

# How to Use the Permit and Payment Portal

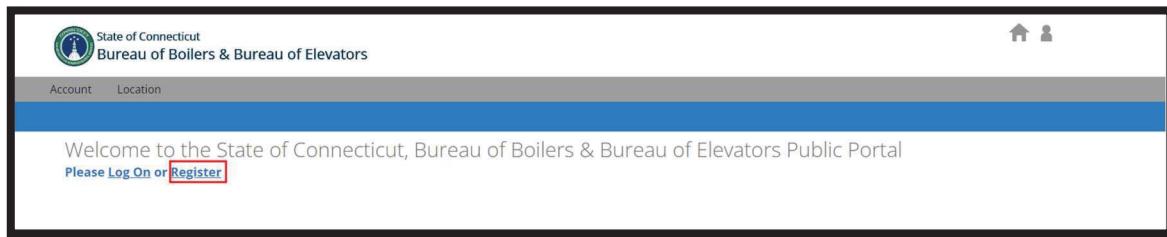
The State of Connecticut Bureau of Boilers & Bureau of Elevators Portal provides user access to review and pay invoices and submit permit applications to the State of Connecticut Bureau of Boilers and Bureau Elevators. Find out more about the following topics:

- [How to register for the Portal](#)
- [How to look up locations](#)
- [How to view/print equipment information](#)
- [How to pay invoices](#)
- [How to view unpaid invoices](#)
- [How to apply for a permit](#)

## How to Register for the Portal

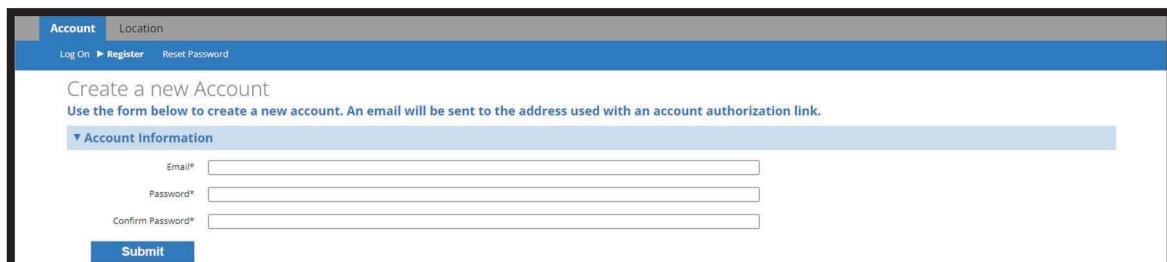
If you have not used the Portal before, please follow the instructions below to register as a new user:

1. From the Portal home page, click the **Register** link.

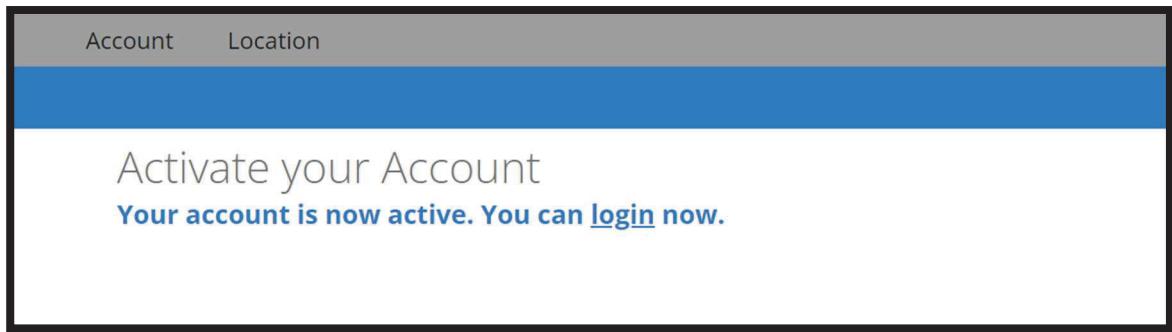


2. Enter your *email address* and a *password*, and re-type the password to confirm it. All of the fields are required, then click **Submit**.

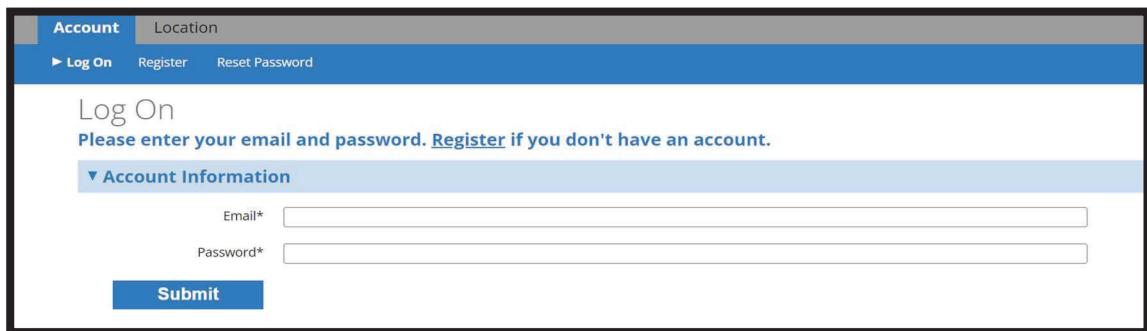
*NOTE: Your Password must be at least six characters long, and the Password and Confirm Password fields must match.*



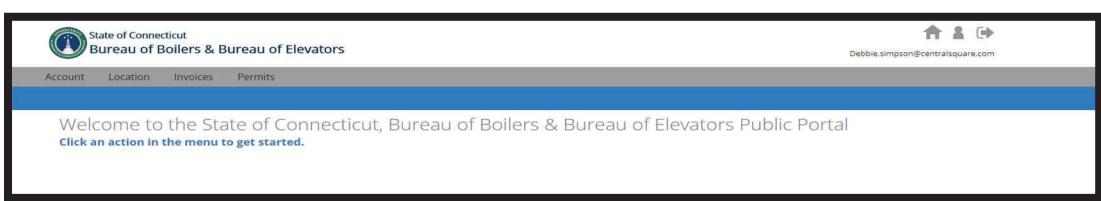
3. After you click **Submit**, an email will be sent to the email address you used to register.
  - a. Next, click the link provided in the email to activate your account. Example:  
<https://joportal.com/ct/SPA/Account/Activate/7b639395-bb99-41a9-b6f3-fa0497c552c7>
  - b. After you click on the link, you will be brought back to a page on the Portal indicating that your account is active.
  - c. Note: If you did not receive an activation or password reset email, please remember to check your spam & junk folders. If you still have not received an email, please reach out to one of the following: [das.boilers@ct.gov](mailto:das.boilers@ct.gov) or das.elevators@ct.gov



4. Click on **login**.
5. To login, enter your *email address* and *password*. Click the **Submit** button.



6. When you're logged in, you will land on the Portal homepage.



## Locations and Equipment

You can easily look up locations or jurisdiction numbers using the **Location** menu. After you have found your location, you may view the equipment information, print invoices, certificates and inspection reports.

