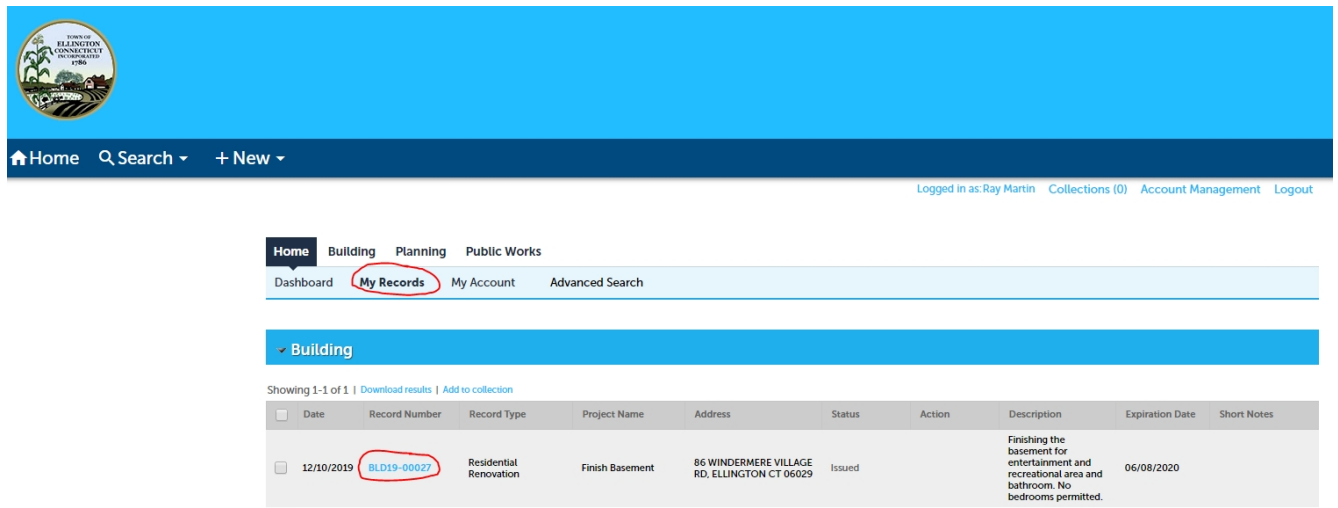


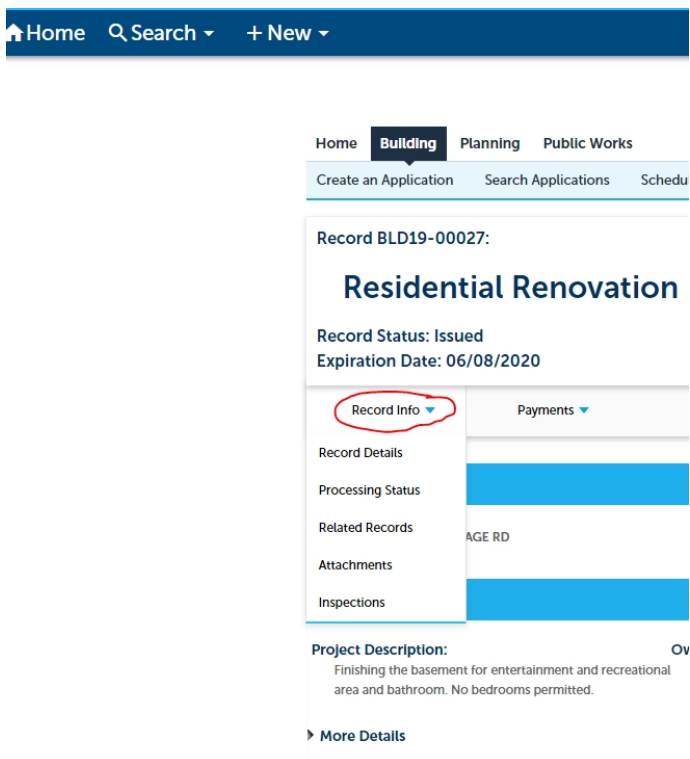
Once you are logged in, any record you are associated with is found under the “My Records” tab. You would select the hyperlinked record number to enter the permit record.



The screenshot shows the top of the Ellington Connecticut website. The header is blue with the town seal on the left and navigation links: Home, Search, and New. Below this is a secondary navigation bar with links: Home, Building, Planning, Public Works, Dashboard, My Records (circled in red), My Account, and Advanced Search. The 'Building' tab is selected, showing a sub-header 'Building' and a table of records. The table has columns: Date, Record Number, Record Type, Project Name, Address, Status, Action, Description, Expiration Date, and Short Notes. One record is shown with the Record Number 'BLD19-00027' circled in red.

Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
12/10/2019	<a href="#">BLD19-00027</a>	Residential Renovation	Finish Basement	86 WINDERMERE VILLAGE RD, ELLINGTON CT 06029	Issued		Finishing the basement for entertainment and recreational area and bathroom. No bedrooms permitted.	06/08/2020	

Once in the permit record, you will have options under the “Record Info” tab/pull down.



