>
2. Sign In with an existing account, or **CLICK HERE TO REGISTER** to create a new account. Save your username and password for future permits. You will need to have your State Contractors License handy to link your account to your license. You will also need to have access to your email account and respond to a confirmation email in order to complete the registration process and access the system.

On-line Permit Center
Town of Glastonbury, CT
2155 Main Street . Glastonbury, CT 06033 . (860) 652-7710



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Innovative permit management

Sign In

Email Address / User ID

Password

Log In

Forgot your password?
Enter your email address
above then [click here](#)

Don't have an account?
[Click here to register](#)

We recommend using the following browsers:
Microsoft Internet Explorer 11 or higher, Mozilla Firefox,
Google Chrome, and Apple Safari

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3. Select **APPLY FOR PERMIT OR LICENSE**

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stephen.braun@glastonbury-ct.gov (Home Owner) 

What would you like to do?



4. Select **EXCAVATION**

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Select Application Type



Building



Electrical



Gas



Plumbing



Mechanical



Excavation



Sewer

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5. Input the **Work Address**

Home icon | Innovative permit management | stephen.braun@glastonbury-ct.gov (Home Owner) | User icon

Select Address

Enter house number and street name to begin your application | Apt # / Unit #

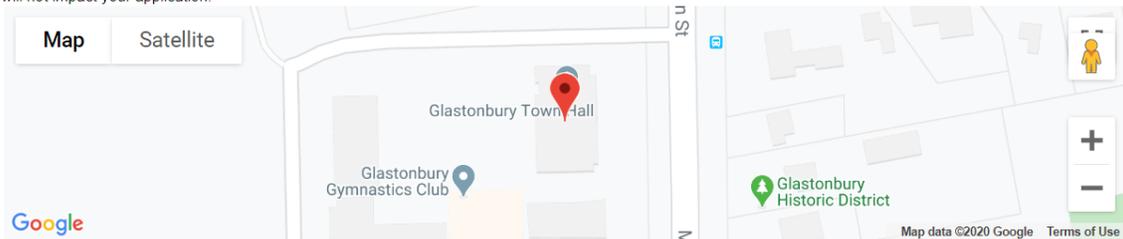
6. Select the type of work you are performing from the drop down list, and then select **START APPLICATION**. Type of work should be selected as follows:

- For the general sitework related to a new residential or commercial building please choose **Other Excavations in ROW** since many different excavation tasks are involved such as boxing out driveway, regrading, installing utility connections, pouring new sidewalk, etc.
- **Driveway Repair / Replacement work** should be selected for the paving work being performed by the paving contractor. Generally this requires a separate permit.
- **Drainage Connection, Lawn Sprinklers, and Utility Install** should only be selected when this is only work being performed under the permit.

Property information

Address	2155 MAIN ST	Zoning	A	Deed	0173/465+
Owner	GLASTONBURY TOWN OF	Property Use	901	Year Built	1936
Parcel ID	41402155	Lot Area	0.00		

Locations displayed in the map below are only as accurate as the Google Maps database. Discrepancies between the official municipal location and Google Maps will not impact your application.



Select type of work being done

Please Select

Please Select

Drainage Connection

Driveway Repair/Replacement

Lawn Sprinklers

Other Excavation(s) in R.O.W.

Utility Install / Repair w/ Road & Sidewalk Cut

Is this part of an active project?

Start Application

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7. Input all of the pertinent information under STEP 1 and then select **NEXT**. Provide a detailed work description including address or range of addresses involved.

1 Step 1 Permit Information

2 Step 2 Utility

3 Step 3 Contractor

4 Step 4 Locations

5 Step 5 Documents & Reqs

6 Step 6 Preview

Excavation Permit Application at 2155 MAIN ST

Road Type: Town Right-of-Way

Permit For: Utility Install / Repair w/ Road & Sidewalk Cut

Start Date: 3/19/2020

Completion Date: 3/19/2020

CBYD #

Work Description

Work Done For: Name

Address

City

State

Zip

Phone No

Applicant: Name

Steve Braun

Address: 2155 Main Street

City: Glastonbury

State: CT

Zip: 06033

Phone No: (860) 652-7743

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Next

8. No Utility Information is necessary under STEP 2, just select **NEXT**

1 Step 1 Permit Information

2 Step 2 Utility

3 Step 3 Contractor

4 Step 4 Locations

5 Step 5 Documents & Reqs

6 Step 6 Preview

Excavation Permit Application at 2155 MAIN ST

Utility Name: Please Select

Address

City

State

Zip

Phone #

Contact Name

Phone #

Emergency Contractor Name

Phone #

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9. Input the Contractor Name or License Number as it appears on your State License under STEP 3. Select **ASSIGN** to assign the active license that you selected to your permit application, and then select **NEXT**.

