

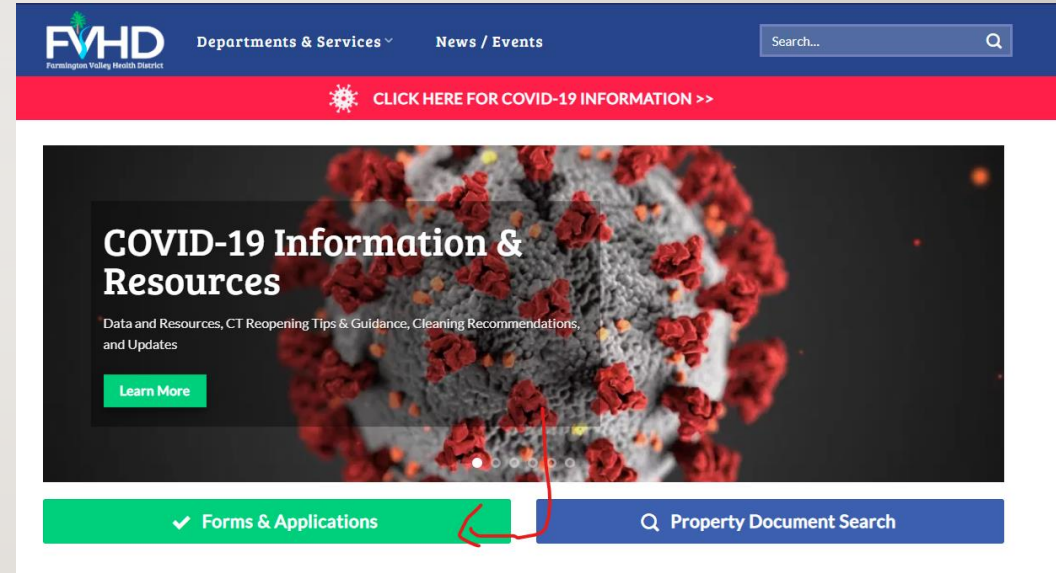
NEW ONLINE PERMITTING

HOW TO USE FOR FVHD CUSTOMERS



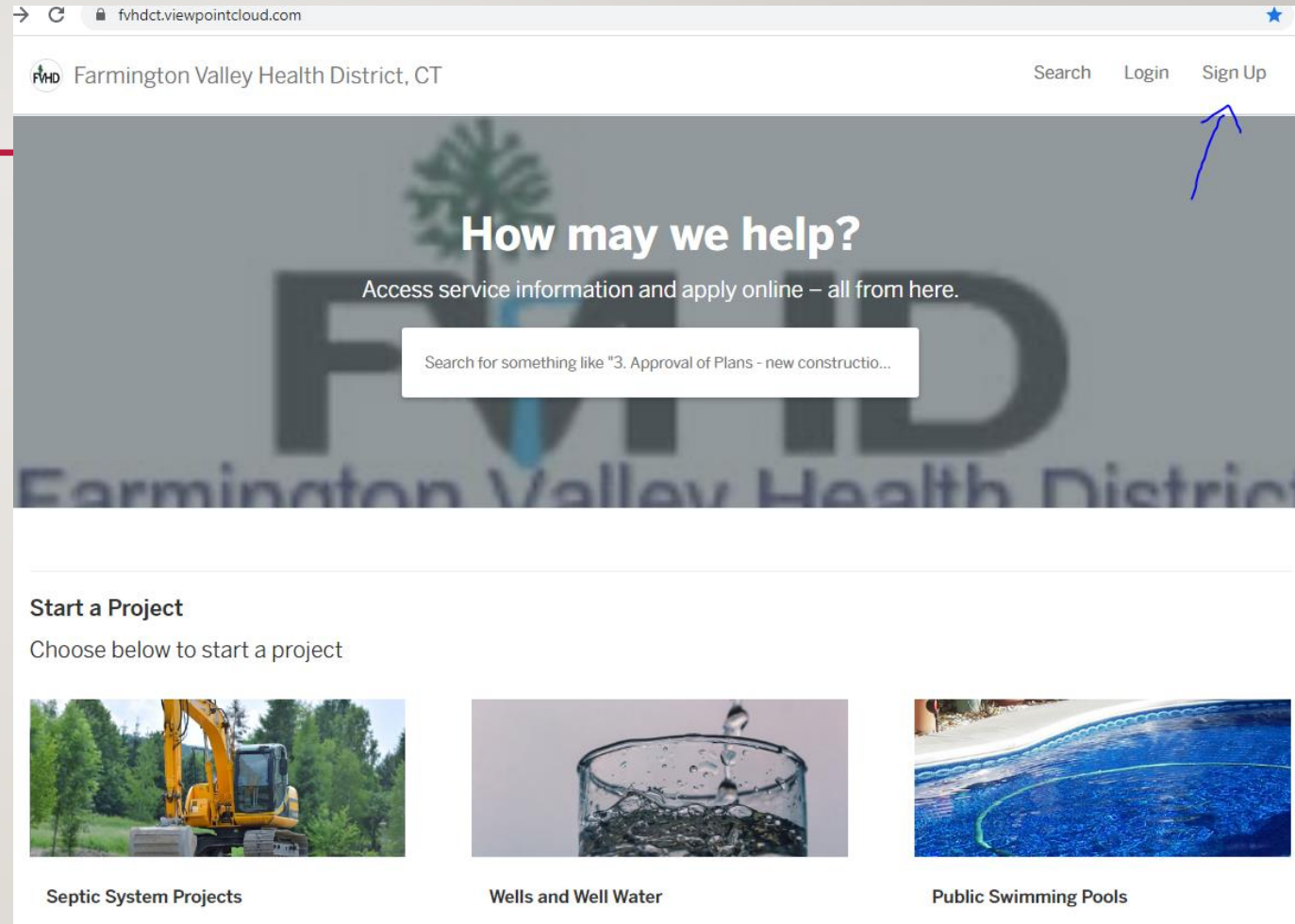
HOW TO GET TO OPENGOV

- Visit our website, <https://fvhd.org/>
- Click “Forms and Applications” (the green box)
- Click our OpenGov box and go to the page.
- Or use <https://fvhdct.viewpointcloud.com/>
- **Save this website for future use.**



SIGNING UP

- Go to our OpenGov Portal <https://fvhdct.viewpointcloud.com/> and click sign up. **Save this website for future use.**
- Create an account with an email and password you will remember.
- If you already have a Viewpoint ID, with FVHD, there is no need to make another.



The screenshot shows the website for Farmington Valley Health District, CT. The browser address bar displays 'fvhdct.viewpointcloud.com'. The website header includes the FVHD logo and the text 'Farmington Valley Health District, CT'. In the top right corner, there are links for 'Search', 'Login', and 'Sign Up'. A blue arrow points to the 'Sign Up' link. Below the header, a large banner features the text 'How may we help?' and 'Access service information and apply online – all from here.' A search bar is present with the placeholder text 'Search for something like "3. Approval of Plans - new constructio...'. Below the banner, a section titled 'Start a Project' invites users to 'Choose below to start a project'. Three project categories are displayed with corresponding images: 'Septic System Projects' (a yellow excavator), 'Wells and Well Water' (a glass of water with a splash), and 'Public Swimming Pools' (a blue swimming pool).

SEARCHING FOR AN APPLICATION

YOU CAN SEARCH FOR AN APPLICATION OR SELECT IT FROM OUR LIST OF APPLICATIONS

The screenshot shows the Farmington Valley Health District website. At the top, there is a navigation bar with the logo, the name 'Farmington Valley Health District, CT', and links for 'My Account', 'Search', and a user name 'Deidra'. Below the navigation bar is a large grey banner with the text 'How may we help?' and 'Access service information and apply online – all from here.' A search bar is positioned below this banner, containing the text 'Search for something like "Temporary Food Permit" or "Subdivision Plan Review"'. A red arrow points to the search bar with the handwritten text 'Search for apps'. Below the banner is a section titled 'Discover Online Services' with the instruction 'Choose below to browse services by department'. A card is displayed with the 'FVHD' logo and the text 'Apply Here (Click Explore to see applications)'. Below the logo, it lists 'Public Swimming Pool Application - Indoor, Temporary Food Service Permit + 8 more'. A blue 'Explore' button is at the bottom of the card. A red arrow points to the card with the handwritten text 'Select from list'.

