

Steps for filing a building permit by email

1. Complete the proper permit application form. [Click here](#) for the forms/applications. Be sure to fill out both sides of the form. [If you are not sure which form to use email bldgpermitapplications@greenwichct.org to ask].
2. Complete Workman's Compensation form which is required to be signed by the person indicated as the "permit holder" on the permit application form.
3. Email these 2 documents to bldgpermitapplications@greenwichct.org
4. Building Division staff will review your application to insure it is completed properly.
 - If it is lacking information it will be emailed back to you to complete.
5. Once your application is complete staff will fill out a permit **sign-off sheet** and email it back to you along with copies of your application form.
 - This sheet will indicate which Town departments you will need to contact to gain their approval prior to filing your building permit application. Those departments will have a check mark next to their name.
 - You as the applicant will be responsible for obtaining these **sign-offs** either by having the department sign the sheet or by obtaining an email from them indicating their approval by shared email to bldgpermitapplications@greenwichct.org
 - An appointment may be needed with some departments to obtain their approval / sign-off. Contact each department for instructions on how to gain their sign-off by emailing your entire application to each of the checked off Town departments.

Contact information for these departments are as follows:

1. Zoning Enforcement Office – Jodi.couture@greenwichct.org
2. Environmental Health - ehealth@greenwichct.org
3. Sewer, DPW – sewer@greenwichct.org
4. Highway, DPW – highway@greenwichct.org
5. Inland Wetlands and Watercourse – wetlands@greenwichct.org
6. Tax Collector - Contact by phone at 203-622-7891

Once you notify our staff by email to bldgpermitapplications@greenwichct.org that you have obtained all the indicated **sign-offs** email **your entire application package including all Town department sign-offs** back to bldgpermitapplications@greenwichct.org.

Note: if sign offs are in email form and not on the sign off sheet please include copies of those emails in the final submission even if they are copied to us.

You will then be directed to do the following:

1. Mail a check for the permit fee. Staff will inform you of the correct permit fee in the email and the mailing address.
2. Directed to pay the fee by credit card.

DO NOT MAIL ANY CHECKS FOR PERMIT FEES FOR YOUR APPLICATION UNTIL YOU ARE INSTRUCTED TO DO SO BY EMAIL