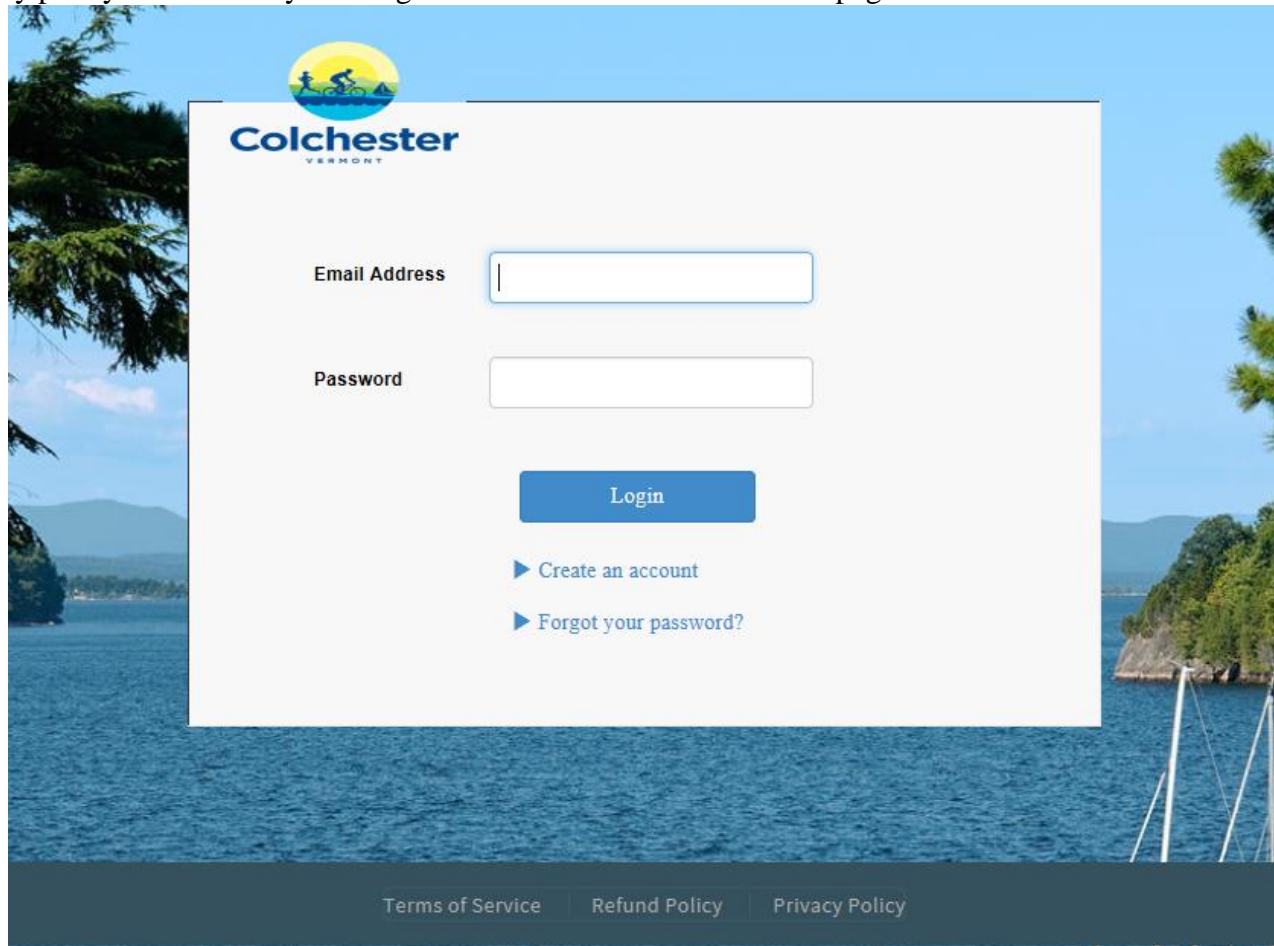


EGOV Registration Guide

Welcome to EGOV: an online portal to apply for and receive permits from the Colchester Department of Planning & Zoning. This portal can be used to apply for building & zoning permits, Development Review Board applications, and all wastewater permits from state wastewater permits to local wastewater permits for tank replacement. To use the EGOV portal, a new account will be required. Visit <https://elms.colchestervt.us/egov/> and click on “Create an account” to begin. Be sure to review the terms of service, refund policy, and privacy policy for EGOV by clicking on the links at the bottom of the page.



