

# How to Use the Permit and Payment Portal

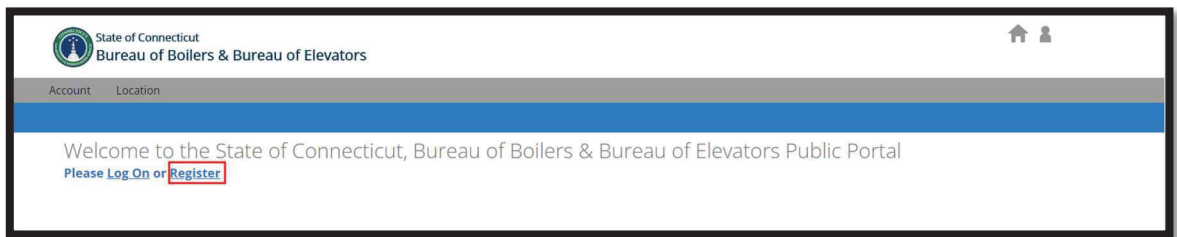
The State of Connecticut Bureau of Boilers & Bureau of Elevators Portal provides user access to review and pay invoices and submit permit applications to the State of Connecticut Bureau of Boilers and Bureau Elevators. Find out more about the following topics:

- [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

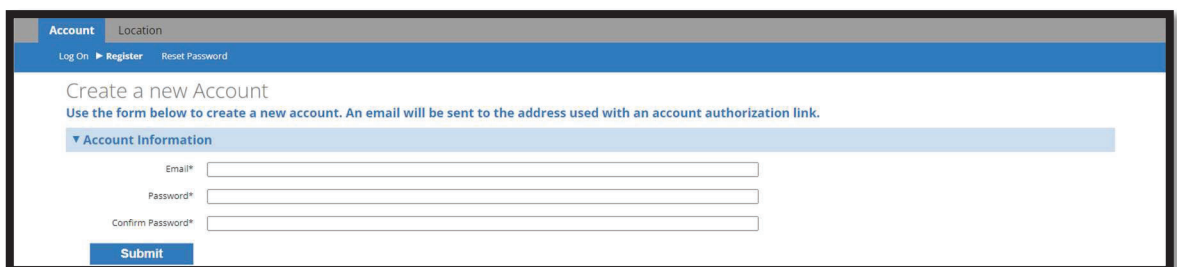
If you have not used the Portal before, please follow the instructions below to register as a new user:

1. From the Portal home page, click the [Register](#) link.

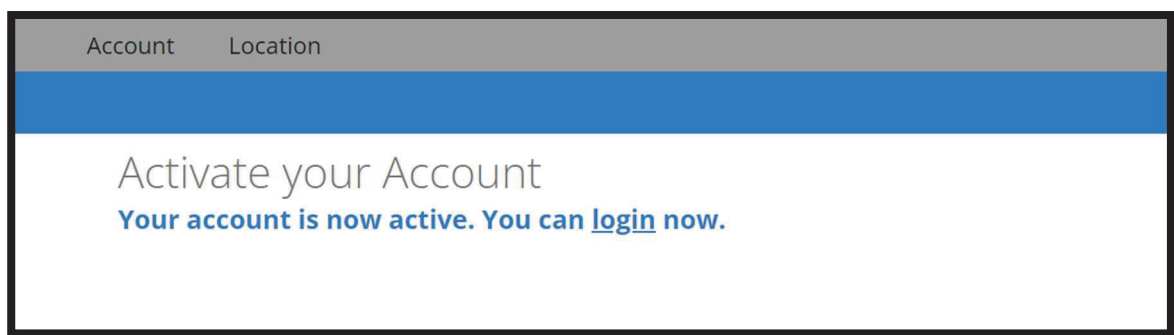


2. Enter your *email address* and a *password*, and re-type the password to confirm it. All of the fields are required, then click **Submit**.

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

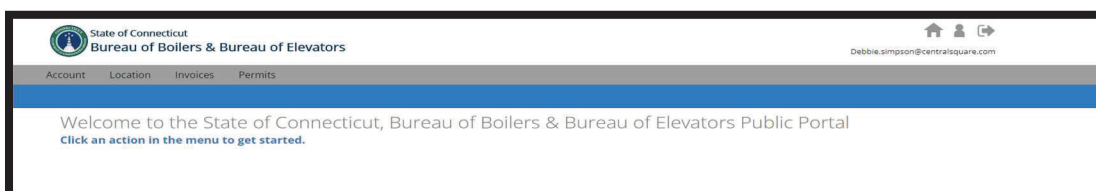


3. After you click **Submit**, an email will be sent to the email address you used to register.
  - a. Next, click the link provided in the email to activate your account. Example:  
<https://joportal.com/ct/SPA/Account/Activate/7b639395-bb99-41a9-b6f3-fa0497c552c7>
  - b. After you click on the link, 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](mailto: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.

