

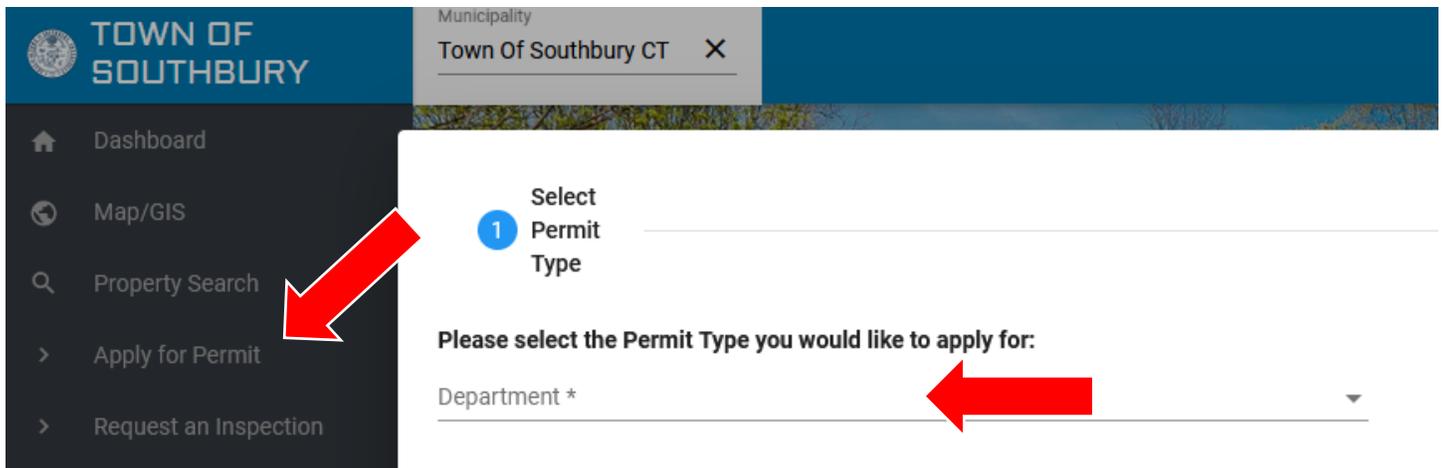
HOW TO USE SOUTHBURY ONLINE PERMIT SYSTEM

1. Go to <https://citysquared.com/#/app/map/SouthburyTownCT>
2. Log in or register for an account by clicking Login/Register button.

IMPORTANT – You must have an account to use Southbury Online Permitting System. When you register for the account, you will receive a confirmation email to finish registration – you will not be able to proceed until you click the activation link in that email.



3. Once logged in, go to **Apply for Permit** on the left-hand side of your screen. From there, select the appropriate **Department** and then the appropriate **Permit Type**.



