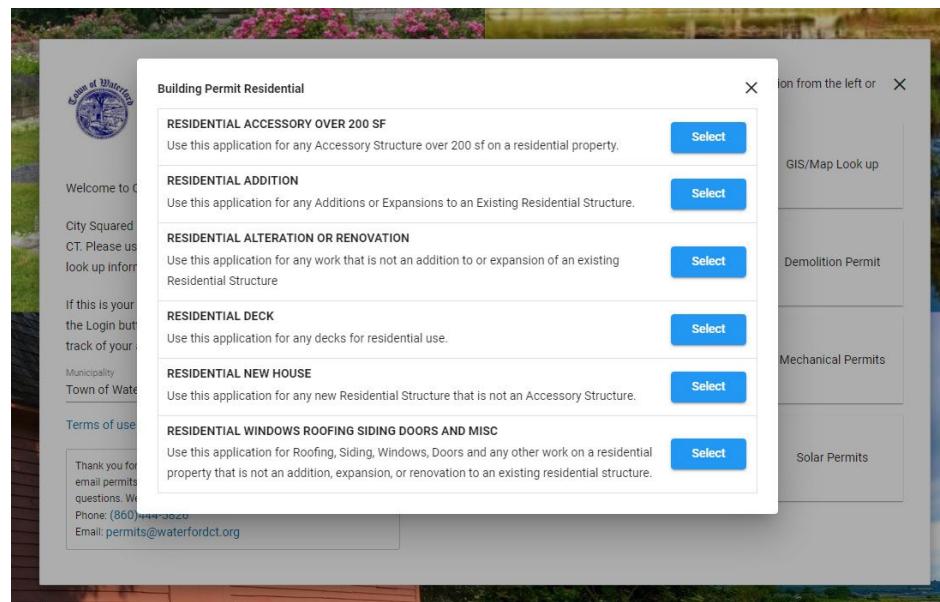
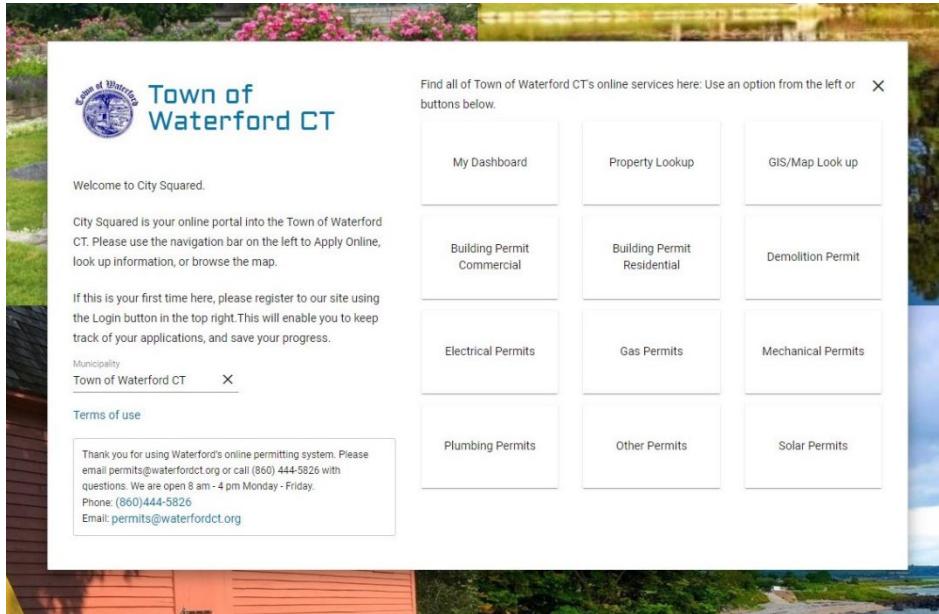




# How to Apply for a Building Permit

## Log In and Select the Municipality and Permit Type

- Go to: <https://cityquared.com/#/app/WaterfordTownCT/landing>
- You must be registered and have an account with City Squared. If you have not done so already, see "How to Register/Create User Login for City Squared".
- Once you are logged in, select the municipality "Town of Waterford, CT".
- In the white box in the center of the page choose the permit category that applies to your project, and then choose the permit type you wish to apply for.



## Step 1: Select Permit Type

- Complete the Detailed Description and remaining fields. Click on “Next” in the bottom right-hand corner.