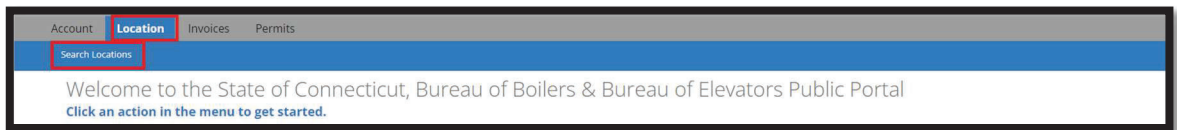


## Locations and Equipment

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

- a) Click **Location, Search Locations**.



- b) 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.

- c) Click **Submit** to run the search. The search results will be displayed below the search criteria.

A screenshot of the 'Search Locations' page. It includes instructions on how to use search terms and wildcards. Below the instructions is a form with fields for 'Location Name', 'Jurisdiction #', 'Address', 'City', and 'Zip'. The 'Location Name' field contains '\*School\*', 'Address' contains '123 Main\*', and 'City' contains 'Shelton'. A blue 'Submit' button is located below the form. Below the form is a section titled 'Location Search Results' which contains a table with 5 columns: Name, Address, City, State, and Zip. The table lists five results, each with a link to 'Equipment' information.

|                           | Name                                  | Address           | City    | State | Zip        |
|---------------------------|---------------------------------------|-------------------|---------|-------|------------|
| <a href="#">Equipment</a> | City of Shelton - Shelton High School | 120 Meadow St     | Shelton | CT    | 06484-2276 |
| <a href="#">Equipment</a> | Shelton High School                   | 120 Meadow St     | Shelton | CT    | 06484-2276 |
| <a href="#">Equipment</a> | City of Shelton - Ripton School       | 382 Long Hill Ave | Shelton | CT    | 06484-5501 |
| <a href="#">Equipment</a> | Ripton School                         | 382 Long Hill Ave | Shelton | CT    | 06484-5501 |
| <a href="#">Equipment</a> | 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.

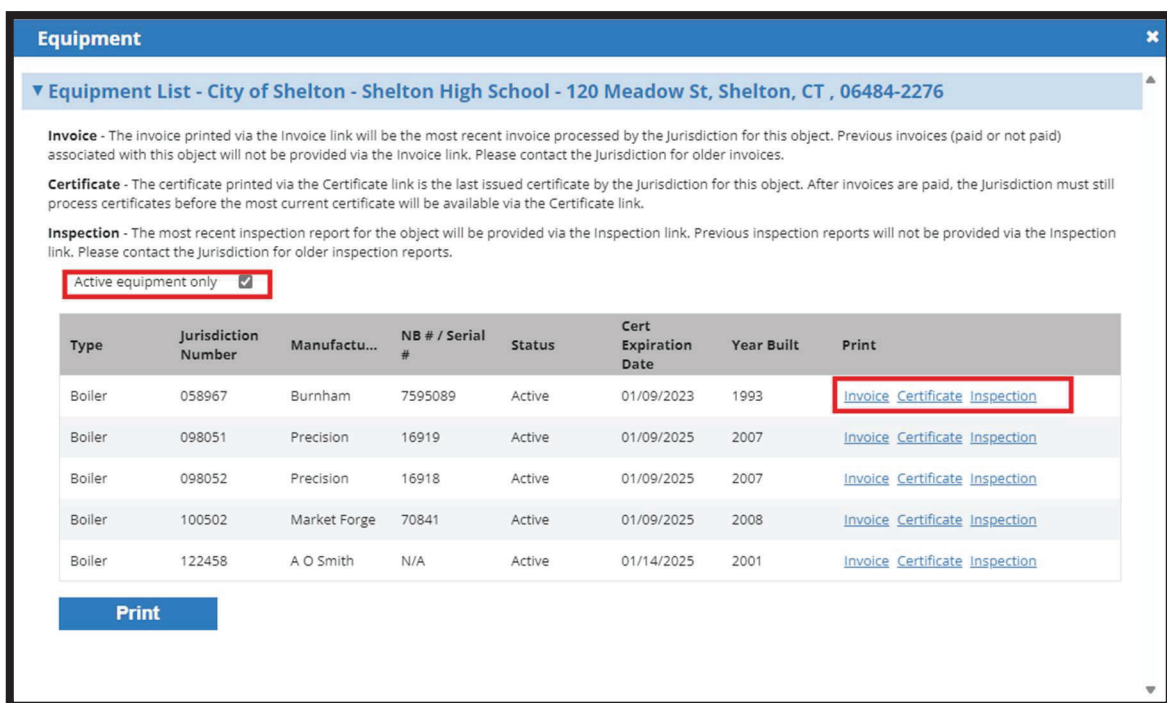
1. **Locations Search Results**, find the location of your equipment. Click the **Equipment** link next to that location.



