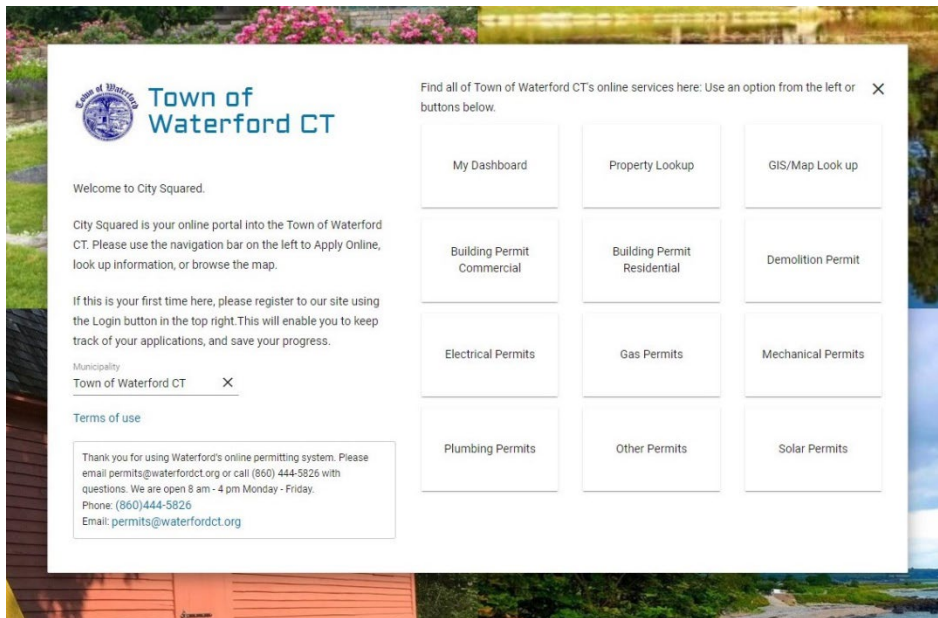




How to Apply for a Building Permit

Log In and Select the Municipality and Permit Type

- ☐ Go to: <https://citysquared.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.



Town of Waterford CT

Welcome to City Squared.

City Squared is your online portal into the Town of Waterford CT. Please use the navigation bar on the left to Apply Online, look up information, or browse the map.

If this is your first time here, please register to our site using the Login button in the top right. This will enable you to keep track of your applications, and save your progress.

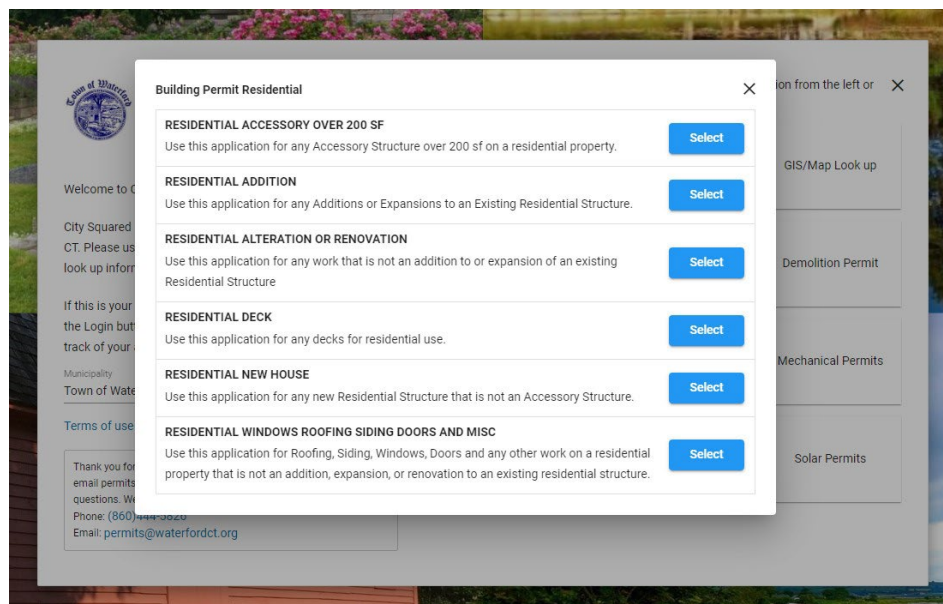
Municipality
Town of Waterford CT

Terms of use

Thank you for using Waterford's online permitting system. Please email permits@waterfordct.org or call (860) 444-5826 with questions. We are open 8 am - 4 pm Monday - Friday.
Phone: (860) 444-5826
Email: permits@waterfordct.org

Find all of Town of Waterford CT's online services here: Use an option from the left or buttons below.

