

# Building Permit Submission Process

The Town of Westport contracts with General Engineering Company (GEC) for all permitting. Prior to beginning the submission process, please ensure you have all necessary documentation:

- Complete and Sign the [Town of Westport Permits](#) and upload to GEC through GEC Portal
- Parcel number
- Property address
- Zoning permit number, if needed
- Sanitary permit number, if needed
- Electronic copy of all required plans to upload to GEC Portal
- Contractor information, including license number and expiration date.

The [GEC permit portal](#) will allow you to submit all permit requests electronically and track their progress until issuance. Incomplete applications will be rejected. Please make sure to upload all required documents.

By utilizing the permit portal, you will be able to follow your permit progress in real time; being electronically notified along the way! Electronic notifications inform you:

- Once you've begun your initial draft submission
  - Ability to save and edit until the permit file is ready to submit for review
- Once your permit has been submitted
- Once your permit has been accepted by our inspectors
- Of any inspector questions/concerns, or if more documentation is needed
- Once your permit has been approved and is ready for issuance

Approved permits are issued upon payment. Payment can be made online through [Payment Service Network](#) or by check (via mail, drop box, or in office)

To complete electronic submission of your building application:

1. Visit the [online permit portal](#) to begin the application process.
2. Choose your project type and complete all required information, as prompted
3. Upload plans and all other required documentation, as prompted
4. "Submit" the completed application for review – confirmation notification will be sent

**Reminder:** no work is allowed to begin until a permit has been approved and issued.