|           | 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 - Ripston 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.



| 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> |

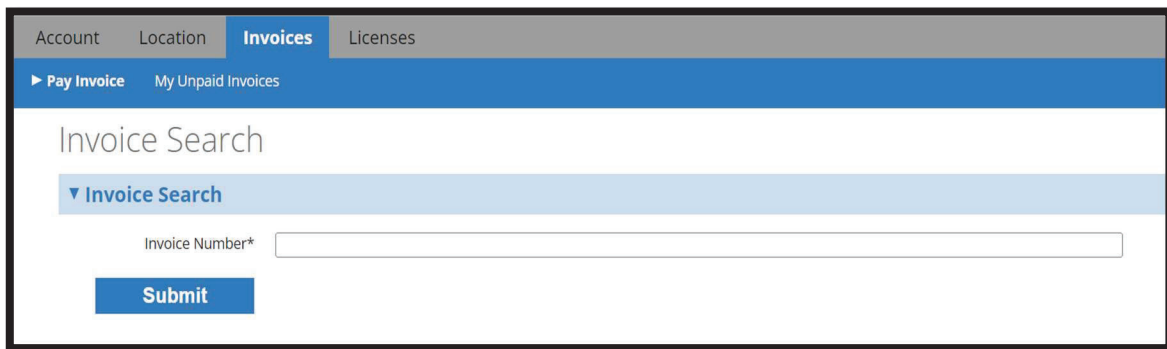
**Print**

## 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*.

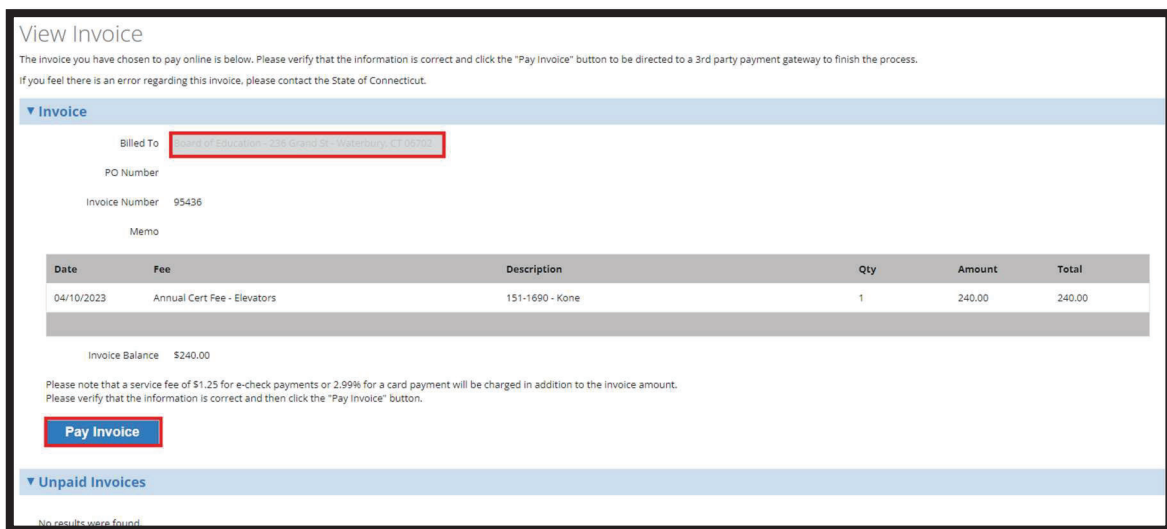
### How to Search for an Invoice and Pay an Invoice

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



The screenshot shows the 'Invoices' tab selected in the top navigation bar. Below it, the 'Pay Invoice' button is highlighted. The 'Invoice Search' section contains a text input field labeled 'Invoice Number\*' and a blue 'Submit' button.