## Step 2: Parcel Selector

- Search the job site address under “Find Your Property”. You can enter only the street number, street address, or both. Select the correct address. Click on “Next” in the bottom right-hand corner.

## Step 3: Contractor Selection

□ Select the contractor. In the search bar type in the contractor and select the magnifying glass icon next to the search bar. Add the appropriate contractor. Verify the roles are correct under the contacts; select the applicant by checking the applicant box next to the appropriate contact. You can only have one applicant. Click on “Next” in the bottom right-hand corner.

## Step 4: Document Upload

□ Upload the drawings, site plan, survey, and/or construction documents. You can drag and drop documents onto the “Drag and Drop or click here to upload” box on the screen. You can also click on “Drag and Drop or click here to upload” to select files to upload. Click on “Next” in the bottom right-hand corner after associating the Document with the corresponding document type.

## Step 5: Online Signature

Sign where the screen prompts you. Please enter the name exactly as shown on the screen. Click on “Next” in the bottom right-hand corner.

**CERTIFICATION:** The owner of the above property hereby represents that the location, design, and erection or installation of the work described in this application meets all applicable requirements of the Town of Waterford, Zoning Regulations, CT State Building Code and the CT Public Health Code, and also authorizes the Planning & Zoning Commission, Building Department, and Health Department, as well as staff or other agents from said entities to enter upon the property in question for the purpose of inspection and enforcement with regard to all applicable regulatory and code requirements. The owner further understands and agrees that additional permit fees may be required if estimated costs of construction are under-reported.

**UNDERSTAND THAT I AM NOT ALLOWED TO COMMENCE WORK UNTIL A PERMIT HAS BEEN ISSUED.**

I hereby certify that the proposed work is authorized by the owner in fee and I have been authorized by the owner to make this application as his authorized agent.

Please enter the following name **Jill Stevens**:

Enter the name exactly as it appears above

Abandon Back Draft Click here for Support Next

## Step 6: Print Application Online

You may download the Application Details Summary Page for your records. Click on “Next” in the bottom right-hand corner.

Please print your application and select next to continue

Instructions:

1. Review Document
2. Download Document
3. Fill out Remaining Form
4. Upload Completed Document.

Word ApplicationDetails008-30-22 112047

**TOWN OF WATERFORD, CT - PLANNING AND DEVELOPMENT APPLICATION FOR ZONING COMPLIANCE AND BUILDING PERMIT**

APPLICATION / PERMIT NUMBER: E-22-382  
APPLICATION DATE: 08/29/2022  
LOCATION INFORMATION:  
Property Address: 123 Test Street Moo Town, 99999  
Owner: Wil Labossier  
Owner Address: 54 Elizabeth St # 17  
Cell: (184)575-8010  
Telephone: (184)575-8010

Applicant		Contractor	
Contact Person	Jill Stevens	Business Name	
Address	15 Rope Ferry Road	Contact Person	
E-mail Address	msmith@waterfordct.gov	Address	

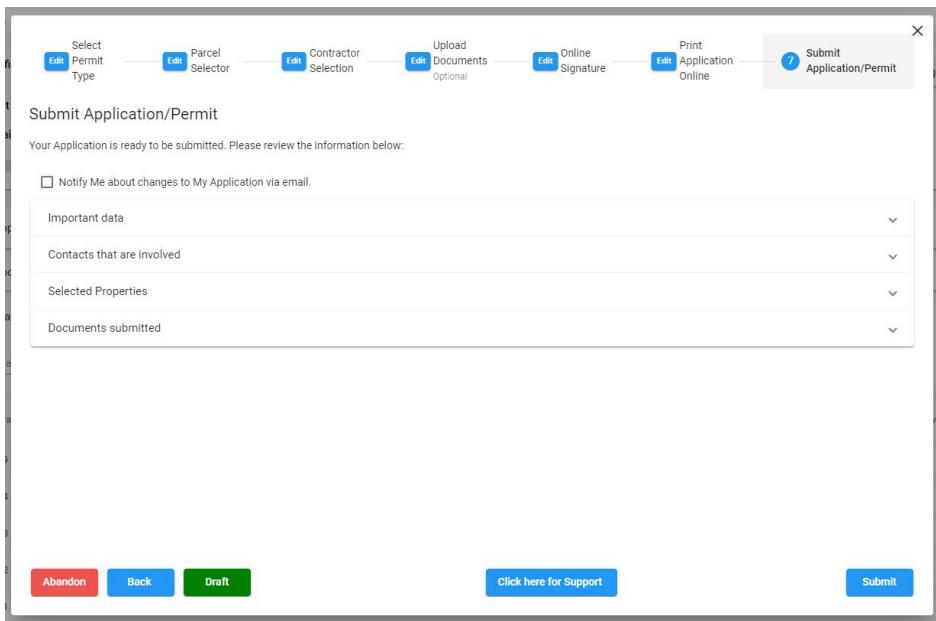
Page 1 of 1 Download Upload Word Google Click here for Support Next