Apply Here (Click Explore to see applications)

Apply Online

Daycare Inspection Request Form	Select
Annual Food Service Permit To renew your already existing permit.	Select
Food Service Plan Review Packet	Select
Temporary Food Service Permit Please complete this application for temporary events and Farmer's market permits.	Select
Public Swimming Pool Application - Indoor	Select
Public Swimming Pool Application - Outdoor	Select
Public Swimming Pool Application - Spa Outdoor	Select
Public Swimming Pool Application - Spa Indoor	Select
Salon Permit Application	Select
NEW Salon Permit Application For new facilities opening their salon for the first time	Select

SELECT YOUR APPLICATION


- Select the application you need to fill out.
- On the next screen select apply online
- This page also has any attachments, applicable to your application type that you may need for reference (pool closures, handwash signs, etc)

LOCATIONS

- Type in the address of the establishment
- If there are issues or the location does not have an address, select a nearby address and just note it in your application.
- If issues continue, please call our office.

Step 2 of 8 · [Save Draft and Exit](#)


Location for Public Swimming Pool Application - Outdoor
Select a location for this record.

 **Search for Address or Parcel**
Search for an address or parcel by name, address, or Parcel ID.


[< Back](#) [Next >](#)

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.

Step 4 of 16 · Save Draft and Exit 

Organization Information

Business/Organization Name *  Required

Business/Organization Mailing Address *

Is this for a Non-Profit? *
Select your option 

Applicant Name *

Email *

Primary Phone *

Cell Phone

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.

Step 16 of 16 · Save Draft and Exit

Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.

Attachment	File
Drawing of Temporary Food Establishment/Booth On your drawing show the layout, identify all equipment including cooking and cold holding equipment, hand washing facilities, work tables, barriers, dish washing facilities, food and single service storage, garbage containers, and customer service areas. The equipment and booth layout must be set up to protect all food and food contact surfaces from adverse weather and site conditions and to prevent contact or contamination by non-food workers and customers. See TFE Guidelines for more information.	No file uploaded Upload
Private Well Analysis Required Please attach the most recent analysis report of the private well to be used.	No file uploaded Upload
Food Service Checklist Page 9: http://www.fvhd.org/uploads/1/1/4/1/11419834/tempo...21-18_pdf.pdf	No file uploaded Upload
License and Last Inspection Report from Current Health Department	No file uploaded Upload

[Add attachment](#)

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.

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[< Back](#)

[Confirm and Submit >](#)

APPLICATION REVIEW AND SUBMIT

REVIEW YOUR APPLICATION FOR ACCURACY AND SUBMIT IT!

PAYING FOR YOUR PERMIT

Pool License Fee
Due Now. Please make a payment in order to continue.

Public Swimming Pool Application - Indoor	
Permit Fee	\$150.00
Total Fee Amount	\$150.00

Payment Method

Pay with a Credit Card
\$5.48 processing fee

Pay with check, cash, or another method
No processing fee

Amount Due	\$150.00
Total Payment Amount	\$150.00

Ask a question about this

- **NEW:** Pay for your permit online with a credit card. We will not be accepting credit cards in the office.
- Mail in a check. If you do mail in a check, please comment you are doing so in the question section.
- *All online payments are subject to a processing fee

NEXT STEPS


- We will attempt to review your application within **10 business days** and either reject or accept it.



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

TROUBLESHOOTING

- If you are stuck in a loading screen, clear your cache
 - If the issue persists, switch your browser
 - If you have issue with location, either call our office or put in a nearby street address and contact our office so we can edit your application.
- 



ANY QUESTIONS
PLEASE EMAIL US
AT
INFO@FVHD.ORG
