

## Step by Step: How to apply / Park City Portal

### 1 - Select apply.

The screenshot shows the Park City Portal dashboard. The browser address bar displays `munisselfservice.bridgeportct.gov/EnerGovprod/SelfService#/dashboard`. The header features the Park City Portal logo and the text "PERMITS & LICENSES". A user greeting "Good Morning, Tamar Morales" and a shopping cart icon with "0" items are visible. A language dropdown menu is set to "English (United States)". The navigation menu includes "Dashboard", "Home", "Apply", "My Work", "Today's Inspections", "Pay Invoices", "Search", and "Calendar". The "Apply" button is highlighted with a red box and a red arrow pointing to it. Below the navigation menu is a blue banner with the text: "HAVING TROUBLE REGISTERING? Please try using Chrome or Edge or Firefox. Contact us if the problem Continues. Thanks!". The main content area is titled "My Permits" and contains five cards: "Attention" (0), "Pending" (0), "Active" (0), "Recent" (0), and "Draft" (0). A link "View My Permits" is located below the cards. The "My Plans" section is partially visible at the bottom, showing similar cards for "Attention", "Pending", "Active", "Recent", and "Draft".

2 - Select application from list or type the keyword in the search bar.


The screenshot shows the 'Park City Portal' website for 'PERMITS & LICENSES'. The user is logged in as 'Tamar Morales'. The 'Application Assistant' section is highlighted with a red box. It features a search bar with the placeholder text 'Search for application names and keywords'. Below the search bar are navigation tabs: 'All' (selected), 'Trending', 'My History', 'LICENSE', 'PERMITS', and 'PLANS'. A 'Show Categories' link is also present. The main content area displays three application categories, each with a description and an 'Apply' button:


Category Name	Description	Action
Building	Sign Contractor (License)	Apply
Commercial Building Permits	Building Commercial - Accessory Structure	Apply
Commercial Building Permits	Building Commercial - Addition Only	Apply



3 - Select apply.

The screenshot shows the 'Park City Portal' website. The header includes the logo and the text 'PERMITS & LICENSES'. The user is logged in as 'Tamar Morales' and the language is set to 'English (United States)'. The navigation menu includes 'Dashboard', 'Home', 'Apply', 'My Work', 'Today's Inspections', 'Pay Invoices', 'Search', and 'Calendar'. The main content area is titled 'Application Assistant' and features a search bar with the text 'Building Residential - Roof'. Below the search bar are several filter buttons: 'All', 'Trending', 'My History', 'LICENSE', 'PERMITS', and 'PLANS'. There is a link to 'Show Categories' and another to 'Show My Templates'. A list of categories is displayed, with the first entry being 'Building Residential - Roof'. This entry has a description of 'Residential Building Permits' and 'Building Residential - Roof'. A blue 'Apply' button is located to the right of this entry, and it is highlighted with a red rectangular box.


munisselfservice.bridgeportct.gov/EnerGovprod/SelfService#/applicationAssistant?sectionName=All&showTemplates=false







Good Morning, **Tamar Morales**  0

English (United States) 

Dashboard Home **Apply** My Work Today's Inspections Pay Invoices Search  Calendar 

### Application Assistant

Building Residential - Roof 

 All  Trending  My History  LICENSE  PERMITS  PLANS

[> Show Categories](#) [Show My Templates](#)

<b>Building Residential - Roof</b>	
Category Name: Residential Building Permits	Description: Building Residential - Roof

**Apply**

4 - Enter location.

munisselfservice.bridgeportct.gov/EnerGovprod/SelfService#/permit/apply/67/0/0

English (United States)

Dashboard Home Apply My Work Today's Inspections Pay Invoices Search Calendar

### Apply for Permit - Building Residential - Roof \*REQUIRED

- 1 Locations
- 2 Type
- 3 Contacts
- 4 More Info
- 5 Attachments
- 6 Signature
- 7 Review and Submit

**LOCATIONS**

Location

Add Location

+

**REQUIRED**

Create Template Save Draft Next

## 5 - Type location

The screenshot displays the 'Park City Portal' website, which is dedicated to 'PERMITS & LICENSES'. The browser's address bar shows the URL: `muniselfservice.bridgeportct.gov/EnerGovprod/SelfService#/permit/apply/addressmap`. The page header includes a navigation menu with links for 'Dashboard', 'Home', 'Apply', 'My Work', 'Today's Inspections', 'Pay Invoices', 'Search', and 'Calendar'. A user greeting 'Good Morning, Tamar Morales' and a language dropdown menu set to 'English (United States)' are also visible.

