



## *Town of South Windsor*

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### **VIEWPOINT CLOUD – ON- LINE PERMITTING**

**<https://southwindsorct.viewpoint.com>**

Please read all the following information carefully before applying for your permit online.

The first step will be creating an online profile through the system. Please see below for instructions:

1. Go to <https://southwindsorct.viewpointcloud.com/>
2. In the top right corner, click “Sign Up”
3. Click the blue button, “Sign up using Secure Portal”
4. Enter your email address (this will be your User ID) and choose a password
5. Click the blue button, “Sign Up”.
6. This will bring you back to the home screen.

Once you have an account, you can apply for the actual permit. After completing the steps above, please see below for instructions to apply for a permit:

1. Click the “Land Use”, “Building” or “Engineering” link depending on the permit you are applying for.
2. Scroll down to the permit you are applying for and choose the blue “Select” on the right.
3. Complete all applicable/required fields, complete the digital signature, attach any required documents, and submit the application.
  - a. You can choose to “Save and Exit” at any time during the process and you will not lose your work.
4. You will receive an email confirmation from View Point Cloud upon submission. You can log back in to your account at any time to monitor the progress of the permit and submit comments to town staff with any questions you may have.