1 Step 1 Permit Information | 2 Step 2 Utility | 3 Step 3 Contractor | 4 Step 4 Locations

5 Step 5 Documents & Reqs | 6 Step 6 Preview

 Excavation Permit Application at 2155 MAIN ST

Contractor Name or License (4 characters minimum)

Applicant doing work

Tip: Having a hard time locating your license? try searching by your license number (numbers only)

1 Step 1 Permit Information | 2 Step 2 Utility | 3 Step 3 Contractor | 4 Step 4 Locations

5 Step 5 Documents & Reqs | 6 Step 6 Preview

 Excavation Permit Application at 2155 MAIN ST

Contractor Name or License (4 characters minimum)

Town of Glastonbury Highway Dept.

Applicant doing work

Tip: Having a hard time locating your license? try searching by your license number (numbers only)

Available Licenses (Click assign to select a license)

	Type	License No	Expiration Date
<input type="button" value="Assign"/>	TOGROW	2020-01	12/31/2021

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10. No additional LOCATION information is needed under STEP 4, just select **NEXT**.

1 Step 1
Permit Information

2 Step 2
Utility

3 Step 3
Contractor

4 Step 4
Locations

5 Step 5
Documents & Reqs

6 Step 6
Preview

 Excavation Permit Application at **2155 MAIN ST**

Available Pavement Segments (If there are no available segments, or your segment is not in the list below, please click on 'New Segment' to specify what part of the road is being worked on.)

Selected Segments

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11. Upload a diagram or sketch of the proposed work under STEP 5, and then select **NEXT**.
Note that a diagram of the work is required in order for the permit to be approved.

1 Step 1
Permit Information

2 Step 2
Utility

3 Step 3
Contractor

4 Step 4
Locations

5 Step 5
Documents & Reqs

6 Step 6
Preview

Excavation Permit Application at 2155 MAIN ST

Attach Documents / Photos

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12. Review all of the application information that was submitted under previous steps while scrolling down to the bottom of the page, and then select **SUBMIT APPLICATION**.

1 Step 1
Permit Information

2 Step 2
Utility

3 Step 3
Contractor

4 Step 4
Locations

5 Step 5
Documents & Reqs

6 Step 6
Preview

 Excavation Permit Application at 2155 MAIN ST

Please take a moment to review the information below, then click the submit button.

Submit Application

STEP 1: PROPERTY INFORMATION

Road Type	Permit For	Start Date	Completion Date	State Permit #
Town Right-of-Way	Driveway Repair/Replacement	3/25/2020	3/25/2020	202777777

Work Description
Test Permit by Steve Braun

WORK DONE FOR
Town of Glastonbury
2155 Main St, PO Box 6523
Glastonbury CT 06033-6523
(860) 652-7743

