

Step 01 – Complete an Application using PC

Revised 4/20/24

1. Log into mgoconnect.org Select Customer Portal



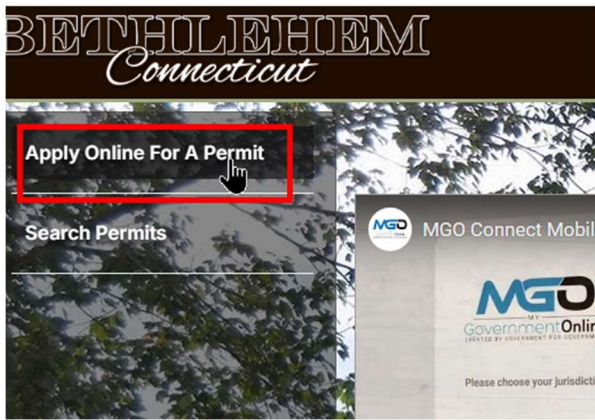
2. Fill in the State (Connecticut), and the Jurisdiction (Bethlehem) and then Go.

3. Select Login to access your account



4. Enter your credentials and Login, if you don't have an account Click New Account.

5. Select Apply Online for a Permit



6. Select Permit


Please select a project type


Permit 

7. Select the type of Permit choose

- a. Get Started with a New Application if you're just starting a major project that will require multiple permits or you have a standalone permit
- b. Submission to an Existing Project if you're taking out a second permit for a major project, such as an Electrical Permit for a new construction

Do you want to use an existing project?

Get Started on A New Application 

Submission to an Existing Project 

At this point in the document the instructions split. Skip to the section that you need Get Started on A New Application, or Submission to an Existing Project.

Get Started with A New Application

1. Select Building Application Permit

Please select an application type

Building Permit Application

Click here if you would like to preview the application questions prior to beginning the online application. The application preview is intended as a resource that will allow you to become acquainted with the required questions that will be asked once you begin the online application. Please do not submit the application preview document to the jurisdiction. When you are ready to proceed, click the "→" button below to begin the online application.



2. Enter the full address where the work will be performed. Fields with the * are required.

Building Permit Application

Address

Enter Address or Location

Address *

City *

State *

CT - Connecticut



Zip Code *

← Back

→ Next

3. Click Next when completed



4. Complete the applicant page. Note that the information here will be populated with the information you entered when you created your MGO account if this is not correct edit the information that is correct.

Building Permit Application

Applicant* Property Owner* Contractor*

Personal Information

First Name *

Last Name *

Suffix

Business Name *

Mailing Address

Address *

City *

State *

Zipcode *

Contacts

Email *

Home Phone

Cell Phone *

Work Phone

← Back

→ Next

- When you've completed the Applicant Tab, **(do not Click Next)** update the Property Owner tab by Clicking on it.

Building Permit Application



- If the Property Owner Tab is the applicant, then click the little box in the upper left-hand corner and the information will be copied from the Applicant tab, otherwise complete the required fields

Building Permit Application

Applicant* **Property Owner*** Contractor*

Copy From Applicant

Personal Information

First Name* Last Name* Suffix

Business Name

Mailing Address

Address* City* State* Zipcode*

Connecticut

Contacts

Email*

Home Phone Cell Phone* Work Phone

← Back → Next

- When you've completed the Property Owner Tab, **(do not Click Next)** update the Contractor tab by Clicking on it.

Building Permit Application



- If the Contractor is the applicant, then click the little box in the upper left-hand corner and the information will be copied from the Applicant tab, otherwise complete the required fields

Building Permit Application

Applicant* Property Owner* **Contractor***

Copy From Applicant

Personal Information

First Name* Last Name* Suffix

Business Name*

Mailing Address

Address* City* State* Zipcode*

Connecticut

Contacts

Email*

Home Phone Cell Phone* Work Phone

← Back → Next

- When you've completed the Contractor tab Click Next



10. Enter a detailed description of the work to be performed

Building Permit Application

Detailed Description of Project *



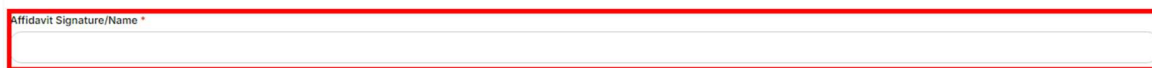
11. Read the affidavit statements, Click both boxes and enter your name

Affidavit *

I am aware that this is only an Application for the work described, and that I am not authorized to proceed with the project until such time as a Permit has been issued by the Building Official.

I hereby certify that the proposed work shall conform to the Connecticut State Building Code and all other codes as adopted by the State of Connecticut, the municipal ordinances, and the municipal zoning regulations. I further attest that I am authorized to make application for a Permit for such work as described above.