### How to Look Up Locations

- Click **Location, Search Locations**.

- After you're on the **Search Locations** page, enter the search criteria for the location or equipment that you are trying to find.
  - TIP - Use the asterisk (\*) as a wild card when you do not know the exact information about a location. For example, enter 123 Main\* in the **Address** field, instead of 123 Main Street. This will return results whether the addresses were spelled with "St." or "Street."
  - TIP - If you know the **Jurisdictions Location #** then it will find the best match, but it is not required.
- Click **Submit** to run the search. The search results will be displayed below the search criteria.

Name	Address	City	State	Zip	
Equipment	City of Shelton - Shelton High School	120 Meadow St	Shelton	CT	06484-2276
Equipment	Shelton High School	120 Meadow St	Shelton	CT	06484-2276
Equipment	City of Shelton - Ripton School	382 Long Hill Ave	Shelton	CT	06484-5501
Equipment	Ripton School	382 Long Hill Ave	Shelton	CT	06484-5501
Equipment	City of Shelton - Sunnyside School	418 River Rd	Shelton	CT	06484-4524

## How to View/Print Equipment Information

From the **Search Locations**, search results, you may view the equipment at a location, as well as view and print invoices, certificates and inspection reports.

1. **Locations Search Results**, find the location of your equipment. Click the **Equipment** link next to that location.



Name	Address	City	State	Zip
Equipment	City of Shelton - Shelton High School	120 Meadow St	Shelton	CT 06484-2276
Equipment	Shelton High School	120 Meadow St	Shelton	CT 06484-2276
Equipment	City of Shelton - Ripton School	382 Long Hill Ave	Shelton	CT 06484-5501

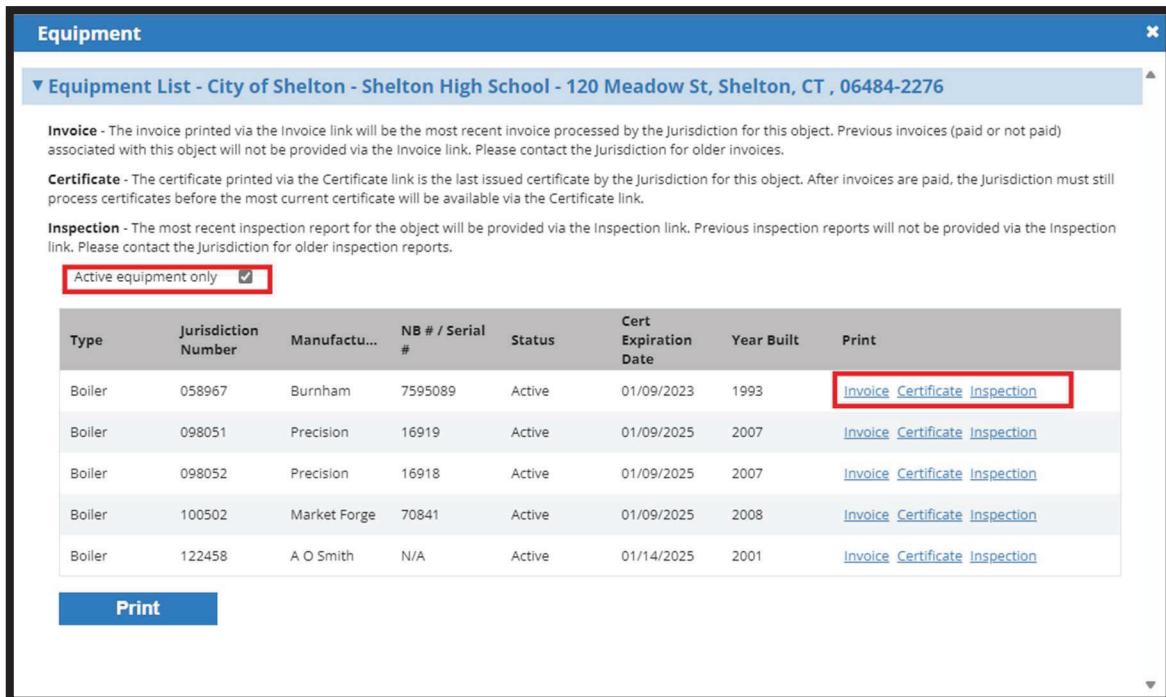
2. The **Equipment List** window will pop open on top of the current window. Only the equipment with an **Active Status** will show up unless you uncheck the **Active Equipment only** box.

- a. **To generate an Invoice, Certificate or Inspection**, click the link under **Print**.

Note - It will only display the most recent invoice, Certificate or Inspection for the equipment.

- b. **To print a list of the equipment at this location**, click the **Print** button at the bottom of the window.

NOTE: The default displays **Active equipment only**. To see all equipment at the location deselect the check to remove the filter.



**Equipment**

**Equipment List - City of Shelton - Shelton High School - 120 Meadow St, Shelton, CT , 06484-2276**

**Invoice** - The invoice printed via the Invoice link will be the most recent invoice processed by the Jurisdiction for this object. Previous invoices (paid or not paid) associated with this object will not be provided via the Invoice link. Please contact the Jurisdiction for older invoices.

**Certificate** - The certificate printed via the Certificate link is the last issued certificate by the Jurisdiction for this object. After invoices are paid, the Jurisdiction must still process certificates before the most current certificate will be available via the Certificate link.

**Inspection** - The most recent inspection report for the object will be provided via the Inspection link. Previous inspection reports will not be provided via the Inspection link. Please contact the Jurisdiction for older inspection reports.