The screenshot shows the details for record BLD19-00027, titled 'Residential Renovation'. The record status is 'Issued' and the expiration date is '06/08/2020'. A dropdown menu is open for 'Record Info' (circled in red), showing options: Record Details, Processing Status, Related Records, Attachments, and Inspections. To the right of the dropdown is a 'Payments' section. Below the dropdown, the 'Project Description' is shown: 'Finishing the basement for entertainment and recreational area and bathroom. No bedrooms permitted.' A 'More Details' link is at the bottom.

Record BLD19-00027:

## Residential Renovation

Record Status: Issued  
Expiration Date: 06/08/2020

**Record Info** ▼ Payments ▼

- Record Details
- Processing Status
- Related Records
- Attachments
- Inspections

**Project Description:** Finishing the basement for entertainment and recreational area and bathroom. No bedrooms permitted.

► More Details

The “processing status” selection will show where in the process the application is. If you select the arrows/+’s next to the items, you can view what departments and users are reviewing and their comments.

[Home](#) **Building** [Planning](#) [Public Works](#)

[Create an Application](#) [Search Applications](#) [Schedule an Inspection](#)

Record BLD19-00027:

## Residential Renovation

Record Status: Issued  
Expiration Date: 06/08/2020

Record Info ▾

Payments ▾

### Processing Status

✔ ▾ Application Submittal

Due on 12/11/2019, assigned to GM

☐ Marked as Accepted - Plan Review Req on 12/10/2019 by GM

Comment: taxes ok

Due on 12/11/2019, assigned to GM

Marked as Tax Clearance on 12/10/2019 by GM

✔ ▶ Plans Distribution

Fire Review

✔ ▶ Planning Review

Arborist Review

Public Works/WPCA Review

Health Review

🔥 ▶ Building Review

✔ ▶ Plans Coordination

✔ ▶ Permit Issuance

🕒 ▶ Inspection

Certificate of Occupancy/Approval

The “related records” selection will show if there are any other permits associated with this project. If you select the “view” hyperlink, it will bring you to that permit record.

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**Record BLD19-00027:**  

## Residential Renovation

**Record Status:** Issued  
**Expiration Date:** 06/08/2020

[Record Info](#) [Payments](#)

**Related Records**

[View Entire Tree >](#)

Record Number	Record Type	Project Name	Date	View
BLD19-00027	Residential Renovation	Finish Basement	12/10/2019	<a href="#">View</a>
BLD19-00028	Residential Plumbing	Plumbing	12/10/2019	<a href="#">View</a>
BLD19-00029	Residential Electrical	Electrical	12/10/2019	<a href="#">View</a>
BLD19-00030	Residential Mechanical	Mechanical	12/10/2019	<a href="#">View</a>

The “attachments” selection will show any documents that have been uploaded to this project. This is where your uploaded attachments would be and this is also where you would find the issued permit and final certificate. You would select the hyperlinked document name to view. Note that any documents shown that are not hyperlinked would be part of a related record and you would have to go to that specific record to view.

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[Create an Application](#) [Search Applications](#) [Schedule an Inspection](#)

**Record BLD19-00027:** [Add to collection](#)

**Residential Renovation**

**Record Status:** Issued  
**Expiration Date:** 06/08/2020

[Record Info](#) [Payments](#)

**Attachments**

The maximum file size allowed is 100 MB.  
html;htm;mhtml;txt are disallowed file types to upload.

Name	Record ID	Entity Type	Type	Size	Latest Update	Action	Record Type	Entity
<a href="#">AA_Receipt_Template_20191210_094622.pdf</a>	BLD19-00027	Record	Document	82.94 KB	12/10/2019	<a href="#">Actions</a>	Residential Renovation	Residential Renovation - BLD19-00027
<a href="#">BLD\Permit_20191211_141648.pdf</a>	BLD19-00027	Record	Permit	110.55 KB	12/11/2019	<a href="#">Actions</a>	Residential Renovation	Residential Renovation - BLD19-00027
<a href="#">86 Windermere Village Rd.pdf</a>	BLD19-00027	Record	Plans	327.89 KB	12/12/2019	<a href="#">Actions</a>	Residential Renovation	Residential Renovation - BLD19-00027
<a href="#">AA_Receipt_Template_20191210_095748.pdf</a>	BLD19-00028	Related	Document	82.90 KB	12/10/2019	<a href="#">Actions</a>	Residential Plumbing	Residential Plumbing - BLD19-00028
<a href="#">BLD\Permit_20191211_142047.pdf</a>	BLD19-00028	Related	Permit	110.51 KB	12/11/2019	<a href="#">Actions</a>	Residential Plumbing	Residential Plumbing - BLD19-00028

The “inspections” selection will show any completed inspections with their associated comments/details. This is also where you can schedule your upcoming inspections. You start by selecting the hyperlink and then follow the prompts that will guide you through the process.

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[Create an Application](#) [Search Applications](#) [Schedule a](#)

**Record BLD19-00027:**

## Residential Renovation

**Record Status:** Issued  
**Expiration Date:** 06/08/2020

[Record Info ▼](#) [Payments ▼](#)

**Inspections**

**Upcoming**  
[Schedule or Request an Inspection](#)  
*You have not added any inspections.  
Click the link above to schedule or request one.*

**Completed**  
*There are no completed inspections on this record.*