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



The screenshot shows the 'View Invoice' page. It includes a 'Billed To' field with a red box around the address, a 'PO Number' field, an 'Invoice Number' field with the value '95436', and a 'Memo' field. Below these is a table with columns: Date, Fee, Description, Qty, Amount, and Total. The table contains one row for 'Annual Cert Fee - Elevators' dated '04/10/2023'. At the bottom, there is an 'Invoice Balance' of '\$240.00' and a 'Pay Invoice' button with a red box around it. Below the table, there is a section for 'Unpaid Invoices' which shows 'no results were found'.

| Date       | Fee                         | Description     | Qty | Amount | Total  |
|------------|-----------------------------|-----------------|-----|--------|--------|
| 04/10/2023 | Annual Cert Fee - Elevators | 151-1690 - Kone | 1   | 240.00 | 240.00 |

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.

The screenshot shows the 'Step 1 - Billing Details' screen of the Paya online bill payment system. At the top left, there is a red-bordered button labeled 'Return to City Billing Portal'. The main content area displays a summary of the payment: 'Pay to: State of Connecticut - Elevators (JOL Test)', 'Payment Amount: \$240.00', 'Online Service Fee: \$7.18', and 'Total Amount Due: \$247.18'. Below this, a progress bar shows four steps: 'Billing Details' (active), 'Payment Information', 'Review & Submit', and 'Payment Submitted'. The 'Billing Details' section includes input fields for 'First Name' (Groucho), 'Last Name' (Mars), 'Email Address' (Groucho.Mars@email.com), 'Street Address' (123 Main St), 'City' (Hartford), 'Country' (United States), 'State' (Connecticut), and 'Postal Code' (06001). A blue 'NEXT' button is at the bottom right. The Paya logo and links for 'Paya Support', 'Terms of Use', and 'Privacy Policy' are at the bottom.

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.

The screenshot shows the 'Step 2 - Payment Information' screen. At the top, it says 'SECURE ONLINE BILL PAYMENT'. The payment summary is repeated: 'Pay to: State of Connecticut - Elevators (JOL Test)', 'Payment Amount: \$240.00', 'Online Service Fee: \$7.18', and 'Total Amount Due: \$247.18'. The progress bar shows 'Billing Details' and 'Payment Information' (active). Below the progress bar, there are two radio buttons: 'Card' (selected and highlighted with a red box) and 'Bank'. The 'Card' section includes input fields for 'First Name' (Groucho), 'Last Name' (Mars), '16 Digit Card Number' (4111 1111 1111 1111), 'Exp. Month' (05), 'Exp. Year' (2026), and 'CVV' (\*\*\*). A Visa logo is shown next to the card number field. A blue 'NEXT' button is at the bottom, highlighted with a red box.

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**.

**SECURE ONLINE BILL PAYMENT**

Follow the steps below to complete your payment.

Billing Details Payment Information Review & Submit Payment Submitted

**Step 3 - Review & Submit Payment**

| Billing Details  | Card Payment  |
|--|---|
| <b>Billing Name</b><br>Groucho Marx                                    | <b>Name On Card</b><br>Groucho Marx                                 |
| <b>Billing Address</b><br>1234 Grand St<br>Hartford, Connecticut 06103 | <b>Card Details</b><br>Visa ending in 1111<br>Expiration Date 05/26 |
| <b>Billing Email</b><br>Groucho.Marx@gmail.com                         | <b>Card Amount</b><br>\$247.18                                      |

**Summary of Charges**

|   |                 |
|---|-----------------|
| State of Connecticut - Elevators (JOL Test) (Elevators Invoice (JOL)) - Invoice # 95436 | \$240.00        |
| Online Payment Service Fee  | \$7.18          |
| <b>Payment Amount for Approval</b>  | <b>\$247.18</b> |

**EDIT**

**APPROVE**

7. **STEP 2 – Payment Information** for **Pay by Bank** - To pay your invoice by e-Check, select **Bank** (highlighted in red below).
- Choose either the **Checking** option or the **Savings** option based on the type of account for the e-Check
  - Enter the Routing Number
  - Enter the Account Number
  - Enter the Name associated with Account
  - Make sure you fill out ALL fields and click **Next**.
  - You will then see the **Review and Submit** screen to review what will be submitted for the e-Check
  - STEP 3** - If everything is accurate then click the Approve button
  - If there is something incorrect then click the Edit button which will return you to the beginning and you can edit the information

**SECURE ONLINE BILL PAYMENT**

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

|                    |          |
|--------------------|----------|
| Payment Amount     | \$240.00 |
| Online Service Fee | \$1.25   |
| Total Amount Due   | \$241.25 |

Follow the steps below to complete your payment.

