

# HOW TO LOOK UP AN APPLICATION OR PROPERTY ON OPENGOV (OUR NEW PERMITTING SYSTEM):

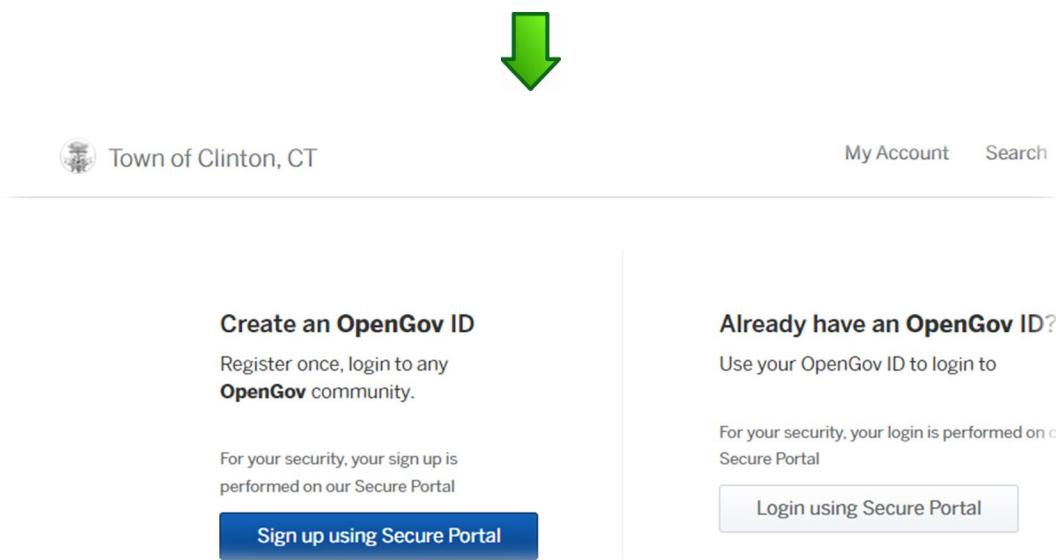
***EFFECTIVE 9/20/23 You will be required to create an account before accessing documents.***

To create an account, please use the following instructions:

- 1) Click on the link (or copy & paste the URL):

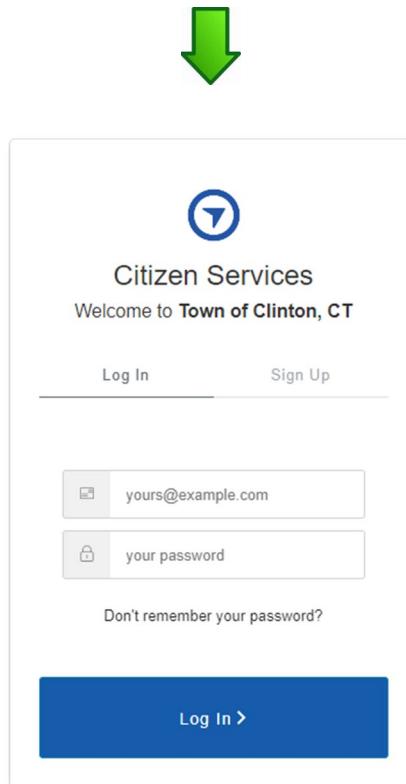
<https://clintonct.portal.opengov.com/sign-up>

- 2) After you click on the above link, this is what your screen will look like

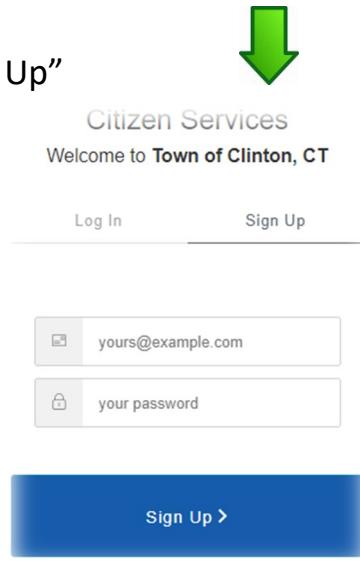


- 3) Now click on “Sign up using Secure Portal”.

(Once you click on Sign up using Secure Portal, your screen will look like this)



4) Please make sure to click on “Sign Up”



- 5) You will then need to enter your email address (**EMAIL ADDRESS IS USERNAME**)
- 6) Create a password. Kindly make sure to remember this password (or have the computer auto save it) as you will need to sign in before being able to access any records.
- 7) Click on Sign Up.

8) Click on Search



Town of Clinton, CT      My Account      Search

# How may we help?

Welcome to Clinton's Permit Portal

Search for something like "Inland Wetlands Commission Application" or "Wetland O..."

9) You may search by either LOCATION or RECORDS. Please make sure to click on either the LOCATION tab or the RECORDS tab



Town of Clinton, CT      My Account     

### Search for public records

Look up an address or a record to see activity and information

[Locations](#)   [Records](#)

Search for an address... (2-200 characters)

If you search by location, it will display all permits/application associated with the address.



Town of Clinton, CT      My Account      Search

54 East Main Street, Clinton, CT 06413

[Records](#)   [Details](#)

Records		
Record #	Record Type	Status
12325	Legacy Sign Permit	Active
AZ-23-6	Administrative ZONING PERMIT	Complete
M-22-693	Mechanical/HVAC	Complete
10140	Legacy HVAC Permit	Complete

10) Click on the record you would like displayed  
(Once you click on the record you would like to access, your screen will look like this)



Town of Clinton, CT      My Account      Search

Administrative ZONING PERMIT  
**AZ-23-6**

Applicant  
Christopher Nowell

Location  
**54 East Main Street**  
Clinton, CT 06413  
[View location details](#)

Created  
Feb 1, 2023      Status  
Complete      Expires  
--



**Details**   [Files \(4\)](#)

**Application Information**

Is the property located in any of the following:	
Aquifer Portection Area	Water Co. Watershed
--	--
Within 100' Inland Wetlands or 50' Tidal Wetlands	

**Documents**

[Admin Zoning Per](#)  
Issued Feb 6, 2023

[Ground Coverage](#)

11) To access the attachments/documents associated with the record you must click on "files"



Town of Clinton, CT

Created  
Feb 1, 2023      Status  
Complete      Expires  
--



**Details**   [Files \(4\)](#)

**Application Information**

Is the property located in any of the following:	
Aquifer Portection Area	Water Co. Watershed