# NEW ONLINE PERMITTING

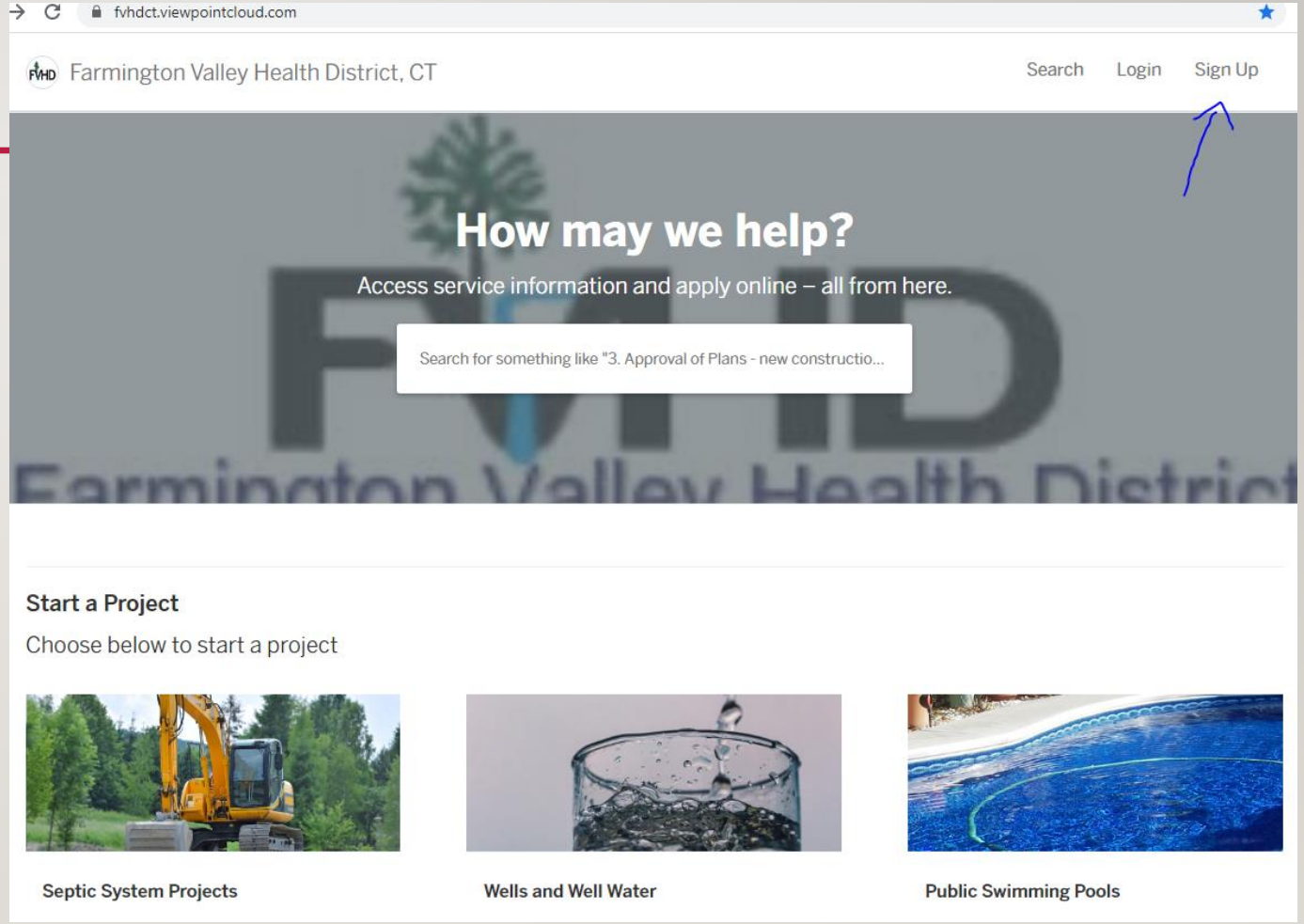
HOW TO USE FOR FVHD CUSTOMERS

FVHD

Farmington Valley Health District

# SIGNING UP

- Go to our website https://fvhdct.viewpointcloud.com/ and click sign up
- Create an account with an email and password you will remember.
- If you already have an OpenGov ID, there is no need to make another.