Active equipment only

Type	Jurisdiction Number	Manufactu...	NB # / Serial #	Status	Cert Expiration Date	Year Built	Print
Boiler	058967	Burnham	7595089	Active	01/09/2023	1993	<a href="#">Invoice</a> <a href="#">Certificate</a> <a href="#">Inspection</a>
Boiler	098051	Precision	16919	Active	01/09/2025	2007	<a href="#">Invoice</a> <a href="#">Certificate</a> <a href="#">Inspection</a>
Boiler	098052	Precision	16918	Active	01/09/2025	2007	<a href="#">Invoice</a> <a href="#">Certificate</a> <a href="#">Inspection</a>
Boiler	100502	Market Forge	70841	Active	01/09/2025	2008	<a href="#">Invoice</a> <a href="#">Certificate</a> <a href="#">Inspection</a>
Boiler	122458	A O Smith	N/A	Active	01/14/2025	2001	<a href="#">Invoice</a> <a href="#">Certificate</a> <a href="#">Inspection</a>

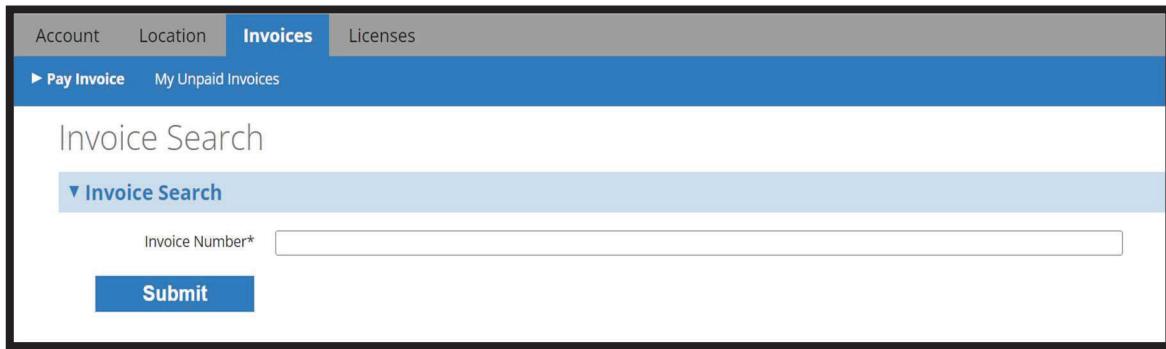
**Print**

## Invoices

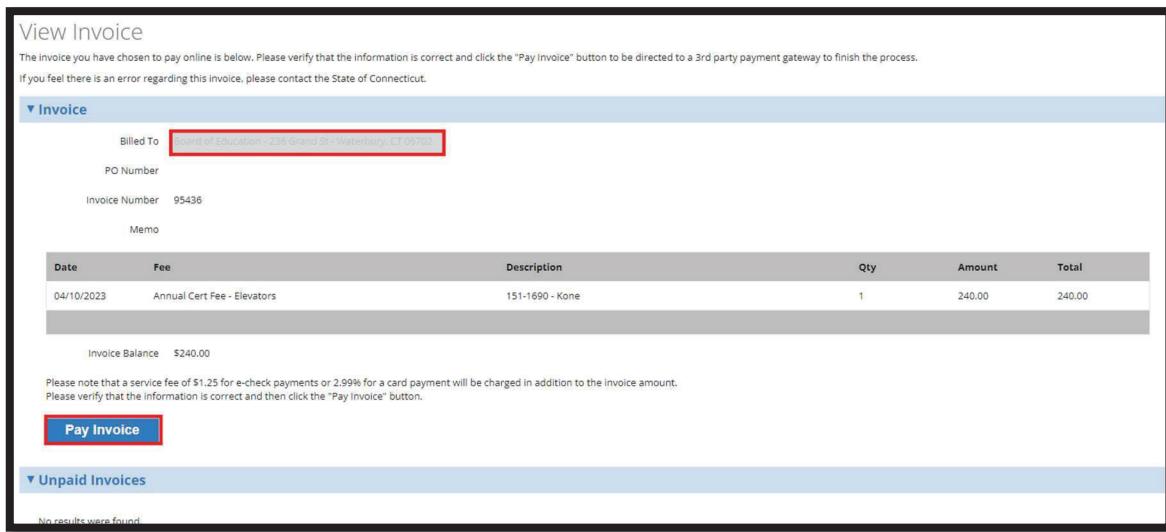
There are two options to view unpaid invoices and pay invoices. If your email address has not been set up as the billing contact, then you may pay an invoice by using *Invoice Search*, or you may view your unpaid invoices from the *Actions Menu*.

### How to Search for an Invoice and Pay an Invoice

1. Select **Invoices**, then **Pay Invoice**.
2. Enter your invoice number in the **Invoice Number** field. Click **Submit**.



3. The invoice will open, displaying the address and line-item details.



4. You may also view any other unpaid invoices associated with your email address in the **My Unpaid Invoices** section.

## Online Payment

1. To pay your invoice, you may select **Mail Payment**, or click the **Pay Now** button to be redirected to a secure site to process your payment via e-Check, Debit Card, or Credit Card.

**NOTE – To pay by e-check, jump to number 7 in these instructions.**

2. If you need to cancel out of this screen, you may click the **Return link** (**highlighted in red**) in the top left corner.

Pay to: State of Connecticut - Elevators (JDL Test)

Payment Amount	\$200.00
Online Service Fee	\$14.95
Total Amount Due	\$214.95

Follow the steps below to complete your payment.

**Step 1 - Billing Details**

First name \*  
Groucho  
Last name \*  
Marx  
Email address \*  
Groucho.Marx@gmail.com  
Address  
123 Main St  
City \*  
Hartford  
Country \*  
United States \* State \* Connecticut \* Zip code \* 16001

**NEXT**

**paya**  
Paya Support | Terms of Use | Privacy Policy  
© 2013 Paya, Inc. All rights reserved.

3. **STEP 1** - Fill in the required ***Billing Details*** that may not have auto filled or you would like to update.
4. Click the **Next** button to move to the ***payment information*** screen.

SECURE ONLINE BILL PAYMENT

Pay to: State of Connecticut - Elevators (JDL Test)

Payment Amount	\$240.00
Online Service Fee	\$7.18
Total Amount Due	\$247.18

Follow the steps below to complete your payment.

**Step 2 - Payment Information**

Card  Bank

First Name \*  
Groucho  
Last Name \*  
Marx  
16 Digit Card Number \*  
4111 1111 1111 1111  
Exp. Month \* 05  
Exp. Year \* 2026  
CVV \* \*\*\*

**NEXT**

5. **STEP 2** - To pay your invoice by Credit Card please fill in the following fields with the exact information as shown on the Credit Card:

- a. **First Name** on the Credit Card
- b. **Last Name** on the Credit Card
- c. **16-digit Card Number**
- d. **Month Card Expires**
- e. **Year Card Expires**
- f. **CVV** found on the back of the credit card
- g. Click the **Next** button

6. **STEP 3** - The **Review & Submit Payment** screen will be displayed.

- a. Review your entries, if everything is correct, then click the **Approve** button.
- b. If you need to make edits, click the **Edit** button and you will be taken back to **Step 1** so that you may review each page, click the **Next** button to move to **Step 3**.

