

CITY OF MIDDLETOWN BUILDING DEPARTMENT  
245 deKoven Drive, Middletown, CT 06457  
Phone: 860-638-4870, Fax: 860-638-1970

## Directions for Online Permit Applications

1. Go to: [www.cityofmiddletown.com](http://www.cityofmiddletown.com)
2. Click: **Departments** (blue button on the top of page).
3. Click: **Public Works – Building Division** (4<sup>th</sup> link down).
4. Click: **Request a building permit**
5. On the top right of the permit application page, click on the red **sign in** button.
6. Sign in –  
Username: public  
Password: public
7. Fill out application. Your permit fee should automatically generate once you type in the estimated cost of labor and material.  
  
**HINT:** don't forget to fill out your email address, as the application will not take if the space is left blank.
8. When finished, click: save record. This sends your permit application to our computers. Once we receive your payment (check only) through the mail, we will send you a receipt which enables you to start your work. Upon approval, your signed permit will arrive in the mail.

### **Make checks payable to: City of Middletown.**

**Please be sure to include with your check: A print out of your permit application and/or a name and phone number of which we can contact you with any questions.**