

Steps for filing a Highway permit by email

Only 1 digital copy needed instead of 5 paper copies

1. Complete the permit application form. [Click here for the forms/applications.](#)
 - Under description of work please do not write “new construction”. Be specific: driveway, water, electric, etc.
2. Include 1 copy of plans/details (as 1 PDF) and 1 copy of drainage summary report [if required (as 1 PDF)]
 - All information regarding requirements and responsibilities of the permittee can be found on the [highway-permit page](#)
3. Email the appropriate documents in separate PDF's but in the **same** email to highway@greenwichct.org
 - Please make the subject of the email “Highway Permit- Address”
4. Highway Division staff will review your application to insure it is completed properly.
 - If it is lacking information you will be contacted for completion.
5. Once we receive your application it will be sent to the various departments involved for sign off. This review process takes approximately 7- 10 business days.
6. Our staff will notify you (via email) of the approval or denial of your application.

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