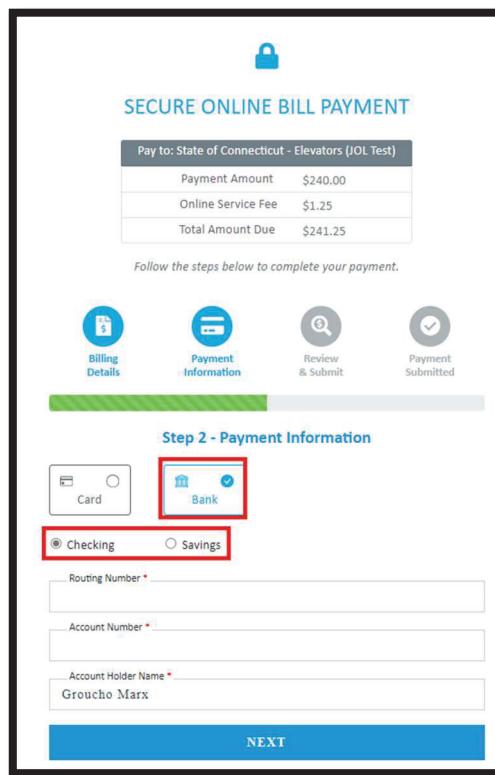
The screenshot shows a 'SECURE ONLINE BILL PAYMENT' interface. At the top, there is a lock icon and the text 'SECURE ONLINE BILL PAYMENT'. Below that, a sub-header says 'Follow the steps below to complete your payment.' There are four circular icons representing different steps: 'Billing Details' (document icon), 'Payment Information' (credit card icon), 'Review & Submit' (magnifying glass icon), and 'Payment Submitted' (checkmark icon). A progress bar below the icons is mostly green, indicating Step 3 is active. The main content area is titled 'Step 3 - Review & Submit Payment'. It contains two tabs: 'Billing Details' and 'Card Payment'. Under 'Billing Details', fields include: Billing Name (Groucho Marx), Name On Card (Groucho Marx), Billing Address (1234 Grand St, Hartford, Connecticut 06103), Card Details (Visa ending in 1111, Expiration Date 05/26), Billing Email (Groucho.Marx@gmail.com), and Card Amount (\$247.18). Under 'Card Payment', there is a summary of charges table:

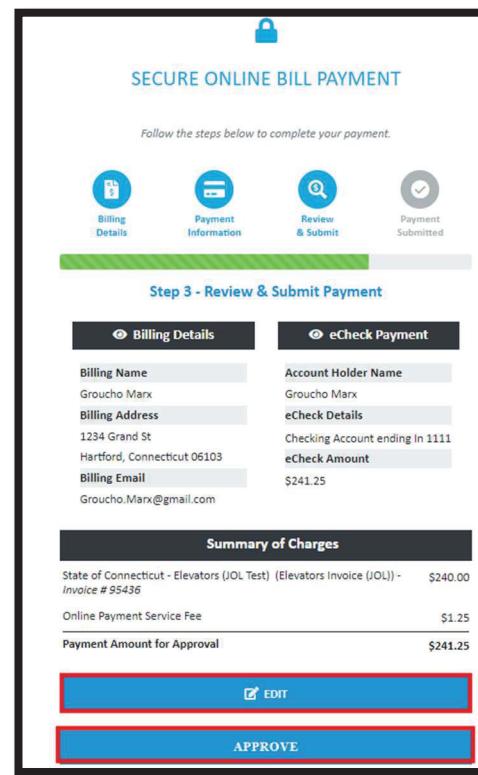
Summary of Charges	
State of Connecticut - Elevators (JOL Test) (Elevators Invoice (JOL)) - Invoice # 95436	\$240.00
Online Payment Service Fee	\$7.18
Payment Amount for Approval	\$247.18

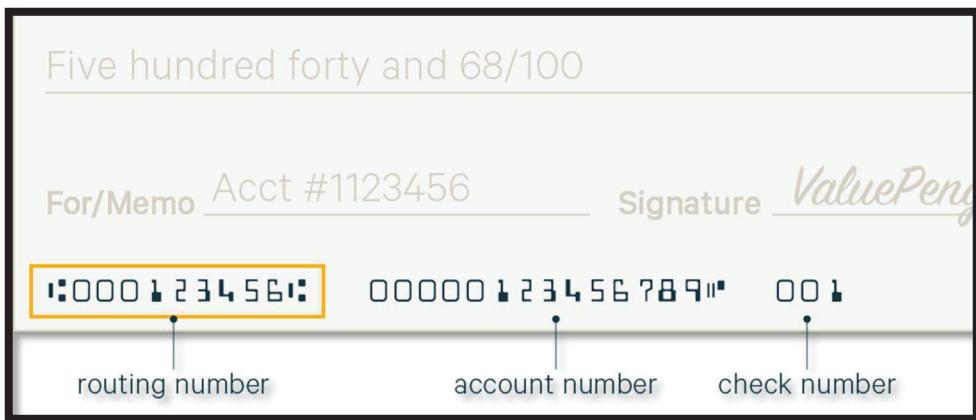
At the bottom, there are two large blue buttons: a red-bordered 'EDIT' button and a red-bordered 'APPROVE' button.

7. **STEP 2 – Payment Information for Pay by Bank** - To pay your invoice by e-Check, select **Bank** (highlighted in red below).

- a. Choose either the **Checking** option or the **Savings** option based on the type of account for the e-Check
- b. Enter the Routing Number
- c. Enter the Account Number
- d. Enter the Name associated with Account
- e. Make sure you fill out ALL fields and click **Next**.
- f. You will then see the **Review and Submit** screen to review what will be submitted for the e-Check
- g. **STEP 3** - If everything is accurate then click the Approve button
- h. If there is something incorrect then click the Edit button which will return you to the beginning and you can edit the information