Fill in all of the fields noted with a red asterisk. Confirm that you have read and accepted the privacy policy and terms of service. We will not share the information collected and will only use the information to contact you regarding your permit applications.

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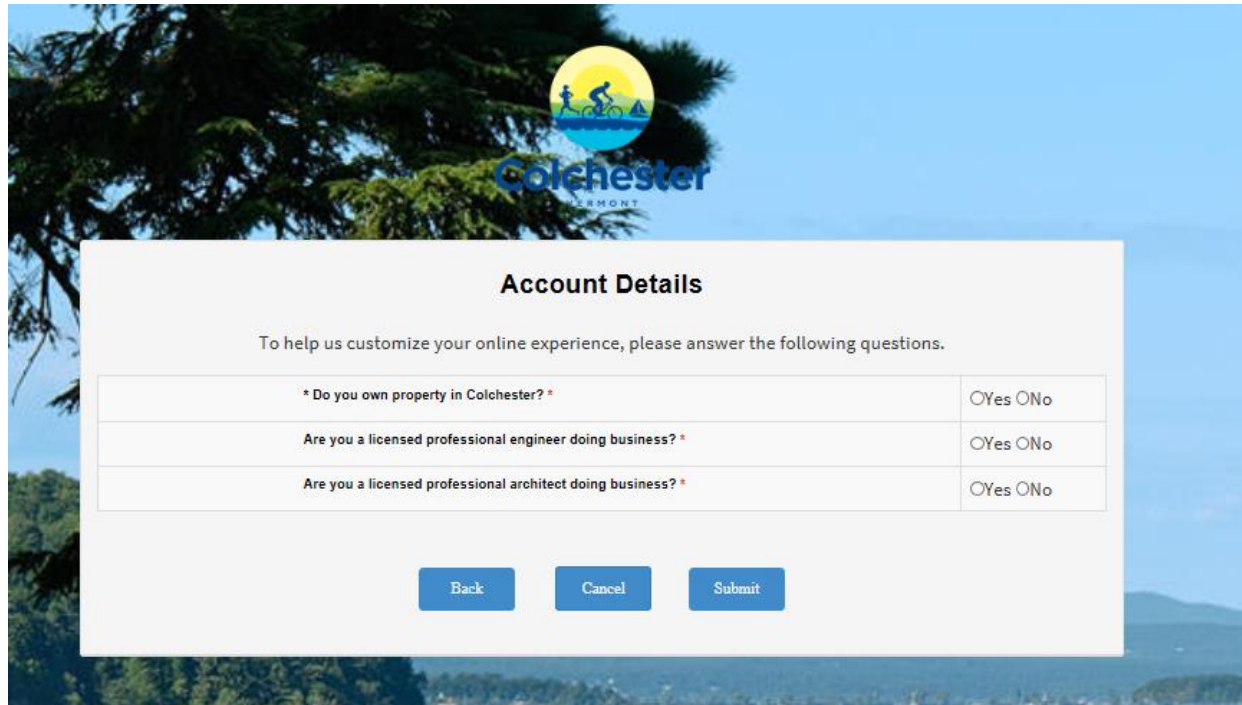
Account Registration

Applicant Type *	<input type="text" value="Please Select"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Company Name	<input type="text"/>
Address *	<input type="text"/>
City *	<input type="text" value="Colchester"/>
State *	<input type="text" value="VT"/>
Zip *	<input type="text"/>
Email Address *	<input type="text"/>
Phone Number *	<input type="text"/>
Ext	<input type="text"/>
Work Phone	<input type="text"/>
Ext	<input type="text"/>
Mobile Number	<input type="text"/>

Please confirm that you have read and accept our Privacy Policy and Terms of Service.