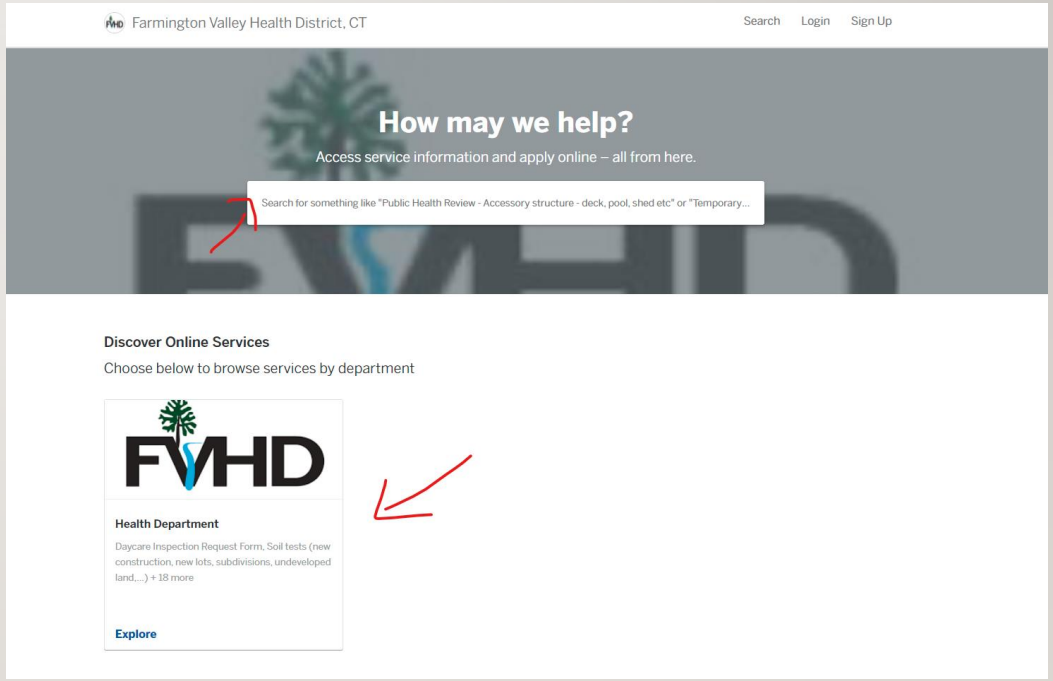


# FINDING AN APPLICATION

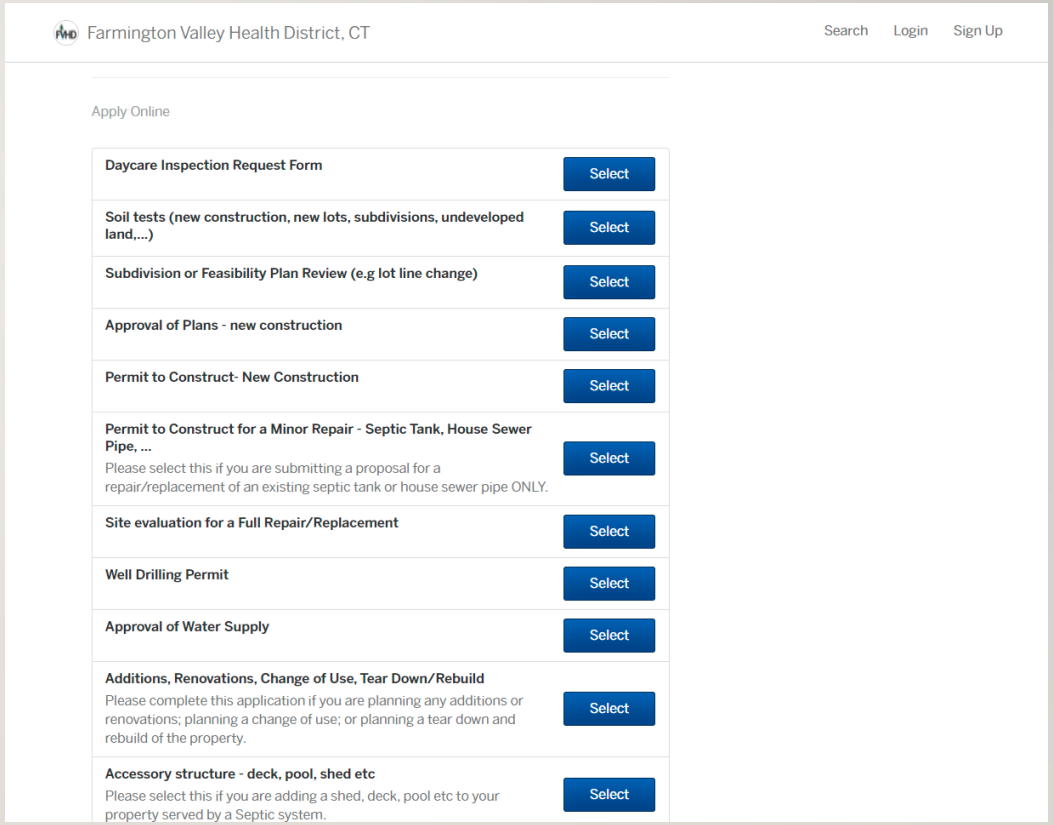
YOU CAN EITHER SEARCH BY APPLICATION TYPE