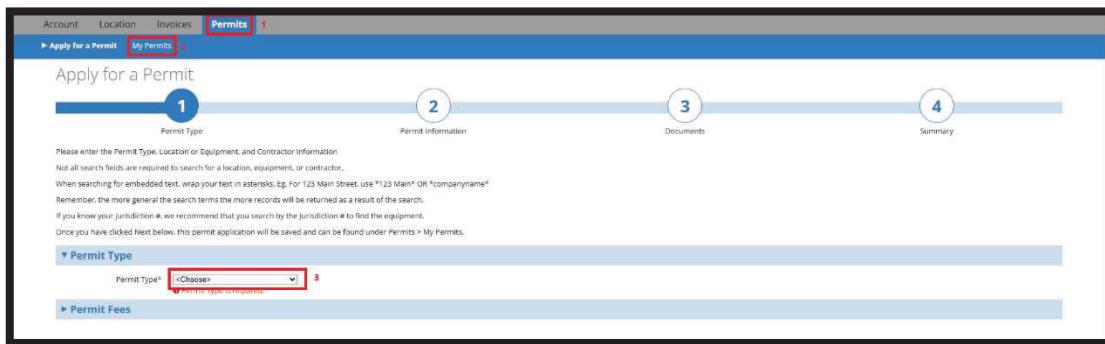


8. **FINAL STEP** - After you have clicked **Approve** to pay by **Credit Card, Debit Card** or the **Bank** option you will be returned to the Portal and a receipt will be displayed.
9. **Payment Confirmation** - You will be emailed two receipts, one from the *Payment Processor TPG Group* and one from the State of Connecticut Bureau of Boilers or Elevators. This is done intentionally so that if you are not returned to the Portal home page, you will have a receipt of your transaction and that your payment was processed.
10. If at any time you would like to **Cancel** the payment process you may select the link above that says **Return to State of Connecticut Bureau of Boilers and Elevators Portal** at the top left-hand corner of your screen.

# How to Apply for a Permit

## Step 1 - Apply for a permit

1. Select Permits from the menu
2. Select the “Apply for a Permit” from the menu below
3. Choose the type of installation from the Permit Type by clicking the <Choose> :
  - a. Boiler – Modernization
  - b. Boiler – New Installation
  - c. Elevator - Modernization
  - d. Elevator – New Installation
  - e. Tramway – Modernization
  - f. Tramway – New Installation



4. After you select from the list you will see Permit Fees displayed based on your selection.

## Step 1a - Search for Location (New Installations Only)

5. If you Chose a **New Installation** option, please select a Location by clicking the magnifying glass next to **Location**.
6. Enter the **Address** in the fields. For Street address enter in the Address field or if you know the location number for the address you may enter the location number.
7. Click the **Submit** button.

Apply for a Permit

1      2      3      4

Permit Type      Permit Information      Documents      Summary

Please enter the Permit Type, Location or Equipment, and Contractor information.

Not all search fields are required to search for a location, equipment, or contractor.

When searching for embedded text, wrap your text in asterisks. Eg. For 123 Main Street, use \*123 Main\* OR \*companyname\*

Remember, the more general the search terms the more records will be returned as a result of the search.

If you know your jurisdiction #, we recommend that you search by the jurisdiction # to find the equipment.

Once you have clicked Next below, this permit application will be saved and can be found under Permits > My Permits.

► **Elevator - New Installation**

► **Permit Fees**

▼ **Choose Location**

Location Name  only

Address  only

City  only

ZIP  only

County  only

Location #  only

**Submit**   **Cancel**

8. For all other locations, enter the street **Address** in the fields, or if you know the location number for the address you may enter the location number.

Apply for a Permit

1      2      3      4

Permit Type      Permit Information      Documents      Summary

Please enter the Permit Type, Location or Equipment, and Contractor information.

Not all search fields are required to search for a location, equipment, or contractor.

When searching for embedded text, wrap your text in asterisks. Eg. For 123 Main Street, use \*123 Main\* OR \*companyname\*

Remember, the more general the search terms the more records will be returned as a result of the search.

If you know your jurisdiction #, we recommend that you search by the jurisdiction # to find the equipment.

Once you have clicked Next below, this permit application will be saved and can be found under Permits > My Permits.

► **Elevator - New Installation**

► **Permit Fees**

▼ **Choose Location**

Location Name  only

Address  only

City  only

ZIP  only

County  only

Location #  only

**Submit**   **Cancel**

9. Click the **Submit** Button

10. If a match is found based on the fields you entered, it will display in the *Search Results* below.

▼ **Choose Location**

Location Name  only

Address  only

City  only

ZIP  only 6

County  only

Location #  only

**Submit**   **Cancel**

▼ **Search Results**

Location Name	Address	City	County	ZIP	Location #
Choose	PleasantStay Suites	123 Main St	Hartford	06106-1818	4278211

« < Page 1 of 1 > »

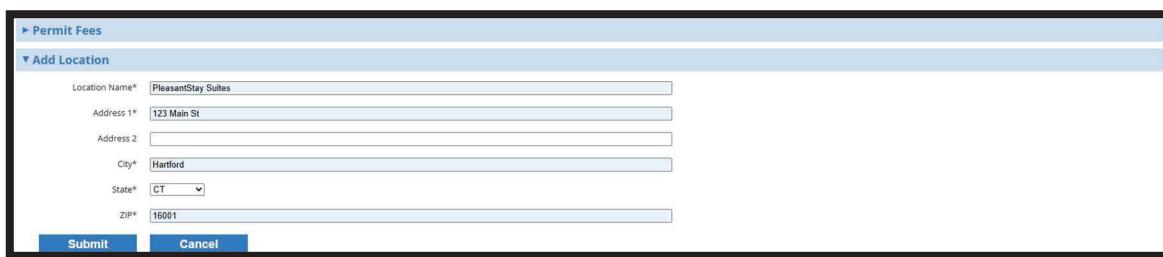
**Add New Location** 7

11. If no results appear, but you believe the location exists, try removing some details (like the ZIP code) and search again.

12. If no match appears or this is a new construction building, click the **Add New Location** button. (See Add Location on the next page).

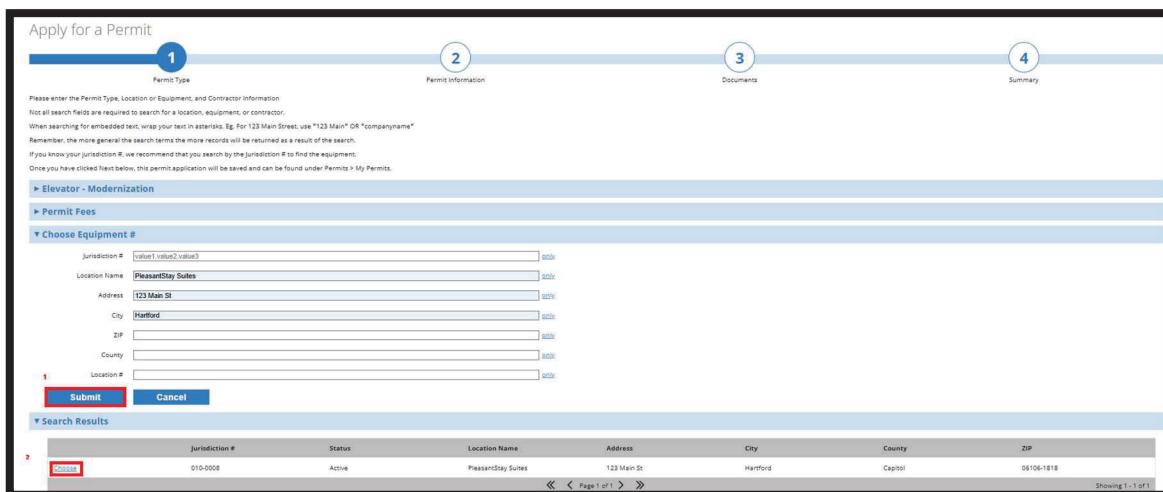
## Add Location

1. Enter a **Location Name** and infill all of the required fields (fields with \* next to it)
2. Must provide:
  - a. Location Name – Should be the business name or name of the building
  - b. Address 1 – this is Address Line 1 or Street address
  - c. City
  - d. State
  - e. Zip code
3. Click the **Submit** button once all the fields are entered



