INSTRUCTION FOR ON-LINE PERMITTING
FOR SEWER PERMITS
GLASTONBURY ENGINEERING DIVISION


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

4. Select **SEWER**
5. Input the **Work Address**

6. Select the type of work you are performing from the drop down list, and then select **START APPLICATION**.

Note that sewer connections with a pump system have additional requirements that must be met, so please select that category if the work involves a pump system.
7. Input the required information under STEP 1 and then select **NEXT**.

Provide a detailed work description. Note that project cost must be filled out but is not used in calculation of the permit fee.
8. Input the Contractor Name or License as it appears on your State License under STEP 2 and then select **ASSIGN** to assign the active license to the permit application. Then click **NEXT**.
9. **Step 3 Flow Calculations can be skipped**, just select **NEXT**
10. **Step 4 Fixtures can be skipped**, just select NEXT
11. Upload a diagram or sketch of the proposed work using the + button to select the documents and then select NEXT
12. Review all of the information that was submitted by scrolling to the bottom of the page, and then select **SUBMIT APPLICATION**.
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.
14. Process your payment and wait to hear back from Engineering Division Staff regarding acceptance of your application and issuance of your permit.