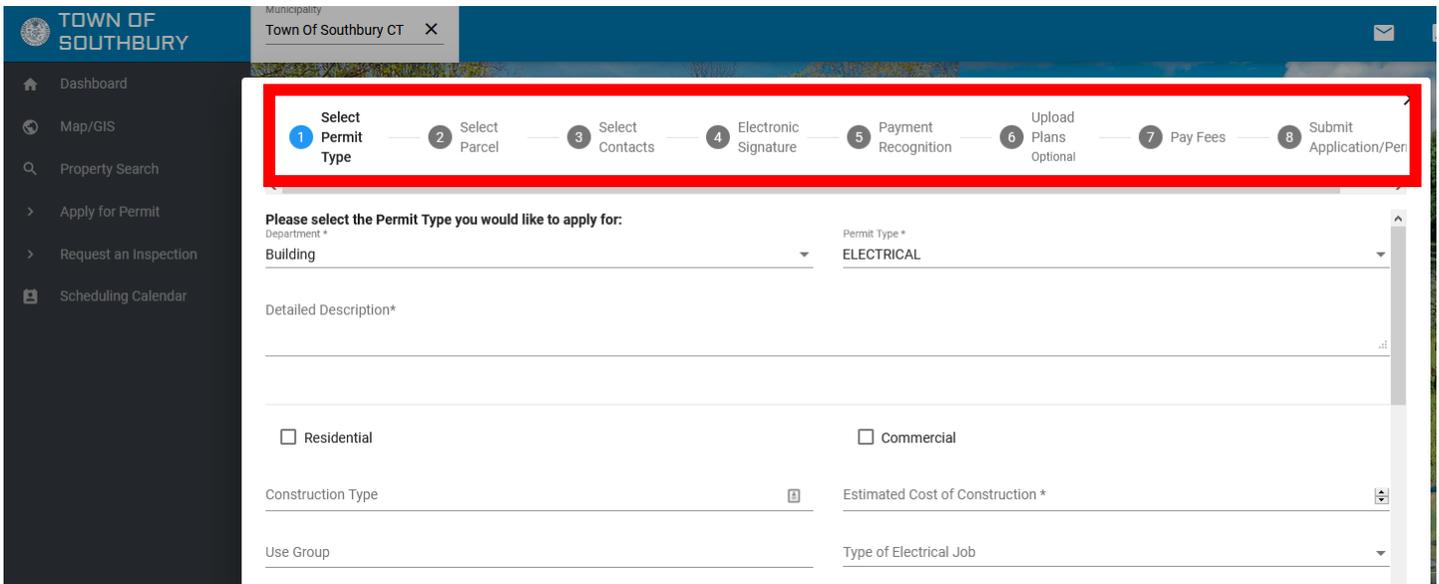
Please select the Permit Type you would like to apply for:

Department *

Building

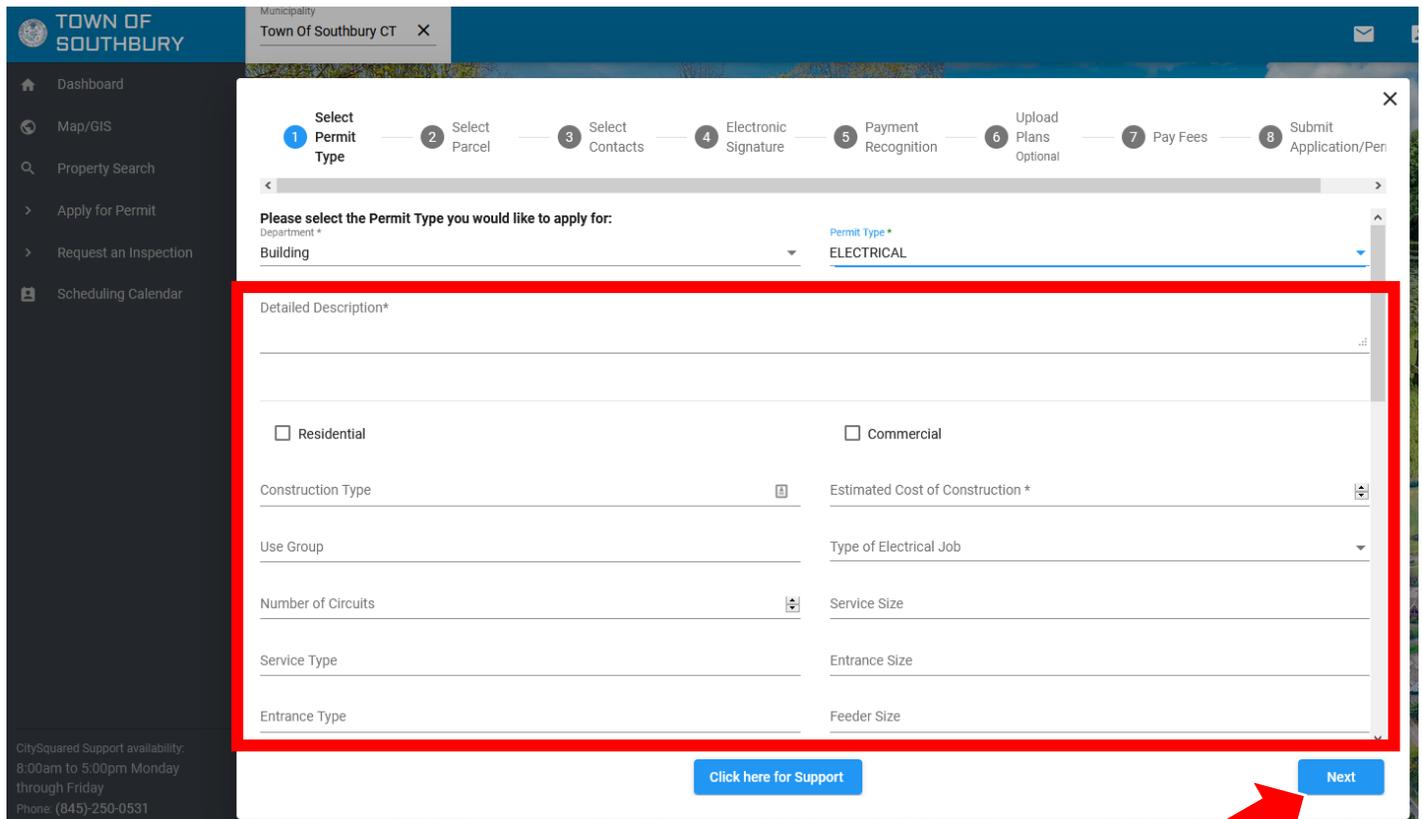
Permit Type *

4. The steps required to complete the application are seen at the top of the screen.



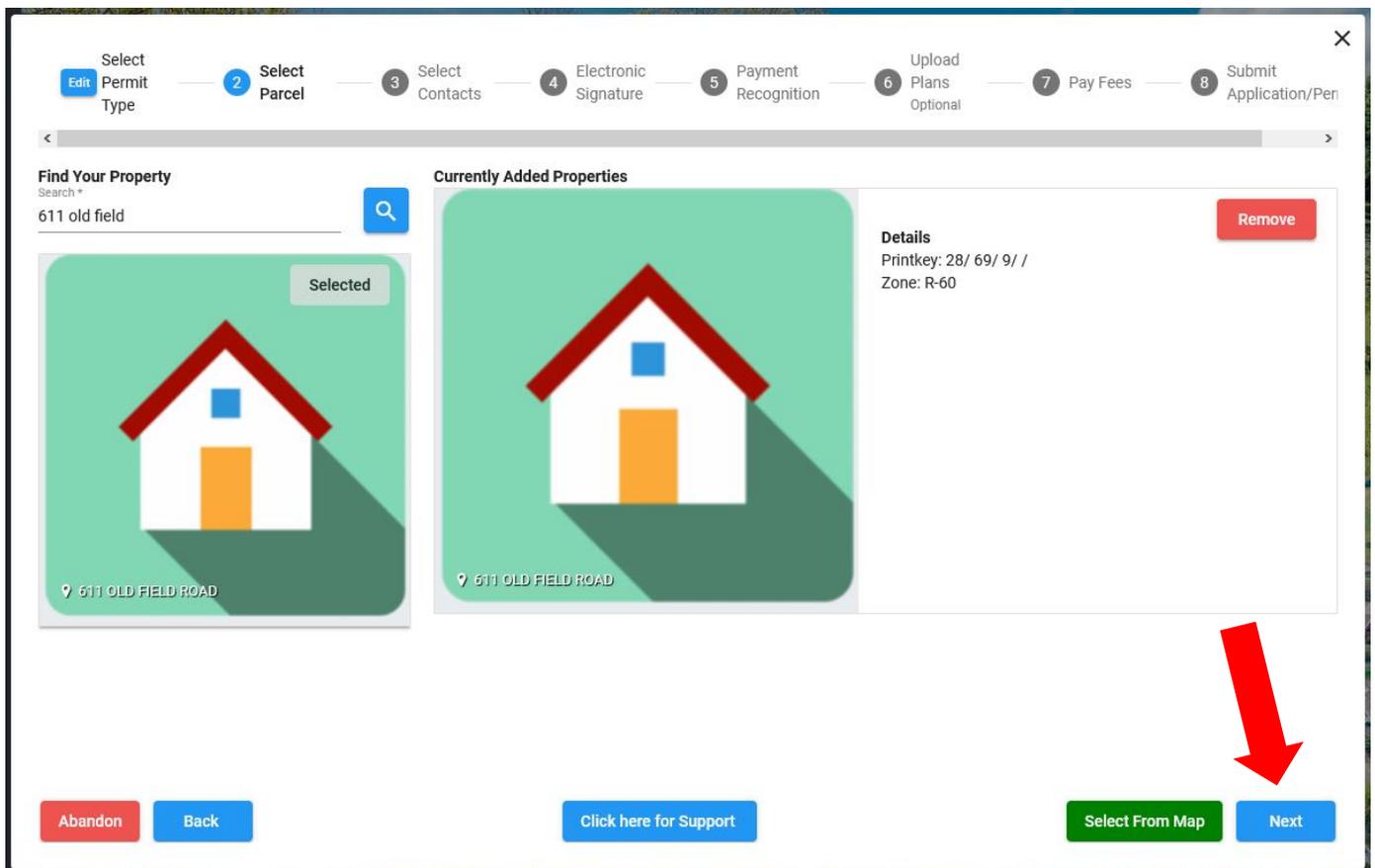
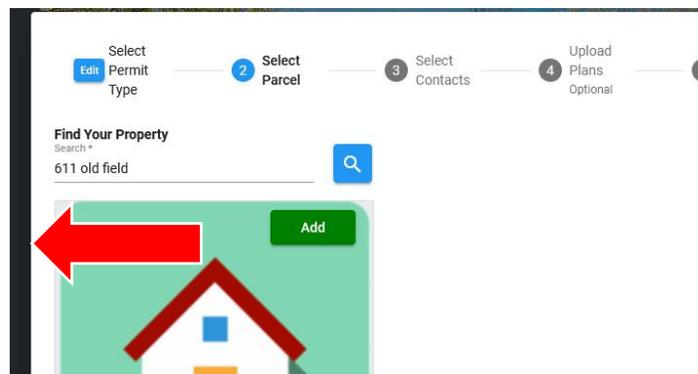
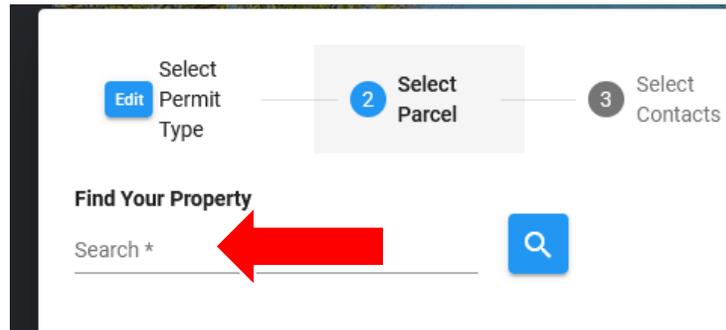
5. Fill out the fields.

NOTE - After selecting the appropriate permit type, you will see fields related to that permit type. All fields with an asterisk (*) are required. But not filling out the other fields that apply to you may delay your permit. Once all the appropriate fields are filled out, click **Next**.



6. Select Parcel

On the **Select Parcel** step, search your parcel address, select **Add** and click **Next** when you are done.



7. Select Contacts

In this step, your user information will automatically populate, as well as the owner's information. Please select the appropriate contact as the applicant. If you need to add a contact select **Local Result** or **State License Result**, find the contact name and add them onto the application. Click on **Next** to move on.

