

DETAILED ONLINE PERMITTING INSTRUCTIONS



The following instructions might be helpful, and can be printed.

The first screen has a series of drop down boxes which need to be filled in. The first box allows you to select the "Street Name" of the address where the work is to be performed.

Once the Street Name has been selected, please WAIT.

The page will automatically refresh itself. Once it has refreshed (it takes a couple of seconds to refresh, depending on the speed of your connection), you can now click on the "Street No." box and select the actual house or property number from the drop down list which appears.

Due to the fact that there are condos and apartment buildings in the Town which share the same street address, there is an additional drop down called "Map No" which shows the Parcel ID(s) for that specific address. Although this feature is being further refined, this should allow you to find your specific property or unit, in the case of a condo or an apartment building.

Once the "Map No" has been selected, the page will again automatically refresh itself, and the remaining fields under the "Owner" will automatically be pre-filled by the software program. IF THE OWNER'S

INFORMATION IS NOT CORRECT, PLEASE GO BACK TO THE
BUTTON NEXT TO "Street Name" WHICH SAYS "

No Street Address/ New Owner", CLICK ON IT AND MANUALLY
ENTER YOUR INFORMATION.

If you are a contractor, and working on behalf of the property owner,
please enter your own name and telephone number and e-mail address
under "APPLICANT/ AGENT"

Now select the type of Permit you wish to apply for and click the "Next"
button. This will take you to the application for the type of Permit you
have selected. Please fill this in and submit. You will receive an email
confirming the receipt of your application.