

## **ON LINE PERMIT INFORMATION SHEET**

### **Town of Stratford**

**Engineering      Building & Zoning      Health**

#### **Steps for completing an On-Line Permit application**

1. Go to <https://stratfordct.viewpointcloud.com/>
2. Create a new account by clicking Log In, then SIGN UP. If you already have an account, click LOG IN and enter email and password to enter the system.
3. After Logging in to your account, Click on the Department from which you would like to apply for permit.
4. Then select the permit that you would like to apply for and fill in the fields required for the application.
5. Following application, you will be notified by email of the status of the permit application and will receive further email correspondence from the Town Department issuing the permit regarding comments, requests, instructions or status.
6. The town will migrate to an on-line payment system, which would be processed for a fee. The applicant will have the option of paying by check in the office or paying on-line by credit card.
7. Once all permit issues are addressed and fees are paid, a permit will be emailed to you.
8. With the advent of the **On-Line system**, the Town is attempting to make the application process more convenient for the applicant. However, the applicant is strongly urged to communicate with the office staff throughout the process as needed to fully communicate the scope of the project to the Department and to learn what the Department expects in order to implement the permit as well as to discuss all questions that arise.
9. The phone number of each Department is listed on the Town of Stratford Website at [www.townofstratford.com](http://www.townofstratford.com).
10. At any time during the permit process, please feel free to let us know your comments on using the system and provide constructive feedback that would help us make the system most useful to the users.