## Step 1b Choose Equipment (Modernization Only)

1. Next - choose the Equipment (Elevator, Tramway, Boiler) you are Modernizing or Repairing by selecting the magnifying glass next to the Equipment # you're searching for.
  - a. Elevator - enter the number that is on the Certificate for the Elevator.
  - b. Boiler - enter the number that is on the Certificate for the Boiler.
  - c.
2. You may also search by the location by entering Location Number if you know it or by searching by address.



3. Click the **Submit** button (highlighted in Red)

4. If a match does not appear, then remove some of the values from the fields to find a match.
5. When you see the match in the search results, select the **Choose** link (see highlighted in Red)

Apply for a Permit - My Permits

1. Permit Type

2. Permit Information

3. Documents

4. Summary

Please enter the Permit Type, Location or Equipment, and Contractor information.

Not all search fields are required to search for a location, equipment, or contractor.

When searching for embedded text, wrap your text in asterisks. Eg. For 123 Main Street, use \*123 Main\* OR \*companyname\*

Remember, the more general the search terms the more records will be returned as a result of the search.

If you know your jurisdiction #, we recommend that you search by the jurisdiction # to find the equipment.

Once you have clicked Next below, this permit application will be saved and can be found under Permits > My Permits.

**Elevator - Modernization**

Permit Type\* **Elevator - Modernization**

Equipment #\* **Choose 010-0008, Active, PleasantDay Suites, 123 Main St, Hartford, Capitol, 06106-1818**

Contractor/Installer\* **Choose**

**Permit Fees**

Fee	Description	Amount
Fee	Elevator Modernization - Certificate fee	250.00
Total		250.00

**Next**

## Step 1c Choose a Contractor

1. Next, choose a **Contractor/Installer** for the installation by clicking the magnifying glass next to the Contractor/Installer.
2. **Search** for your company by entering your Company Name or any of the following fields:
  - First Name – your first name if you are the contractor
  - Last Name – your last name if you are the contractor
  - Address – the address line 1 of your company
  - City
  - ZIP
  - Email Address
3. Click **Submit** button to search for the *Contractor/Installer*.
4. If you do not find a match but are certain that you have applied for a permit application in the past using your email address, then enter your email address to expand the search.
5. If your record appears, then click the **Choose** link.

▼ Choose Contractor/Installer

Company

First Name

Last Name

Address

City

State

ZIP

Email Address

only

only

only

only

only

only

only

Submit

Cancel

▼ Search Results

Company Name	Contact Name	Email	Address	City	State	Zip	Contact #
Choose	DEF Elevator Installations	Simpson, Debbie	debbie.simpso...	128 Main St	Hartford	CT	16001
							6516862

«
<
Page 1 of 1
>
»

Showing 1 - 1 of 1

[Add New Contractor/Installer](#)

6. If there are no records found, then follow the instructions for [Add New Contractor/Installer](#)

## Add New Contractor/Installer

---

1. If you have searched for your information as a contractor/installer and there were no records found, click the Add new Contractor/Installer button
2. Enter your Company Name and the rest of the fields. Note that any field with \* is a required field
  - g. First Name – your first name if you are the contractor
  - h. Last Name – your last name if you are the contractor
  - i. Address – the address line 1 of your company
  - j. City
  - k. State
  - l. ZIP
  - m. Email Address
  - n. Phone

▼ Add New Contractor/Installer

Company	DEF Elevator Installations
First Name	Debbie
Last Name	Simpson
Address*	128 Main St
City*	Hartford
State	CT
ZIP*	16001
Email*	debbie.simpson@centsquare.com
Phone*	555-555-5555

**Submit** **Cancel**

3. Click the **Submit** button.

## Step 1d Complete Step 1

---

1. Click the **Next** button to take you to the **Permit Information** step.

**Note:** When you click the **Next** button the **Application** is saved and if you must leave or complete the application at another time, you may see the draft in your **My Applications** section under the **"My Permits"** menu option and then click the **Edit** button.

Account Location Invoices Permits

Apply for a Permit ▶ My Permits

**My Permits**

Click the edit link in the My Applications grid to finish a permit application.  
Select the applications in the My Applications grid you would like to submit for review, and click Pay Now.

▼ My Applications

Permit Number	Permit Type	Permit Status	Location	Application Date	Estimated Fee
<a href="#">Edit</a> 2025-000008	Elevator - New Installation	Initiated	PleasantStay Suites - 123 Main St, Hartford, CT 06106-1818	5/30/2025	\$500.00

**Pay Now** **Add Permit**

▼ My Permits

## Step 2a - Elevator Permit Application Information

The screenshot shows a software application for permit applications. At the top, there are tabs for 'Account', 'Location', 'Invoices', 'Permits', 'Apply for a Permit', and 'My Permits'. The 'Permits' tab is selected. Below this, a progress bar shows four steps: 'Permit Type' (step 1, checked), 'Permit Information' (step 2), 'Documents' (step 3), and 'Summary' (step 4). The main area is titled 'Elevator - New Installation : Permit Information'. It contains the following fields:

- CT License #\*: CT029
- ID Car Number: 4567
- BP Drawing Submit Date\*: 05/30/2025
- BP Drawing Type\*: New
- BP Drawing Number\*: BP123467
- Manufacturer\*: Mitsubishi
- Location In Building: Front Lobby
- Classification Type\*: Passenger
- Machine Type\*: Gearless Traction
- Power Type\*: Electric
- Control Type\*: Car & Landing
- Capacity (lbs)\*: 1500
- Speed (fpm)\*: 100
- Floors Served\*: 5
- Openings\*: 5
- Length\*: 6 ft 8 in
- Width\*: 5 ft 5 in
- Travel\*: 50 ft 0 in

Below these fields is a 'Description of Work' section with the text: 'Installation of new Elevator for the Front Lobby of hotel'.

