

How to access Land Use, Building, Fire and/or Health records on a property

Go to the homepage of the Town website www.clintonct.org

In the upper right hand corner click on How Do I?

This is a drop down menu - go to the word **FIND**

Under **FIND** - click on Property Files

There are 2 ways to search documents.

1) **Docuphase/Trenero** system contains documents prior to June 2022.

Enter the name of street in the search bar- Use minimal letters. Don't add street or rd.

For ex: to find 158 East Main you would enter East Main, hit search and scroll down to 158.

If you see more than one listing for an address open them both/all.

The numbers at the bottom are more pages with addresses. After you have chosen an address, there may be several tabs at the top of the page and multiple pages at the bottom of the page.

The screenshot shows a search interface for the Docuphase/Trenero system. At the top, there is a search bar containing '54 East Main St' and buttons for 'Search' and 'Clear'. Below the search bar is a horizontal menu with tabs: 'Building', 'Historical Documents', and 'Legal'. The 'Legal' tab is highlighted. A red box labeled 'TABS' is drawn around the menu area. Below the tabs is a table with the following columns: 'File Name', 'Creator', 'Creation Date', and 'Size (KB)'. The table contains 10 rows of data. At the bottom of the table is a navigation bar with page numbers (1-10), a 'items per page' dropdown set to 10, and a total item count of '1 - 10 of 2117 items'. A red box labeled 'PAGES' is drawn around the page navigation area.

File Name	Creator	Creation Date	Size (KB)
00191756_M.PDF	Idemaria	2020-06-02 14:43:59	11418
00191755_M.PDF	Idemaria	2020-06-02 14:43:59	253
00189498.PDF	Idemaria	2020-06-02 14:43:59	90036
00189497.PDF	Idemaria	2020-06-02 14:43:59	86680
00401869.PDF	clintonadmin	2020-04-15 01:13:50	180
00401868.PDF	clintonadmin	2020-04-15 01:13:50	190
00401867.PDF	clintonadmin	2020-04-15 01:13:50	193
00401866.PDF	clintonadmin	2020-04-15 01:13:50	129
00401865.PDF	clintonadmin	2020-04-15 01:13:50	231
00401864.PDF	clintonadmin	2020-04-15 01:13:49	228

2) **OpenGov System for Current Permits and Documents - As of June 23, 2022**

Choose the link for the **OpenGov** system. Click on **Search** in the upper right corner – do not use the search box in the middle of the screen.

Questions:

Zoning Department 860-669-6133

Fire Marshal/Fire Chief 860-669-8131

Septic Search for Pump-out Information:

Septicsearch.com

Go to Database – Select your State

Health Department 860-661-3300 Located in Old Saybrook, CT