My Dashboard	Property Lookup	GIS/Map Look up
Building Permit Commercial	Building Permit Residential	Demolition Permit
Electrical Permits	Gas Permits	Mechanical Permits
Plumbing Permits	Other Permits	Solar Permits



Building Permit Residential

RESIDENTIAL ACCESSORY OVER 200 SF
Use this application for any Accessory Structure over 200 sf on a residential property. [Select](#)

RESIDENTIAL ADDITION
Use this application for any Additions or Expansions to an Existing Residential Structure. [Select](#)

RESIDENTIAL ALTERATION OR RENOVATION
Use this application for any work that is not an addition to or expansion of an existing Residential Structure. [Select](#)

RESIDENTIAL DECK
Use this application for any decks for residential use. [Select](#)

RESIDENTIAL NEW HOUSE
Use this application for any new Residential Structure that is not an Accessory Structure. [Select](#)

RESIDENTIAL WINDOWS ROOFING SIDING DOORS AND MISC
Use this application for Roofing, Siding, Windows, Doors and any other work on a residential property that is not an addition, expansion, or renovation to an existing residential structure. [Select](#)



Step 1: Select Permit Type

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

The screenshot shows a web form for selecting a permit type. At the top, a progress bar indicates seven steps: 1. Select Permit Type (active), 2. Parcel Selector, 3. Contractor Selection, 4. Upload Documents, 5. Online Signature, 6. Print Application Online, and 7. Submit Application/Permit. Below the progress bar, the user is prompted to select a permit type. The 'Department' dropdown is set to 'Online Building - Res' and the 'Permit Type' dropdown is set to 'RESIDENTIAL NEW HOUSE'. A red-bordered box contains a note: 'Please Note: Two copies of all uploaded documents must be submitted to our office located at 15 Rope Ferry Road, Waterford, CT 06385 in order for the application review to begin.' Below this, there is a 'Detailed Description*' text area. Further down, there are several input fields: 'Estimated Cost including Labor and Materials *', 'Agent or Applicant Name *', 'Agent or Applicant Address *', 'Agent or Applicant Phone Number *', 'Agent or Applicant Email *', 'Is the property in a Flood Zone' (dropdown), 'Are there wetlands on the property' (dropdown), and 'Is this property served by septic' (dropdown). At the bottom, there are two buttons: 'Click here for Support' and 'Next'.



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.

The screenshot shows a web form for selecting a parcel. At the top, a progress bar indicates seven steps: 1. Select Permit Type, 2. Parcel Selector (active), 3. Contractor Selection, 4. Upload Documents, 5. Online Signature, 6. Print Application Online, and 7. Submit Application/Permit. Below the progress bar, the user is prompted to select their address. A tip states: 'Please Select your address. "Tip: you must use a legal address to locate your property. If your property does not come up in the search you can verify by using the "select from map" function below.' The 'Find Your Property' section has a search bar with '15 Rope Ferry Road' entered. Below the search bar, there are two image thumbnails: one showing a street view of 215 ROPE FERRY ROAD (Owner: MATTHEW D & JENELLE P FIAND) and another showing a street view of 15 ROPE FERRY ROAD (Owner: TOWN OF WATERFORD). The second thumbnail is marked 'Selected'. To the right, the 'Currently Added Properties' section shows a street view of 15 ROPE FERRY ROAD. Below this, the 'Details' section lists: Printkey: 133-6747, SBL: 6747, Zone: C-T, and Owner: TOWN OF WATERFORD. A 'Remove' button is next to the details. At the bottom, there are four buttons: 'Abandon', 'Back', 'Click here for Support', and 'Next'.

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.