OR

CLICK ON DISCOVER ONLINE SERVICES

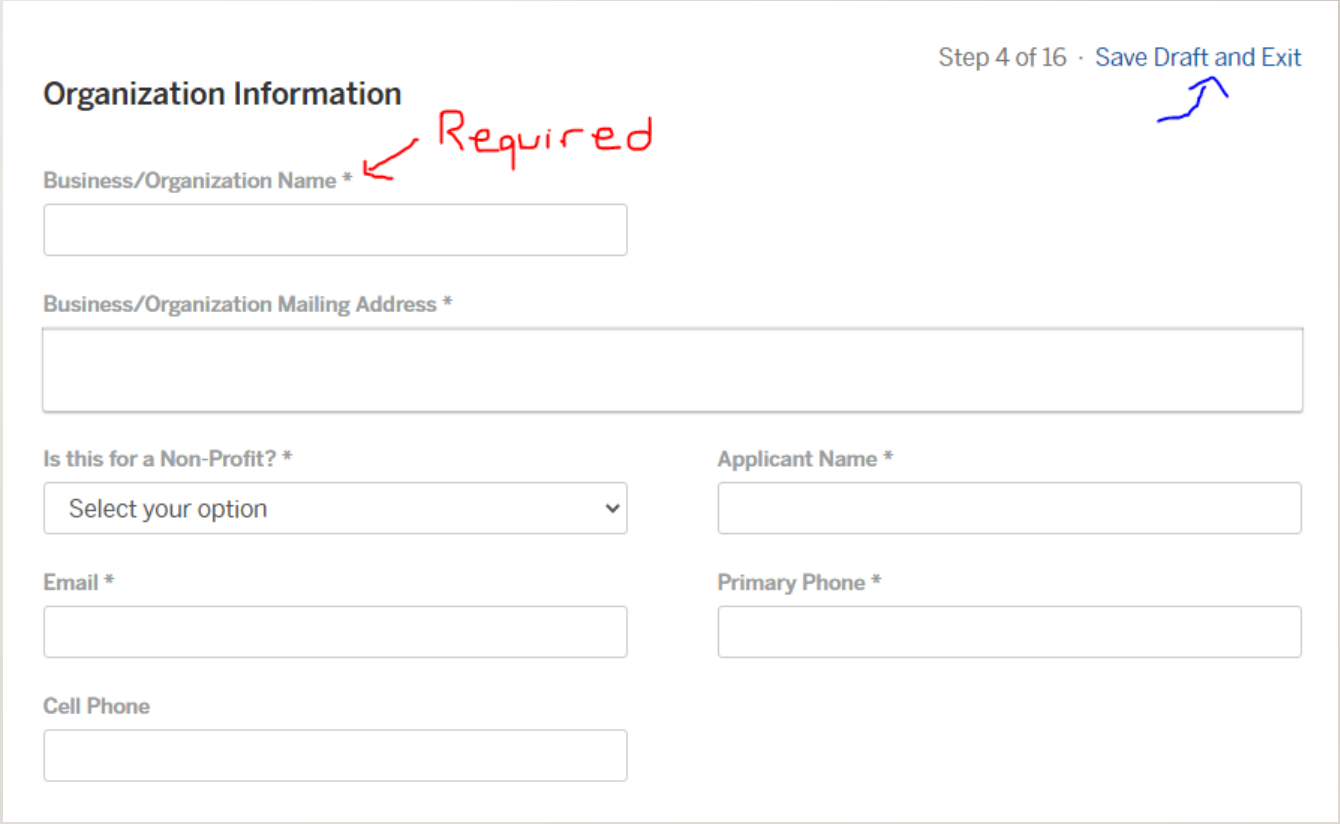


# SELECT YOUR APPLICATION



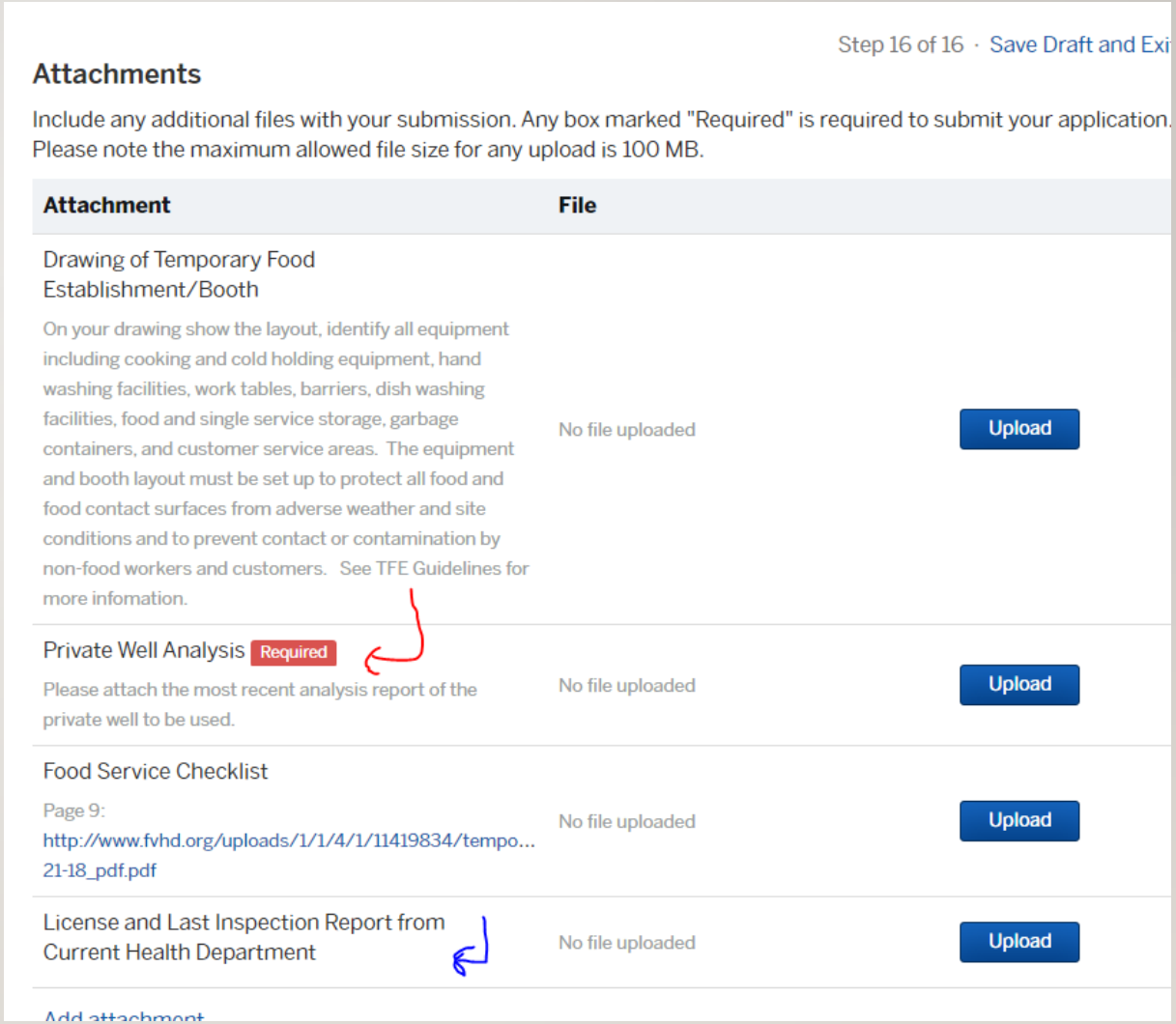
# FILLING OUT YOUR APPLICATION

- Questions with the * sign are required questions and cannot be skipped.
- You have the ability to save an application and fill it out later if you do not have the information.
- Failure to put adequate or accurate information could lead your application to be rejected.



# ATTACHMENTS

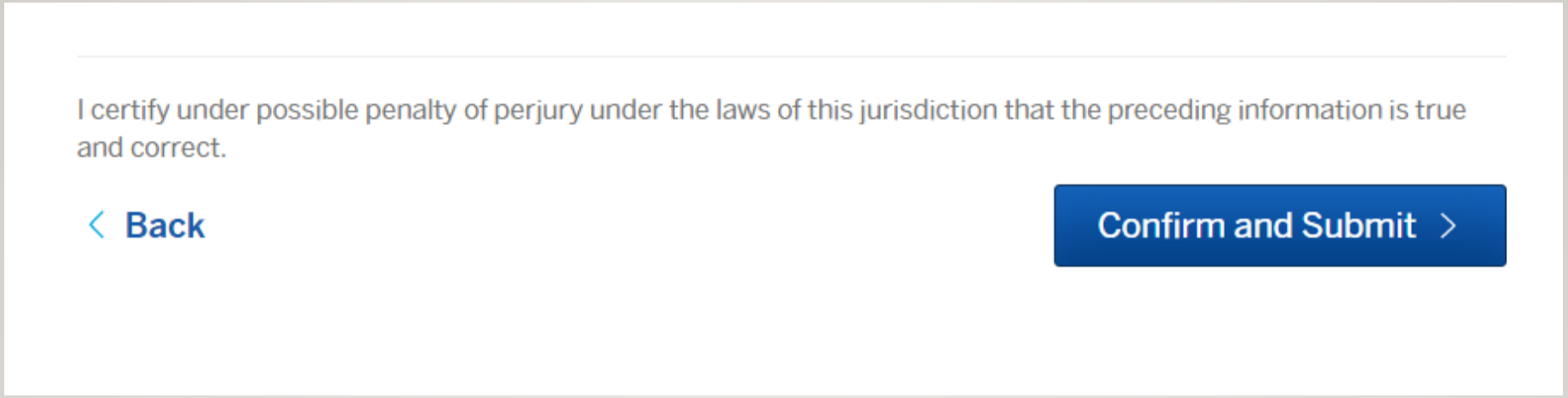
- All applications will come with attachments.
- Some will be required upon filling out the applications, others are not due to them being case by case attachments.
- Please attach everything you can for a more complete application.



# I DO NOT HAVE THIS INFORMATION YET WHAT DO I DO??

For information you do not have yet (such as a potential manager) please just fill out the name with "Unknown" and the other sections as "N/A" we can always have you update your application later.

For information you do not have, it will not be required immediately, but shall but put in your application later.




# APPLICATION REVIEW AND SUBMIT

REVIEW YOUR APPLICATION FOR ACCURACY AND SUBMIT IT!

# NEXT STEPS

- We will attempt to review your application within **10 business days** and either reject or accept it.
- When accepted, payments will be due before the permit will be released to you.
  - Payments will be via check or credit card over the phone*

*payment method subject to change

# MY ACCOUNT SECTION OF OPENGOV WILL

- Show you your previous/current applications and their status in our system
- Have your profile linked to your name and contact information
- Have any messages we will send you
- Show your payments, permits, and inspections

ANY QUESTIONS
PLEASE EMAIL US
AT
INFO@FVHD.ORG