

ONLINE PERMITTING SYSTEM GUIDELINES

For your convenience, effective 8-30-2019, the Town of Burlington has adopted online permitting for the submittal of applications for residential and commercial building permits, demolition, electrical, mechanical, plumbing, swimming pools permits.

Paper permit applications will no longer be accepted as of 01-01-2020. If you do not own a computer or if you need assistance using a computer, both are available at Burlington Town Hall. A computer kiosk is located in the Land Use office. Assistance can be obtained in the office or by contacting the Building and Land Use office at 860-673-6789 ext. 6.

Kiosk hours are 8:00 – 4:00 Monday through Thursday and 8:00 – 12:30 on Friday

- Applicants can pay online.
- Applicants can mail a check payable to: **Town of Burlington** along with a copy of the application to the attention of the Land Use Clerk, 200 Spielman Hwy, Burlington, CT 06013, or walk into the office. Any payments without a copy of your application will not be accepted.
- **Before applying for a permit, you should review the Building Department web page to see what documentation is required.** Please scan and attach supporting documentation with your completed application. If you do not have the ability to scan and upload, please send by mail or in person with a copy of your application *any documentation without a copy of your application will not be processed.* Provide as much information as you can on the form as *incomplete applications may be rejected.*

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

- Select *APPLY FOR NEW PERMIT*
- Enter your username and password. (If you do not have one click the *REGISTER A NEW ACCOUNT* option)
- Select the appropriate *permit application type* from the menu
- Choose the address searching the property list, clicking on its row and clicking *NEXT*.
- Click the *New* icon above
- Fill out the application fields to completion.
- Once you have filled out all text fields click *Submit*.
- This will prompt you to add attachments. If you have attachments click *YES* and add your attachments in the pop-up screen.
- The system will then prompt you to make a payment. If you want to make your payment online click *YES* and you will be directed to the online payment system. If not click *NO* and your process will be completed.
- Please mail or hand deliver a **check** when emailed the payment due amount **payable to the Town of Burlington**
- If you are ready to apply online, please click the [PermitLink](#)