**Step 2 - Payment Information**

☐ Card ☒ **Bank**

☒ **Checking** ☐ Savings

Routing Number \*

Account Number \*

Account Holder Name \*

Groucho Marx

**NEXT**

**SECURE ONLINE BILL PAYMENT**

Follow the steps below to complete your payment.

**Step 3 - Review & Submit Payment**

**Billing Details**

Billing Name: Groucho Marx  
Billing Address: 1234 Grand St, Hartford, Connecticut 06103  
Billing Email: Groucho.Marx@gmail.com

**eCheck Payment**

Account Holder Name: Groucho Marx  
eCheck Details: Checking Account ending in 1111  
eCheck Amount: \$241.25

**Summary of Charges**

|   |          |
|---|----------|
| State of Connecticut - Elevators (JOL Test) (Elevators Invoice (JOL)) - Invoice # 95436 | \$240.00 |
| Online Payment Service Fee  | \$1.25   |
| Payment Amount for Approval   | \$241.25 |

**EDIT** **APPROVE**



Five hundred forty and 68/100

For/Memo Acct #1123456 Signature ValuePeng

1000123456 00000123456789 001

routing number account number check number

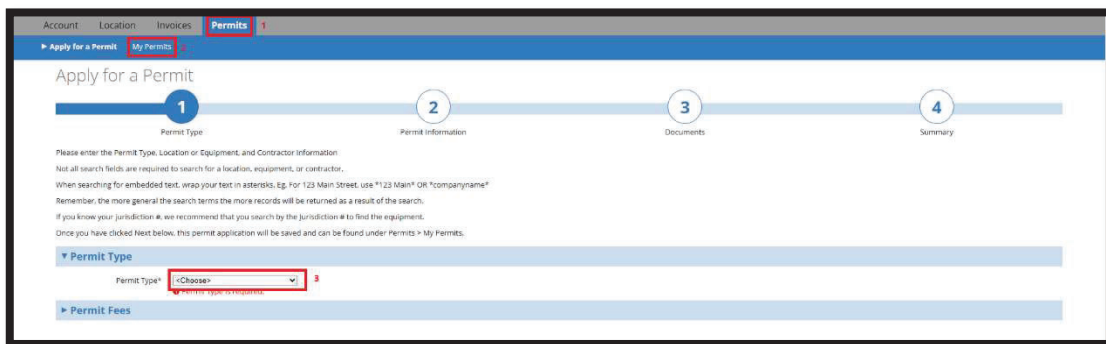
8. **FINAL STEP** - After you have clicked **Approve** to pay by **Credit Card**, **Debit Card** or the **Bank** option you will be returned to the Portal and a receipt will be displayed.
9. **Payment Confirmation** - You will be emailed two receipts, one from the *Payment Processor TPG Group* and one 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

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### 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 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 - 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 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 - 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

4 Submit Cancel

▼ Search Results

|          | Location Name       | Address     | City     | County  | ZIP        | Location # |
|----------|---------------------|-------------|----------|---------|------------|------------|
| 5 Choose | PleasantStay Suites | 123 Main St | Hartford | Capitol | 06106-1818 | 4278211    |

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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

Permit Fees

▼ Add Location

Location Name\* PleasantStay Suites

Address 1\* 123 Main St

Address 2

City\* Hartford

State\* CT

ZIP\* 16001

Submit Cancel

## 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.

Apply for a Permit

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 Fees

▼ Choose Equipment #

Jurisdiction # (value1.value2.value3) [magnifying glass]

Location Name PleasantStay Suites [magnifying glass]

Address 123 Main St [magnifying glass]

City Hartford [magnifying glass]

ZIP [magnifying glass]

County [magnifying glass]

Location # [magnifying glass]

1 Submit Cancel

▼ Search Results

| Jurisdiction # | Status | Location Name       | Address     | City     | County  | ZIP        |
|----------------|--------|---------------------|-------------|----------|---------|------------|
| 010-0008       | Active | PleasantStay Suites | 123 Main St | Hartford | Capitol | 06106-1818 |

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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