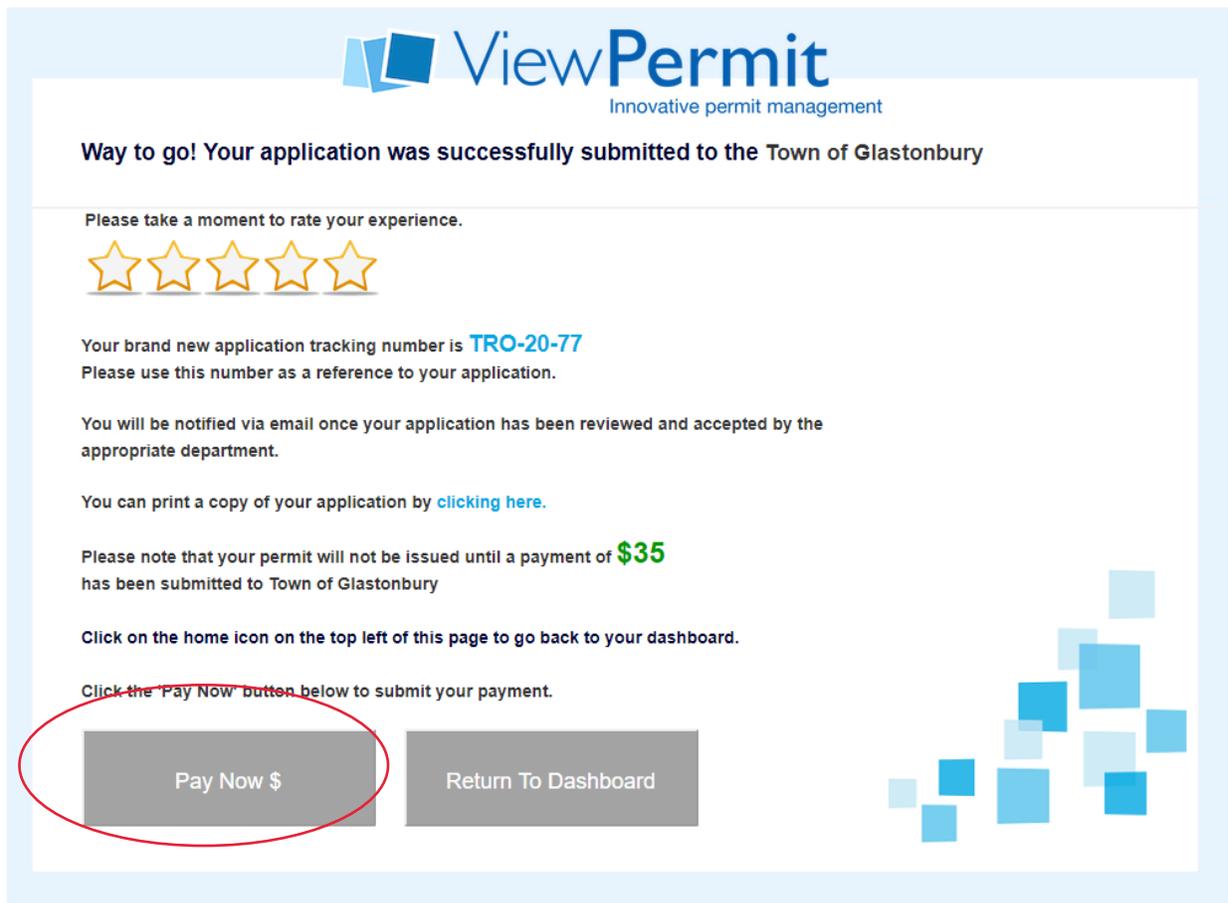
APPLICANT
Steve Braun
2155 Main Street
Glastonbury CT 06033
(860) 652-7743

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13. Select the **PAY NOW** button to process your payment with a credit card or PAYPAL Account or select **RETURN TO DASHBOARD** and you will be contacted by Engineering to set up alternate payment arrangements.

Notes regarding online payments:

- 1) A processing fee of \$1.09 is added to the payment amount for each online transaction.
- 2) Each permit must be paid for in a separate online transaction. The system does not allow you to pay for multiple permits at one time.



The screenshot shows the 'ViewPermit' website interface. At the top, the logo 'ViewPermit' is displayed with the tagline 'Innovative permit management'. Below the logo, a message reads: 'Way to go! Your application was successfully submitted to the Town of Glastonbury'. A feedback section asks the user to rate their experience with five yellow stars. The tracking number 'TRO-20-77' is highlighted in blue. A payment amount of '\$35' is shown in green. At the bottom, two buttons are visible: 'Pay Now \$' and 'Return To Dashboard'. The 'Pay Now \$' button is circled in red.

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14. Process your payment and wait to hear back from Engineering Division Staff regarding acceptance of your application and issuance of your permit.

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stephen.braun@glastonbury-ct.gov (Home Owner)


2155 MAIN ST, GLASTONBURY, CT		Permit # TRO-20-77
Permit Fee	\$35.00	<div style="display: flex; justify-content: space-between; align-items: center;"> Total Amount Due \$35.00 </div>
Additional Fees	\$0.00	
Total Fee	\$35.00	
Amount Paid	\$0.00	
Amount Due	\$35.00	

Select a payment method below

Pay with Credit Card





Pay with PayPal Account

Make a Credit Card or E-Check payment using an existing PayPal account.