Find Your Contacts

Local Results(862) State License Results(0)

Search * Southbury

TOWN OF SOUTHBURY
501 MAIN STREET SOUTH

Add

TOWN OF SOUTHBURY
501 MAIN STREET SOUTH

Add

TOWN OF SOUTHBURY
501 MAIN STREET SOUTH

Add

Abandon Back

Click here for Support

Next

Create Contact

Currently Added Contacts

Remove Edit

NAME OF CONTACT
ADDRESS OF CONTACT
email@email.com
Select Role *
Additional Owner Is Applicant

Remove

SOUTHBURY TOWN OF
501 MAIN ST SO
Select Role
Owner Is Applicant

8. Electronic Signature

Certify that you are the appropriate party to apply for the permit. Make sure all capitalizations match exactly. Select **Next** to move on.

Select Permit Type Edit

Select Parcel Edit

Select Contacts Edit

4 Electronic Signature

5 Payment Recognition

6 Upload Plans Optional

7 Pay Fees

8 Submit Application/Per

By entering your name or the name of the company you represent below, you are certifying that all previous information stated is correct to the best of your knowledge and that you are the property owner or have permission from the property owner to apply for this Permit.

Please enter the following name **John Doe**:

Enter the name exactly as it appears above

9. Payment Recognition

Check the **I Agree** to agree with the statement.

The screenshot shows a progress bar at the top with steps: 1. Select Permit Type, 2. Select Parcel, 3. Select Contacts, 4. Electronic Signature, 5. Payment Recognition (highlighted), 6. Upload Plans Optional, 7. Pay Fees, 8. Submit Application/Permit. Below the progress bar, a statement reads: "I understand that submitting this application and making this estimated payment does NOT mean I have a valid permit and that, upon review of this application there may be additional information and fees required." Below the statement is a checkbox labeled "I Agree." which is currently unchecked.

10. Upload Plans (Optional)

If necessary, upload plans. Click on the box that says **Drag and Drop or click here to upload**. Your file explorer will open: select the appropriate document and double-click it to upload the file. You can also drag and drop files onto this screen. Once the file is uploaded, click **Next** to move on.

The screenshot shows the progress bar with step 6, "Upload Plans Optional", highlighted. Below the progress bar, the text reads: "You may also bring your plans into our office." followed by "Allowed file types: DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, DXF, CSV, XLS, XLSX, XLSM, XLSB". A large dashed box contains the text "Drag and Drop or click here to upload" with a red arrow pointing to the right.

The screenshot shows a file explorer window with a document named "new home plans.docx" selected. A red arrow points from the document icon to the "Drag and Drop or click here to upload" box in the previous screenshot. Another red arrow points from the "Next" button in the previous screenshot to the "Next" button in this screenshot. The "Next" button is highlighted in blue.

10. Pay Fees

Please put in your credit card information or your e-check information.

There is a **Pay in Office** checkbox at the bottom left where you can submit your application but come into the office to pay your fee by cash or check. (NOTE: cash over \$50 cannot be accepted.)

Select Permit Type — Edit — Select Parcel — Edit — Select Contacts — Edit — Electronic Signature — Edit — Payment Recognition — Edit — Upload Plans Optional — **7 Pay Fees** — 8 Submit Application/Permit

Please pay your application fee, you will be notified when your permit is approved.

Calculated fees

Fee type	Comments	Amount
Mechanical Fee		Amount* 1000 \$50.00

Total: \$50.00

Credit Card | Electronic Check

AMERICAN EXPRESS DISCOVER MASTERCARD VISA

Card number*

Month* Year* CVV*

*Last 3 digits on the back of your credit card (4 digits on the front, above your credit card number for American Express)

Billing Name*

Billing Postal Code*

Calculate Convenience Fee

Pay in office

Abandon Back Click here for Support Next

11. Submit Application/Permit

Review the information on this page and click on the **Submit** button to submit the application to us.

Select Permit Type — Edit — Select Parcel — Edit — Select Contacts — Edit — Electronic Signature — Edit — Payment Recognition — Edit — Upload Plans Optional — Edit — Pay Fees Optional — Edit — **8** 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 ▾

Fees ▾

[Abandon](#) [Back](#) [Click here for Support](#) [Submit](#)

12. Your application is now submitted. We will review it and reach out to you if we need any more information or have any questions.