

# TOWN OF MANSFIELD

860-429-3324

BLDGDEPT@MANSFIELDCT.ORG



## ON-LINE BUILDING PERMIT PORTAL

[mansfield.onlinegovt.com](http://mansfield.onlinegovt.com)

**\*\* Make sure the pop up blocker is off.**

**(This is found in the URL line to the right or in your settings)**

### IF YOU HAVE NOT PREVIOUSLY REGISTERED:

Click on the Register Tab on the Home Page, upper right side.

- a. When entering phone numbers, do not use dashes, enter numbers only.
- b. After registering, you must activate your account through your email address.

### AT THE MAIN SCREEN, LOG IN:

1. Click Apply for Permit.
2. Click Residential Or Commercial.
3. Click Box to accept the certification terms.
4. Start entering the address. This will auto populate and you can choose the correct address.
5. Check the applicant information. You may add additional applicants.
6. Enter Description of Work. Remember to **scroll down on the right side** to continue and complete the application.
7. Payment Screen: **You must either print a fees estimate to mail in a check or pay by credit card to complete the permit application process.**
  - a. You can print your application for your records. If you print an application, click the 1<sup>st</sup> tab that will take you back to your application. If you exit, your permit application will not go through.
  - b. You may pay by credit card. Click Credit Card and follow payment information.
  - c. Mailing in a check: You must print a fees estimate. If you print an estimate to mail in a check, please be advised that permits are not approved until reviewed and fee is received in our office.
8. To attach documents:
  - a. Finish entering permits
  - b. Go to Case Status
  - c. Enter address of permit to attach documents.
  - d. Click Documents Tab
  - e. Choose File & Upload
9. Once the permit has been approved, you will receive an email or a permit card via mail of the inspections required. You can also log in and check the status of your application(s).