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:
  - a. First Name – your first name if you are the contractor
  - b. Last Name – your last name if you are the contractor
  - c. Address – the address line 1 of your company
  - d. City
  - e. ZIP
  - f. 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

only

First Name

only

Last Name

only

Address

only

City

only

State

value1,value2,value3

only

ZIP

only

Email Address

debbie.simpson@centralsquare.com

only

Submit

Cancel

▼ Search Results

|                        | Company Name               | Contact Name    | Email            | Address     | City     | State | Zip   | Contact # |
|------------------------|----------------------------|-----------------|------------------|-------------|----------|-------|-------|-----------|
| <a href="#">Choose</a> | DEF Elevator Installations | Simpson, Debbie | debbie.simpso... | 128 Main St | Hartford | CT    | 16001 | 6516862   |

«

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Showing 1 - 1 of 1

Add New Contractor/Installer

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

## Add New Contractor/Installer

- If you have searched for your information as a contractor/installer and there were no records found, click the Add new Contractor/Installer button
- Enter your Company Name and the rest of the fields. Note that any field with \* is a required field
  - 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
  - State
  - ZIP
  - Email Address
  - 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@centralsquare.com

Phone\*

555-555-5555

Submit

Cancel

- Click the **Submit** button.

## Step 1d Complete Step 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

Account Location Invoices **Permits**

Apply for a Permit My Permits

### Apply for a Permit

1 2 3 4

Permit Type Permit Information Documents Summary

**▼ Elevator - New Installation : Permit Information**

CT License #\*

ID Car Number

BP Drawing Submit Date\*

BP Drawing Type\*

BP Drawing Number\*

Manufacturer\*

Location in Building

Classification Type\*

Machine Type\*

Power Type\*

Control Type\*

Capacity (lbs)\*

Speed (fpm)\*

Floors Served\*

Openings\*

Length\*  ft  in

Width\*  ft  in

Travel\*  ft  in

Description of Work

Installation of new Elevator for the Front Lobby of hotel

Previous Next

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

Apply for a Permit

1 2 3 4

Permit Type Permit Information Documents Summary

▼ Boiler-Hot Water New Installation - Permit Information

CT License #

National Board No

Serial/Other No

Specific Location in Plant

Type\* <Choose>

Htg Surface (SqFt)

Year Built\*

Manufacturer\* <Choose>

Use\* <Choose>

Fuel\* <Choose>

Boiler Class\* <Choose>

MAWP

Year Installed

ASME Stamp\* <Choose>

Expected Installation Completion Date\* mm/dd/yyyy

Insured By\* State of Connecticut

Previous Next

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

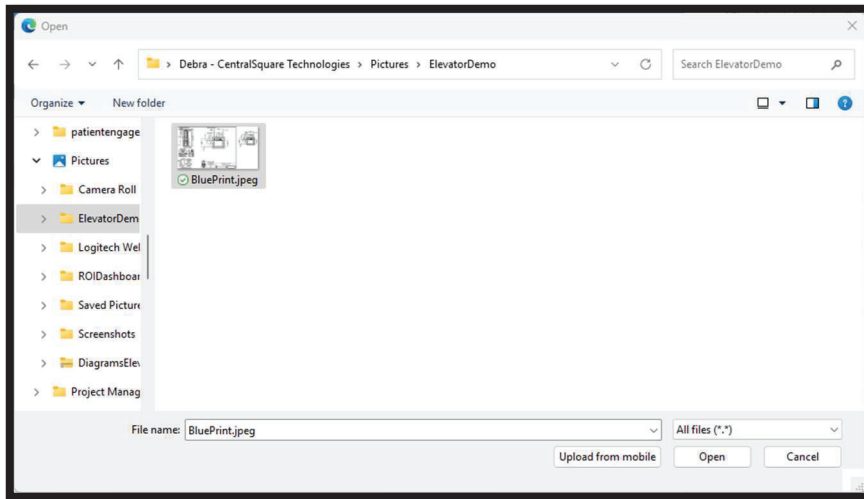
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**Note:** Blueprint submission (construction documents) is required for new Elevator installations. For Boilers, specifications and installation instructions are recommended submissions. Modernization projects do not require uploading documents.

The screenshot shows a web application titled "Apply for a Permit". At the top, there is a progress bar with four steps: 1. Permit Type (checked), 2. Permit Information (checked), 3. Documents (active), and 4. Summary. Below the progress bar, a message states: "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." Underneath this message, there is a section titled "Elevator - New Installation : Permit Documents". In this section, there is a label "Permit Document:" followed by a button labeled "Upload New File" which is highlighted with a red border. At the bottom of the form, there are two buttons: "Previous" and "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

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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