At the bottom of the form are 'Previous' and 'Next' buttons.

1. Fill in the information on this screen. This will be used to create the Elevator after the installation is completed and it's needed for the permit application.
2. Note that all fields with an asterisk (\*) are required fields.
3. Fields:
  - a. CT License # - is your contractor installer license
  - b. ID Car Number – This is a unique identifier assigned to each elevator Car within a building
  - c. BP Drawing Submit Date- The date the drawing was submitted this should be today
  - d. BP Drawing Type – Choose New for original Blueprints or Revised for a revised blueprint
  - e. BP Drawing Number – Unique number, identifier assigned to the Blueprint drawings
  - f. Manufacturer – Select the Name of the Manufacturer of the Elevator
  - g. Location in Building – This is the location of the elevator in the building it is being installed in
  - h. Classification Type – This is the type of Lift or Tramway

- i. Machine Type – the type of system used to operate the lift or tramway (ie Hydraulic – Water)
- j. Power Type – How the lift or tramway is powered, example Chain
- k. Control Type – How the lift is operated example Car and Landing
- l. Capacity (lbs) – Maximum capacity the lift or tramway can handle
- m. Speed (fpm) – the speed of the lift is example 100 feet per minute
- n. Floors Served- how many floors the lift or tramway serves note 1 is valid for moving walkway
- o. Openings – number of doors on elevator multiplied by the number of floors served example if elevator has one door and 5 floors the number of openings would be 5
- p. Length – this is the length of the car or tramway in Feet and inches
- q. Width – this is the width of the car or tramway in feet and inches
- r. Travel – For Lifts this is the Vertical Travel Distance from the lowest floor to the top floor for Tramways this is the Horizontal Travel Distance which is measured in feet and inches.

4. **Description of Work** - Enter the scope of work description and comments that you'd like to share with the Supervisor or Inspector who is reviewing your application.

5. Click the **Next** button.

## Step 2b - Boiler Permit Application Information

The screenshot shows a web-based application for applying for a boiler permit. The top navigation bar has four tabs: 'Permit Type' (which is checked), 'Permit Information' (which is selected), 'Documents', and 'Summary'. The main content area is titled 'Boiler-Hot Water New Installation - Permit Information'. It contains the following fields:

- CT License # (input field)
- National Board No (input field)
- Serial/Other No (input field)
- Specific Location in Plant (input field)
- Type\* (dropdown menu: <Choose>)
- Htg Surface (SqFt) (input field)
- Year Built\* (input field)
- Manufacturer\* (dropdown menu: <Choose>)
- Use\* (dropdown menu: <Choose>)
- Fuel\* (dropdown menu: <Choose>)
- Boiler Class\* (dropdown menu: <Choose>)
- MAWP (input field)
- Year Installed (input field)
- ASME Stamp\* (dropdown menu: <Choose>)
- Expected Installation Completion Date\* (input field with date picker icon)
- Insured By\* (dropdown menu: State of Connecticut)

At the bottom of the form are 'Previous' and 'Next' buttons.

1. Fill in all fields in this screen. This will be used to create the Boiler after the installation is complete and it's needed for the permit application.
2. Note that all fields with an asterisk (\*) are required fields.

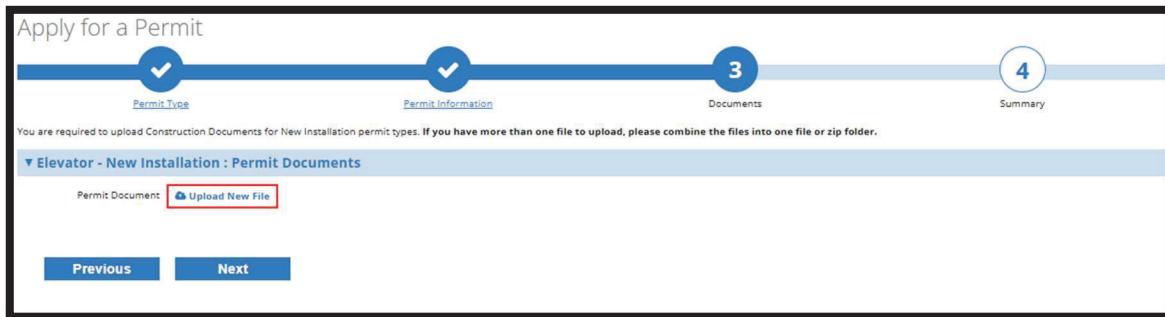
3. Fields:

- a. CT License # - is your contractor installer license
- b. National Board No – is the National Board Number of the Boiler
- c. Serial/Other No – If you are not providing the National Board Number then must provide alternate number like Serial Number
- d. Specific Location in Plant – This is the location of the boiler in the building it is being installed in
- e. Type – This is the type of Boiler
- f. Htg Surface (SqFt) – The Heating Surface measurement in Square Feet
- g. Year Built – The year the boiler was built
- h. Manufacturer – Manufacturer of the Boiler
- i. Use – The boilers use
- j. Fuel – the type of fuel used for the boiler
- k. Boiler Class- select High or Low Pressure
- l. MAWP – Maximum Allowable Working Pressure
- m. Year Installed – this year that this boiler is going to be installed
- n. ASME Stamp
- o. Expected Installation Completion Date – the date that the installation is expected to be complete
- p. Insured by – this is the company that insures the location equipment. If you do not leave the default State. Contact Building owner as they should be able to provide you with the company that holds insurance

4. Click the **Next** button.

## Step 3 - Documents

**Note:** Blueprint submission (construction documents) is required for new Elevator installations. For Boilers, specifications and installation instructions are recommended submissions. Modernization projects do not require uploading documents.



Apply for a Permit

Permit Type      Permit Information      3      4

You are required to upload Construction Documents for New Installation permit types. If you have more than one file to upload, please combine the files into one file or zip folder.