The main content area features a map of a city grid. A search box on the left side of the map is highlighted with a red border. The search box contains the text '45 Lyon' and includes a search icon and a clear button. The map itself shows a street grid with several blue-shaded areas representing parks or water features. Labels for 'Trumbull' and 'Stratford' are visible on the map.

6 - Select Location from drop down menu and add.

The screenshot shows the 'Park City Portal' website interface. At the top, there is a navigation bar with the text 'Park City Portal PERMITS & LICENSES' and a user greeting 'Good Morning, Tamar Morales'. Below this is a dark navigation menu with links for 'Dashboard', 'Home', 'Apply', 'My Work', 'Today's Inspections', 'Pay Invoices', 'Search', and 'Calendar'. The main content area features a search bar with '45 Lyon' entered. A dropdown menu is open, showing search results for '45 Lyon Ter' with parcel numbers '0907--03-----'. A red box highlights the 'Add' button next to the first result. A map below the search results shows a location pin on a parcel, with a popup window displaying '45 Lyon Ter' and 'Parcel: 0907--03-----'. The popup also includes 'Zoom to' and 'Add' options. The map interface includes standard navigation controls like zoom in/out and a search icon.

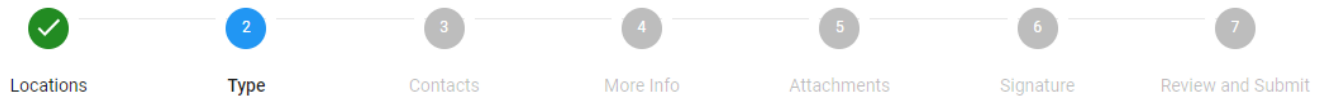
7 - Once the location is entered, select next.

The screenshot shows the 'Park City Portal' website for 'PERMITS & LICENSES'. The user is logged in as 'Tamar Morales'. The current page is 'Apply for Permit - Building Residential - Roof', which is marked as 'REQUIRED'. A progress bar shows 7 steps: 1. Locations (active), 2. Type, 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. The 'LOCATIONS' section contains a card for a location at '45 Lyon Ter Bridgeport, 06604'. The card includes fields for 'Main Address' (checked), 'Parcel Number' (0907--03-----), and 'Main Parcel' (checked), with a 'Remove' button. To the right is an 'Add Location' button with a plus sign. At the bottom, there are 'Create Template', 'Save Draft', and 'Next' buttons. The 'Next' button is highlighted with a red box.

- 8 - READ NOTE – A zoning plan is required before submitting permit
- 9 - Enter job description
- 10 - Enter “valuation” (Value of Work)
- 11 - Select next

### Apply for Permit - Building Residential - Roof

**\*REQUIRED**



#### PERMIT DETAILS

\*\*\*Please note that plan approvals from the Zoning Department may be required before submitting this permit to the Building Department. If required plan approvals have not been secured prior to filing the building permit, the permit will be placed on hold. You may file a plan approval request on the ParkCityPortal under > "Apply" > "Plans" \*\*\*

\* Permit Type

Description

Square Feet



Valuation










## 12 - Enter all relevant contacts (owner, contractor, architect, engineer)

munisselfservice.bridgeportct.gov/EnerGovprod/SelfService#/permit/apply/67/0/0

PERMITS & LICENSES


Dashboard Home Apply My Work Today's Inspections Pay Invoices Search  Calendar 

### Apply for Permit - Building Residential - Roof \*REQUIRED

Locations  Type  **Contacts**  More Info  Attachments  Signature  Review and Submit 


#### CONTACTS

**Applicant**




Tamar Morales (You)

45 Lyon Terr., Bridgeport, CT  
06604

Select Type 


Add Contact





Back Create Template Save Draft Next

13 - Please search for contact name or company name. Once you find the contact, select add.