The screenshot shows the 'Contractor Selection' step in a multi-step process. The progress bar at the top indicates steps: 1. Select Permit Type, 2. Parcel Selector, 3. Contractor Selection (current), 4. Upload Documents, 5. Online Signature, 6. Print Application Online, and 7. Submit Application/Permit. A red warning message states: 'For Commercial, Electrical, Gas, Mechanical and Plumbing permits, contractor selection is required.' Below this, a yellow warning box says 'Warning: Already added: TOWN OF WATERFORD'. The 'Find Your Contacts' section has search bars for 'Search by Name *' and 'Search by License *'. The 'Currently Added Contacts' section lists two contacts: Jill Stevens (Town of Waterford, 12345678TEST!, 15 Rope Ferry Road, jpisechko@waterfordct.org, Agent, Is Applicant) and TOWN OF WATERFORD (15 ROPE FERRY RD, Owner, Is Applicant). At the bottom are buttons for 'Abandon', 'Back', 'Draft', 'Click here for Support', and 'Next'.

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.

The screenshot shows the 'Upload Documents' step in the same multi-step process. The progress bar highlights step 4. A red link says 'Click here for Workers Compensation form'. Below it, allowed file types are listed: DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, DXF, CSV, XLS, XLSX, XLSM, XLXB. A large dashed box contains the text 'Drag and Drop or click here to upload'. Below this, it says 'No Documents to Display'. A section titled 'Select a file from the list to associate the Document with the corresponding DocumentType:' contains five rows with dropdown menus: 1. Copy of Letter of Authorization, 2. Copy of Home Improvement Contractor / New Home Construction, 3. Copy of Engineer Reports, 4. Copy of New Home Registration, and 5. Copy of Workers Compensation *. At the bottom are buttons for 'Abandon', 'Back', 'Draft', 'Click here for Support', and 'Next'.



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.

The screenshot shows the 'Online Signature' step of a permit application. At the top, a progress bar indicates the steps: Select Permit Type, Parcel Selector, Contractor Selection, Upload Documents (Optional), **Online Signature**, Print Application Online, and Submit Application/Permit. Below the progress bar, a 'CERTIFICATION' section states that the owner represents that the work meets all applicable requirements and authorizes the Planning & Zoning Commission, Building Department, and Health Department to inspect the property. A yellow box highlights the text: 'UNDERSTAND THAT I AM NOT ALLOWED TO COMMENCE WORK UNTIL A PERMIT HAS BEEN ISSUED.' Below this, a statement reads: '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.' A prompt asks the user to 'Please enter the following name Jill Stevens:' followed by a text input field with the placeholder 'Enter the name exactly as it appears above'. At the bottom, there are buttons for 'Abandon', 'Back', 'Draft', 'Click here for Support', and '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.

The screenshot shows the 'Print Application Online' step. The progress bar at the top is the same as in Step 5, with 'Print Application Online' now highlighted. Below the progress bar, the text 'Please print your application and select next to continue' is displayed. To the left, under 'Instructions:', there is a list: 1. Review Document, 2. Download Document, 3. Fill out Remaining Form, 4. Upload Completed Document. The main area shows a preview of the 'TOWN OF WATERFORD, CT – PLANNING AND DEVELOPMENT APPLICATION FOR ZONING COMPLIANCE AND BUILDING PERMIT'. The document includes the following information: 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. Below this information are two tables for 'Applicant' and 'Contractor' details. The 'Applicant' table has fields for Contact Person (Jill Stevens), Address (15 Rope Ferry Road), and Email Address (jstevens@waterford.net). The 'Contractor' table has fields for Business Name, Contact Person, and Address. At the bottom, there are buttons for 'Download', 'Upload', 'Word', 'Google', 'Click here for Support', and '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**.

Select Permit Type | Parcel Selector | Contractor Selection | Upload Documents (Optional) | Online Signature | Print Application Online | **Submit Application/Permit**

Submit Application/Permit

Your Application is ready to be submitted. Please review the information below:

☐ Notify Me about changes to My Application via email.

Important data

Contacts that are involved

Selected Properties

Documents submitted

Abandon | Back | Draft | Click here for Support | Submit



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 web interface for paying fees. On the left, a table titled 'Fees' lists two items: 'Building Permit Fee' for \$1,510.00 and 'Certificate of Occupancy Commercial' for \$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' form includes fields for card number, month, year, and CVV, with a note about the last 3 digits on the back of the card. It also has fields for 'Billing Name*' and 'Billing Postal Code*', a 'Calculate Convenience Fee' button, and a 'Click here for Support' link at the bottom.



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