

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

1. Go to: <https://viewpermit.glastonbury-ct.gov/preloginviews/loginpage.aspx?tid=7>
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.

On-line Permit Center  
Town of Glastonbury, CT  
2155 Main Street . Glastonbury, CT 06033 . (860) 652-7710



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## Sign In

Email Address / User ID

Password

Log In

Forgot your password?  
Enter your email address  
above then [click here](#)

**Don't have an account?**  
[Click here to register](#)

We recommend using the following browsers:  
Microsoft Internet Explorer 11 or higher, Mozilla Firefox,  
Google Chrome, and Apple Safari

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

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stephen.braun@glastonbury-ct.gov (Home Owner) 

What would you like to do?



4. Select **SEWER**

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Select Application Type



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5. Input the **Work Address**

The screenshot shows the top navigation bar with a home icon on the left and the user email 'stephen.braun@glastonbury-ct.gov (Home Owner)' on the right. Below the navigation bar, the text 'Select Address' is displayed. There are two input fields: the first is labeled 'Enter house number and street name to begin your application' and the second is labeled 'Apt # / Unit #'. A red oval highlights the 'Select Address' text and the first input field.

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.

The screenshot shows a dropdown menu titled 'Select type of work being done'. The menu is open, showing options: 'Please Select', 'Please Select', 'New Sewer Connection', 'Sewer Disconnection', 'Sewer Pump System Construction / Repair', and 'Sewer Repair / Alteration'. The 'Sewer Repair / Alteration' option is highlighted in blue. To the right of the dropdown menu is a checkbox labeled 'Is this part of an active project?'. Further to the right is a grey button labeled 'Start Application'. A red oval highlights the dropdown menu, and another red oval highlights the 'Start Application' button.

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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.

<b>Occupancy Type</b> Municipal	<b>Building Type</b> Please Select	<b>Permit for</b> New Sewer Connection			
<b>Description of Work</b> <input type="text"/>					
<b>Project Cost</b> \$ <input type="text"/>					
<b>Owner Name</b> GLASTONBURY TOWN OF	<b>Address</b> PO BOX 6523	<b>City</b> GLASTONBURY	<b>State</b> CT	<b>Zip</b> 06033-6523	<b>Phone No.</b> <input type="text"/>
<b>Agent Name</b> Steve Braun	<b>Address</b> 2155 Main Street	<b>City</b> Glastonbury	<b>State</b> CT	<b>Zip</b> 06033	<b>Phone No</b> (860) 652-7743
<b>No of Units</b> 0	<b>Date Connected</b> 3/19/2020				

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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. The click **NEXT**.

1 Step 1 Property Info

2 Step 2 Contractor

3 Step 3 Flow Calculation

4 Step 4 Fixtures

5 Step 5 Documents

6 Step 6 Preview

Sewer Permit Application at 2155 MAIN ST

Contractor Name or License (4 characters minimum)

Applicant doing work

Tip: Having a hard time locating your license? try searching by your license number (numbers only)

1 Step 1 Property Info

2 Step 2 Contractor

3 Step 3 Flow Calculation

4 Step 4 Fixtures

5 Step 5 Documents

6 Step 6 Preview

Sewer Permit Application at 2155 MAIN ST

Contractor Name or License (4 characters minimum)

Town of Glastonbury Highway Dept.

Applicant doing work

Tip: Having a hard time locating your license? try searching by your license number (numbers only)

Available Licenses (Click assign to select a license)

Type	License No	Expiration Date	
Assign	TOGROW	2020-01	12/31/2021

Assigned Contractor Information

Name	DBA	License Type	License No	Expiration
Remove	Town of Glastonbury Highway Dept.	TOGROW	2020-01	12/31/2021

Prev

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Next

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FOR SEWER PERMITS  
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9. **Step 3 Flow Calculations can be skipped,** just select **NEXT**

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**1 Step 1** Property Info  
**2 Step 2** Contractor  
**3 Step 3** Flow Calculation  
**4 Step 4** Fixtures  
**5 Step 5** Documents  
**6 Step 6** Preview

Sewer Permit Application at 2155 MAIN ST

EstablishmentType: Not Applicable  
Pipe Size: 0

Sites	Required Daily Flow	Provided Daily Flow	Pipe/Trench Length
0	0	0	0

Prev Next

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10. **Step 4 Fixtures can be skipped**, just select **NEXT**

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**1 Step 1** Property Info  
**2 Step 2** Contractor  
**3 Step 3** Flow Calculation  
**4 Step 4** Fixtures  
**5 Step 5** Documents  
**6 Step 6** Preview

Sewer Permit Application at 2155 MAIN ST

Location/Floor: Please Select  
Fixture: Please Select  
Number: 1  
Add Fixture

Prev Next

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11. Upload a diagram or sketch of the proposed work using the + button to select the documents and then select **NEXT**

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**1 Step 1** Property Info | **2 Step 2** Contractor | **3 Step 3** Flow Calculation | **4 Step 4** Fixtures | **5 Step 5** Documents | **6 Step 6** Preview

Sewer Permit Application at 2155 MAIN ST

Attach Documents / Photos

202033620941_Vi ewpermit Online Set Up.pdf	20203393259_Vie wpermit Online Set Up.pdf	20203454603_Vie wpermit Online Set Up.pdf
Sat Mar 28 2020	Sat Mar 28 2020	Sat Mar 28 2020

Prev | Powered by **ViewPermit** | Next

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12. Review all of the information that was submitted by scrolling to the bottom of the page, and then select **SUBMIT APPLICATION**.

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1 Step 1 Property Info  
2 Step 2 Contractor  
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6 Step 6 Preview

Sewer Permit Application at 2155 MAIN ST

Please take a moment to review the information below, then click the submit button.

Submit Application

**STEP 1: PROPERTY INFORMATION**

OccupancyType	BuildingType	PermitFor			
Not Applicable	Not Applicable	Sewer Repair / Alteration			
Owner Name	Address	City	State	Zip	Phone#
GLASTONBURY TOWN OF	PO BOX 6523	GLASTONBURY	CT	06033-6523	
Agent Name	Address	City	State	Zip	Phone#
Steve Braun	2155 Main Street	Glastonbury	CT	06033	(860) 652-7743
No of Units	Date Contacted				
0	3/25/2020				

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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.

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**Way to go! Your application was successfully submitted to the Town of Glastonbury**

Please take a moment to rate your experience.



Your brand new application tracking number is **TWW-20-13**  
Please use this number as a reference to your application.

You will be notified via email once your application has been reviewed and accepted by the appropriate department.

You can print a copy of your application by [clicking here](#).

Please note that your permit will not be issued until a payment of **\$35** has been submitted to Town of Glastonbury

Click on the home icon on the top left of this page to go back to your dashboard.

Click the 'Pay Now' button below to submit your payment.

**Pay Now \$**      **Return To Dashboard**

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14. Process your payment and wait to hear back from Engineering Division Staff regarding acceptance of your application and issuance of your permit.

## On-line Permit Center

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<b>2155 MAIN ST, GLASTONBURY, CT</b>		Permit # <b>TRO-20-77</b>
Permit Fee	<b>\$35.00</b>	Total Amount Due <b>\$35.00</b>
Additional Fees	+ \$0.00	
Total Fee	\$35.00	
Amount Paid	-\$0.00	
Amount Due	\$35.00	

**Select a payment method below**

Pay with Credit Card





Pay with PayPal Account

Make a Credit Card or E-Check payment using an existing PayPal account.