munisselfservice.bridgeportct.gov/EnerGovprod/SelfService#/permit/apply/contact




Good Morn  
English (Unit

Dashboard Home Apply My Work Today's Inspections Pay Invoices Search  Calendar 


[Back to Application](#)

### Add Contact

Add Contact As

Search  

Sort

Favorite	First Name	Last Name	Address	Company	Email	Action
				Tamar's Pools	tamar.morales@bridgeportct.gov	<div style="border: 2px solid red; padding: 2px;"><input type="button" value="Add"/></div>

Results per page  1 - 1 of 1 << < 1 > >>

14 - If no contact is in the system, please select enter manually and select submit

muniselfservice.bridgeportct.gov/EnerGovprod/SelfService#/permit/apply/contact

Dashboard Home Apply My Work Today's Inspections Pay Invoices Search Calendar

[Back to Application](#)

### Add Contact

Add Contact As

[Search](#) **Enter Manually** [My Favorites](#)

#### Enter Manually

\* First Name

\* Last Name

Company Name

Email

\* Home Phone


\* Mobile Phone



\* Business Phone



15 - Once all contacts have been added select next

16 - Add job description and select next








munisselfservice.bridgeportct.gov/EnerGovprod/SelfService#/permit/apply/67/0/0



Good Morning, [Tamar Morales](#)  0  
English (United States) 

Dashboard Home Apply My Work Today's Inspections Pay Invoices Search  Calendar  0

### Apply for Permit - Building Residential - Roof \*REQUIRED

Locations  Type  Contacts  **More Info**  Attachments  Signature  Review and Submit 

**MORE INFO**

**General Info**

**\*Description of Work**

[Top](#) | [Main Menu](#)

Alterations (Interior/Exterior)

<input type="checkbox"/>	Exterior
<input type="checkbox"/>	Interior

# 17 - Upload plans and supporting documentation.

munisselfservice.bridgeportct.gov/EnerGovprod/SelfService#/permit/apply/67/0/0

**PERMITS & LICENSES**

Dashboard Home Apply My Work Today's Inspections Pay Invoices Search Calendar

### Apply for Permit - Building Residential - Roof \*REQUIRED

Progress:

#### Attachments

**Complete Building Plan**

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

REQUIRED

**Site Plan**

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

REQUIRED

**Workers Comp Ins Certificate/Notariz...**

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

REQUIRED

Select Type

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

# 18 - Sign application

## SIGNATURE

City of Bridgeport and Bridgeport Building Department require that permittee shall indemnify and hold-harmless "City/Department", its employees and agents and release both from any and all claims or actions brought by third parties for injuries or damages of property in connection with granting of this permit and work to be performed there under. Permittee may be required to insure against such claims in amounts appropriate to meet such obligation. City/ Department shall have the right to review and specify such amount and scope of coverage as it may deem appropriate for activities conducted under this permit.

The owner acting herein by and through his agent, licensed Engineer or Architect of the above described property hereby approves this application and agrees to comply with all appropriate statutes of the State of Connecticut and all regulations of the Connecticut State Building Code and to do no work not specifically covered by this application.

"I declare under penalties of perjury that this application, including any accompanying plans, specifications, etc., has been examined by me and to the best of my knowledge and belief is a true, correct, and complete statement of the work to be covered by this application, the proposed work is authorized by the owner is fee and applicant is authorized to make such application, and that I am the agent, Licensed Engineer, or Architect employed by the owner to the proposed work."

\* Please type your name as consent to electronically sign this application.

Enable Type Signature

Tamar Morales  
April, 18 2023

X Draw Signature Here


Clear



19 - Select submit.

munisselfservice.bridgeportct.gov/EnerGovprod/SelfService#/permit/apply/67/0/0








# Park City Portal

PERMITS & LICENSES

Good Morning, **Tamar Morales**  0  
English (United States)

Dashboard Home Apply My Work Today's Inspections Pay Invoices Search  Calendar 

## Apply for Permit - Building Residential - Roof \*REQUIRED

Locations  Type  Contacts  More Info  Attachments  Signature  Review and Submit 

**Submit**

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### Locations

Location	45 Lyon Ter Bridgeport, 06604
Parcel Number	0907--03-----

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### Basic Info

Type	Building Residential - Roof
Description	Replace roof covering
Square Feet	