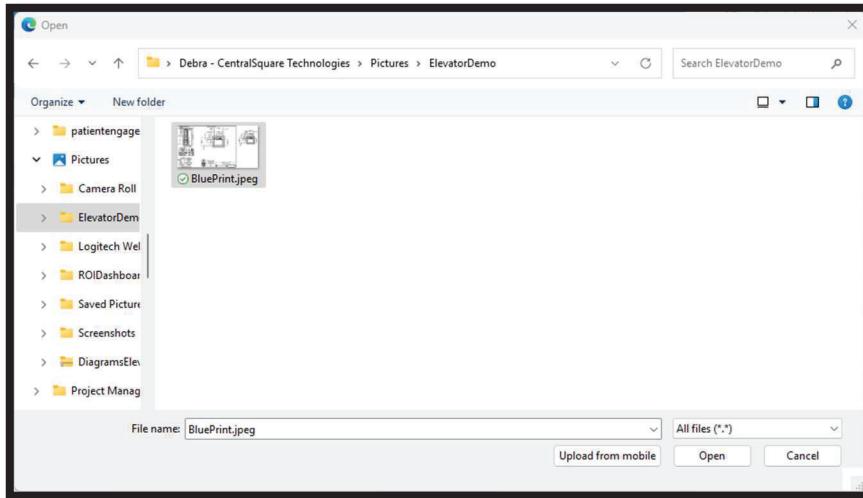
Elevator - New Installation : Permit Documents

Permit Document

Previous      Next

1. Select the **Upload New Files** (see highlighted in red above)

2. This will open an explorer window for you to browse to locate the document you need to upload for the permit application. **Note if you have more than one document (pdf), you may need to create a zip file to upload.**



3. Select the file and then click the **Open** button to upload the blueprints (shop drawings, construction documents). **Note** - these drawings should be in PDF format.
4. Click the **Next** button

## Step 4 - Summary

---

1. **Verify** the location selected is the location that the Elevator or Tramway is being installed.
2. **Verify** that the Contractor is your information as the contractor.
3. **Signature** - Type your full legal name in to the box (**highlighted in red**). Please type your name here to “digitally sign this document”. This is required for you to digitally sign the application and will represent the same signature if you had signed it on paper.
4. **Review** Permit Fees – for your application.
5. **Choose Pay Now** option to pay for the application via a credit/debit card (see [Online Payment](#) section for completing the Online Payment)

## Step 4a - How to Pay by Check

You may mail a check to the Bureau of Elevators or the Bureau of Boilers instead of making an online payment for your permit application or to pay an invoice. There will be a delay in the review of your permit application until the fee is received. If you wish to mail a check, please follow these steps:

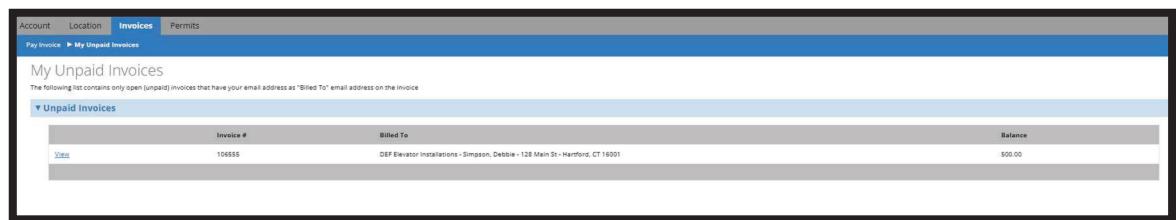
- a. Click the **Mail Payment** button.
- b. This will switch to the **My Unpaid Invoices** under the **Invoices** menu.
- c. Click the **View** button – please include the following information in the memo field of your check:

Invoice number and/or the permit number - this begins with the 4 digits of the current year, and then a set of numbers.

Example of memo field - Inv. 106555 Elev. Permit # 2025-000008

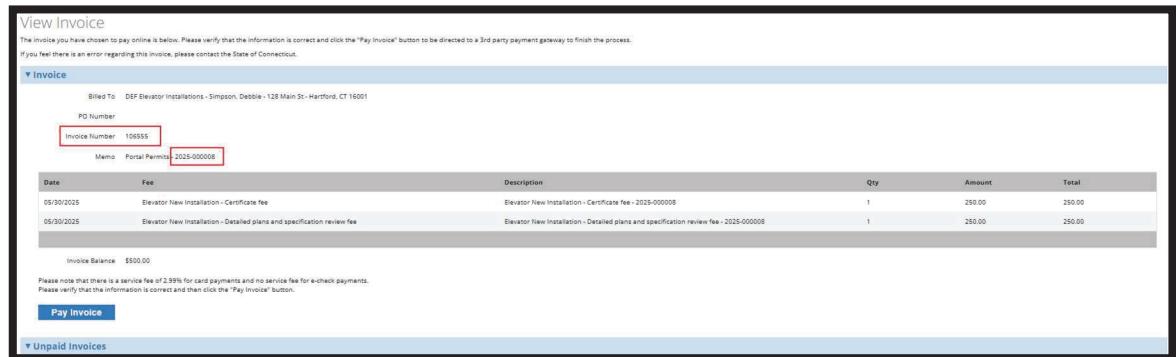
- d. Mail check to:

State of Connecticut Bureau of Elevators (or Bureau of Boilers)  
Office of the State Building Inspector  
450 Columbus Boulevard, Suite 1303  
Hartford, CT 06103



The screenshot shows a web-based application interface for managing unpaid invoices. The top navigation bar includes 'Account', 'Location', 'Invoices' (which is the active tab), and 'Permits'. Below the navigation is a breadcrumb trail: 'Pay Invoice' > 'My Unpaid Invoices'. A sub-header 'My Unpaid Invoices' is followed by a note: 'The following list contains only open (unpaid) invoices that have your email address as "Billed To" email address on the invoice'. A 'Unpaid Invoices' button is present. The main content area displays a table with one row of data:

Invoice #	Billed To	Balance
106555	DEF Elevator Installations - Simpson, Debbie - 128 Main St - Hartford, CT 16001	\$00.00



The screenshot shows a 'View Invoice' page. At the top, it says 'View Invoice' and provides instructions: 'The invoice you have chosen to pay online is below. Please verify that the information is correct and click the "Pay Invoice" button to be directed to a 3rd party payment gateway to finish the process. If you feel there is an error regarding this invoice, please contact the State of Connecticut.' Below this is a 'Invoice' section with fields for 'Billed To' (DEF Elevator Installations - Simpson, Debbie - 128 Main St - Hartford, CT 16001), 'PO Number' (106555), 'Invoice Number' (106555), 'Memo' (2025-000008), and 'Portal Permits' (2025-000008). The main content area shows a table of invoice items:

Date	Fee	Description	Qty	Amount	Total
05/30/2025	Elevator New Installation - Certificate fee	Elevator New Installation - Certificate fee - 2025-000008	1	250.00	250.00
05/30/2025	Elevator New Installation - Detailed plans and specification review fee	Elevator New Installation - Detailed plans and specification review fee - 2025-000008	1	250.00	250.00

Below the table, it says 'Invoice Balance \$000.00' and includes a note: 'Please note that there is a service fee of 2.99% for card payments and no service fee for e-check payments. Please verify that the information is correct and then click the "Pay Invoice" button.' A 'Pay Invoice' button is at the bottom. A 'Unpaid Invoices' link is also present.