## Step 7: Submit Application/Permit

- The “Notify Me about changes to My Application via email” box is automatically deselected. When submitting the application on City Squared, DO NOT CHECK THE OPTION TO BE NOTIFIED ABOUT CHANGES, unless you want notifications anytime we make an update to the application or permit, this will result in a lot of emailed notification, sometimes in a very short period of time.  
Click on “Next” in the bottom right-hand corner. Your permit application has been submitted and will be reviewed for completion; if additional information is required, a staff member will contact you.

### **PLEASE NOTE:**

**Two copies of all uploaded documents must be submitted to our office for the review process to begin for all Commercial Permit Applications and for any Residential New Homes and Addition Permit Applications.**



The screenshot shows the final step of a permit application process. At the top, a navigation bar displays six steps: 'Select Permit Type' (active), 'Parcel Selector', 'Contractor Selection', 'Upload Documents Optional' (active), 'Online Signature', and 'Print Application Online'. Below the bar, the title 'Submit Application/Permit' is centered. A sub-header reads 'Your Application is ready to be submitted. Please review the information below:'. A checkbox labeled 'Notify Me about changes to My Application via email.' is present. Below the checkbox are four expandable sections: 'Important data', 'Contacts that are involved', 'Selected Properties', and 'Documents submitted'. At the bottom of the screen are three buttons: 'Abandon' (red), 'Back' (blue), 'Draft' (green), 'Click here for Support' (blue), and a large 'Submit' button (blue).

## Step 8: Acceptance of Application, Payment of Zoning Compliance Fee and start of Review Process

Once all required information has been received by our office, you will be notified by email and phone of any Zoning Compliance Fees due, the amount, and how to pay the fee in City Squared. After any required fees are paid, or if no fee is required, your application is accepted and will be circulated for review by any applicable officials/reviewers. Each reviewer will contact you directly if there are questions or more information is required to approve the application.

The screenshot shows a payment interface for a building application. On the left, a table lists fees: Building Permit Fee (\$1,510.00) and Certificate of Occupancy Commercial (\$100.00), with a total of \$1,610.00. On the right, there are two tabs: 'Credit Card' (selected) and 'Electronic Check'. The 'Credit Card' tab contains fields for Card number, Month, Year, and CVV, with logos for American Express, Discover, MasterCard, and Visa. Below these fields is a note: '\*Last 3 digits on the back of your credit card (4 digits on the front, above your credit card number for American Express)'. There are also fields for Billing Name and Billing Postal Code. A 'Calculate Convenience Fee' button is present. At the bottom are 'Cancel', 'Click here for Support', and 'OK' buttons.

## Step 9: Payment of Building Permit Fee

When the review process is complete and the application is approved, you will be contacted via email and phone to pay the Building Permit Fees due. After any required fees are paid, your permit will be issued and you will be notified when it is available to print from your Dashboard in City Squared.

### Payment Processing Fees

Online or In-Office (via web or mobile device)	<b>Credit Cards:</b> <ul style="list-style-type: none"> <li>Visa</li> <li>Mastercard</li> <li>Discover</li> <li>American Express</li> </ul> <b>Debit Cards:</b> <ul style="list-style-type: none"> <li>Visa</li> <li>Mastercard</li> <li>Discover</li> </ul> <b>PayPal/Venmo (when available)</b>	For each transaction, The higher of:  <b>2.95% per transaction</b> Or <b>\$3.50 minimum fee per transaction</b>
	E-Check/ACH	\$1.00 per transaction
	Cash & Paper Check	No Fee