Affidavit Signature/Name *



12. Click the downward arrow and select the type of Permit desired

Type of Work *

Select Option

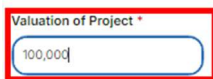
- Addition (Commercial)
- Addition (Residential)
- Alteration/Renovation (Commercial)
- Alteration/Renovation (Residential)



13. Enter the value of the work to be done on this permit

Valuation of Project *

100,000




14. When you've completed all of the boxes Click Next




15. If you have electronic versions of the plans, insurance policy, contractor's licenses, please upload them here. Please note that hardcopies of prints will still need to be provided to the Building Office.

Building Permit Application

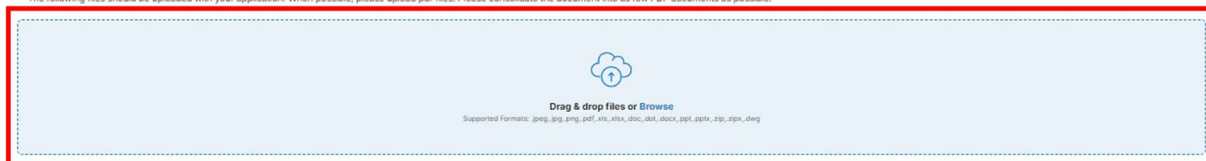


Please wait for the files to finish uploading before proceeding to the next step

The following files should be uploaded with your application. When possible, please upload pdf files. Please consolidate the document into as few PDF documents as possible.

 Drag & drop files or Browse

Supported Formats: .jpeg, .png, .pdf, .xls, .xlsx, .doc, .docx, .ppt, .pptx, .zip, .zipx, .dmg



16. When you've completed uploading Click Next



17. When you're ready to submit Click Submit



18. You're now complete Click Close

Confirmation: Online Request Received

Bethlehem has successfully received your online request. It has been assigned the request number: 2087011.

Please Note:

- **Editing Your Request:** Currently, you cannot edit your request. If the jurisdiction requires any changes, they will return the request to you with a request for modifications.
- **Tracking Your Request:** To check the status and review your request details, please click the "Review Request" button below. Alternatively, you can access this information by selecting the "Projects" link in the top menu bar.
- **Next Steps:** You will be notified via email and receive an alert within the Projects Dashboard once the jurisdiction has processed your request.

REVIEW REQUEST



Submission to an Existing Project

1. Select which type of Permit you wish to pull. The information and process is the same for all three.

Please select an application type

Electrical Add to Existing Application

Click here if you would like to preview the application questions prior to beginning the online application. The application preview is intended as a resource that will allow you to become acquainted with the required questions that will be asked once you begin the online application. Please do not submit the application preview document to the jurisdiction. When you are ready to proceed, click the "→" button below to begin the online application.



Mechanical Add to Existing Application

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Plumbing Add to Existing Application

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2. To search for the existing Project so that you can attach the new Permit to that project, fill in the Project Number or by the address.

Search by project number

OR

Search by project details

Project Name

Address

First Name

Last Name

Business Name

3. After entering the information Click Search



4. When you've found the Project Click on the arrow to select

Search results. Select a project to attach the application

Main St South - 3456 - Addition # 2024-8

Address
📍 3456 Main St South

Project Name Main St South - 3456 - Addition	Designation Residential	Work Type Addition (R)
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5. Verify that the Project is correct and Click Select

Project 2024-8 ×

2024-8


Jurisdiction: Bethlehem
Type: Building Permit
Create Date: 01/30/2024
Business: Test-Biz
Applicant: Kenneth Smith
Physical Address: 3456 Main St South
Mailing Address: 344 Carriage Dr
Lot Number:
SubDivision:
Work Type: Addition (R)
Square Footage:
Description:

6. Enter in the information for the Electrical Contractor.

 **Personal Information**

First Name * Last Name * Suffix

Business Name *

 **Mailing Address**

Address * City * State * Zipcode *

 **Contacts**

Email *

Home Phone Cell Phone * Work Phone

7. Once the information has been entered Click Next



8. Enter a detailed description of the work to be performed

Building Permit Application

Detailed Description of Project *



9. Enter the value of the work to be done on this permit

Valuation of Project *


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Affidavit Signature/Name *




11. When you've completed all of the boxes Click Next




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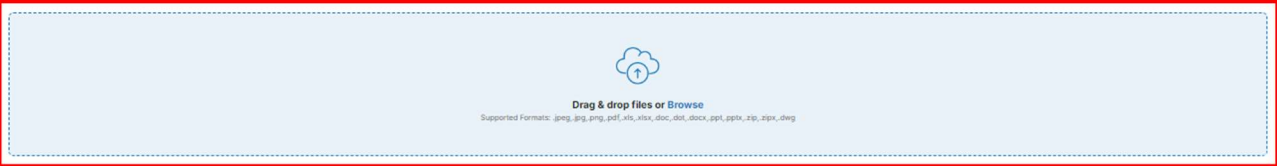
Building Permit Application



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13. When you've completed uploading Click Next



14. When you're ready to submit Click Submit



19. You're now complete Click Close

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REVIEW REQUEST

