

All Building & Zoning Permits are to be submitted online. Though we plan to phase out hard copies in the future, during this initial transition period and depending on the complexity of your project, you may be notified via the new system that we require a hard copy of plans be brought to our office and if required, *your permit application will be considered 'stopped' or incomplete until the requested hard copies are received.*

To submit a Building Permit electronically, please use the Public Portal:

- Go to <https://darienct.viewpointcloud.com/>
- Click on the '**Building Department**' icon. On this page, you will find forms which will assist you in the permitting process. Depending on your application type, some of these forms will be required to be filled out and uploaded. *It might then be helpful to open the next step in a new tab on your browser.*
- Click **Select** next to the permit type you wish to apply for. Read this main page for general information.
- Click **Apply Online**.
- You will be prompted to log in (if not already logged in).
 - If you have used ViewPoint previously, login with your username and password.
 - If you are new to ViewPoint, you will need to click **Sign Up** to create a username and password.
**The Town of Darien cannot recover your username or password. If you forget your password, you must click 'Don't remember your password?' to recover your login details.*
- Once logged in, you will confirm your Contact Information at **Step 1** and Choose Location Information at **Step 2**.
- Then, click **Next** to follow the steps/prompts in completing the permit application.
**Skip any "Office Use Only" fields or sections.*
- At the final step, verify that all information is correct and click **Confirm and Submit**.

Note that you can save drafts: If at any time you want to Save your permit application and come back to it before submitting, **click Save Draft and Exit** at the upper right hand of the screen. You can then view your saved drafts by clicking the **My Account** page at the top of the screen and pick up where you left off.

Once you have submitted your application, you will be taken to the main status page for that particular permit application. You can comment staff here with questions at each step and likewise, staff can comment the applicant with missing items, questions, etc.

Also here, you're able to determine where your permit application stands. You will be notified via email once payment is due and at any other step which requires action on your part. You can view all of the steps on the left hand side of the page:

- Checked **green** steps are complete
- **Blue** steps are in progress
- If the step is **gray**, it just means that step has not yet become active

You can always come back to this main status page for the permit application, and here you can:

- view your submission
- check the status of your application by looking at its progress on the left hand side
- pay fees
- submit or view comments
- view and add additional or revised attachments under "Attachments."
- add "guests" (ex. Applicant wants to add Surveyor so they can upload a survey OR Applicant wants to add homeowner to pay fee, etc.)

[You can view all of your permit applications any time by logging in and clicking **My Account** at the top of the page.](#)

To add an attachment after an application has been submitted:

After submitting your permit application online, additional documents may need to be uploaded.

For example, with many permits, this will include an **“As-Built Survey” attachment** required by the Zoning Enforcement Officer and before issuance of the Certificate of Occupancy.

You may have additional plans or miscellaneous items requested by staff to upload after your initial application is submitted.

Note: For addendums to Building Permits, you must complete a new application for [Addendums to Building Permits](#). You can NOT simply upload revised plans for approval!

- Login to ViewPoint with your ViewPoint ID and password.
- At the top of the page, click “My Account.”
- On the left side of the page, click “Applications.”
- A list of all of your applications will appear. Click the appropriate application.
- On the left side of the page, click “Attachments.”
- Here, you can manage attachments:
 - *Add your “As-Built Survey” document* by scrolling to the “As-Built Survey” attachment type and clicking upload.
 - *Add plans or documents* to a current attachment type by clicking “Action” next to the appropriate attachment type, then clicking “Upload new version.”
 - *Add new or miscellaneous attachments* by scrolling to the bottom of the attachment list and clicking “add attachment.” **If you add a miscellaneous attachment, be sure to properly title and describe the attachment. Don’t make us guess what you’ve uploaded!**