Required fields are marked with an asterisk*

To use the EGOV portal, you are not required to own property in Colchester or be a licensed professional. The information collected helps to sort users into different user groups.

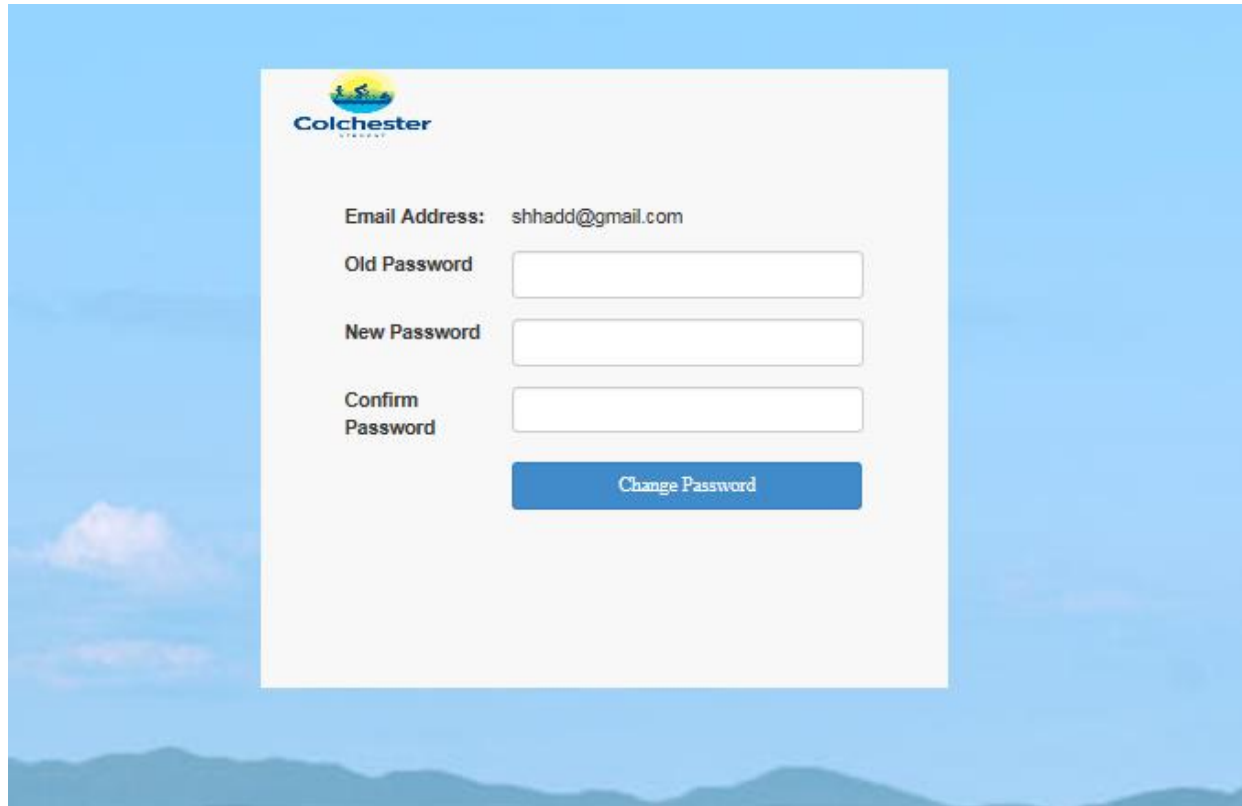


Account Details

To help us customize your online experience, please answer the following questions.

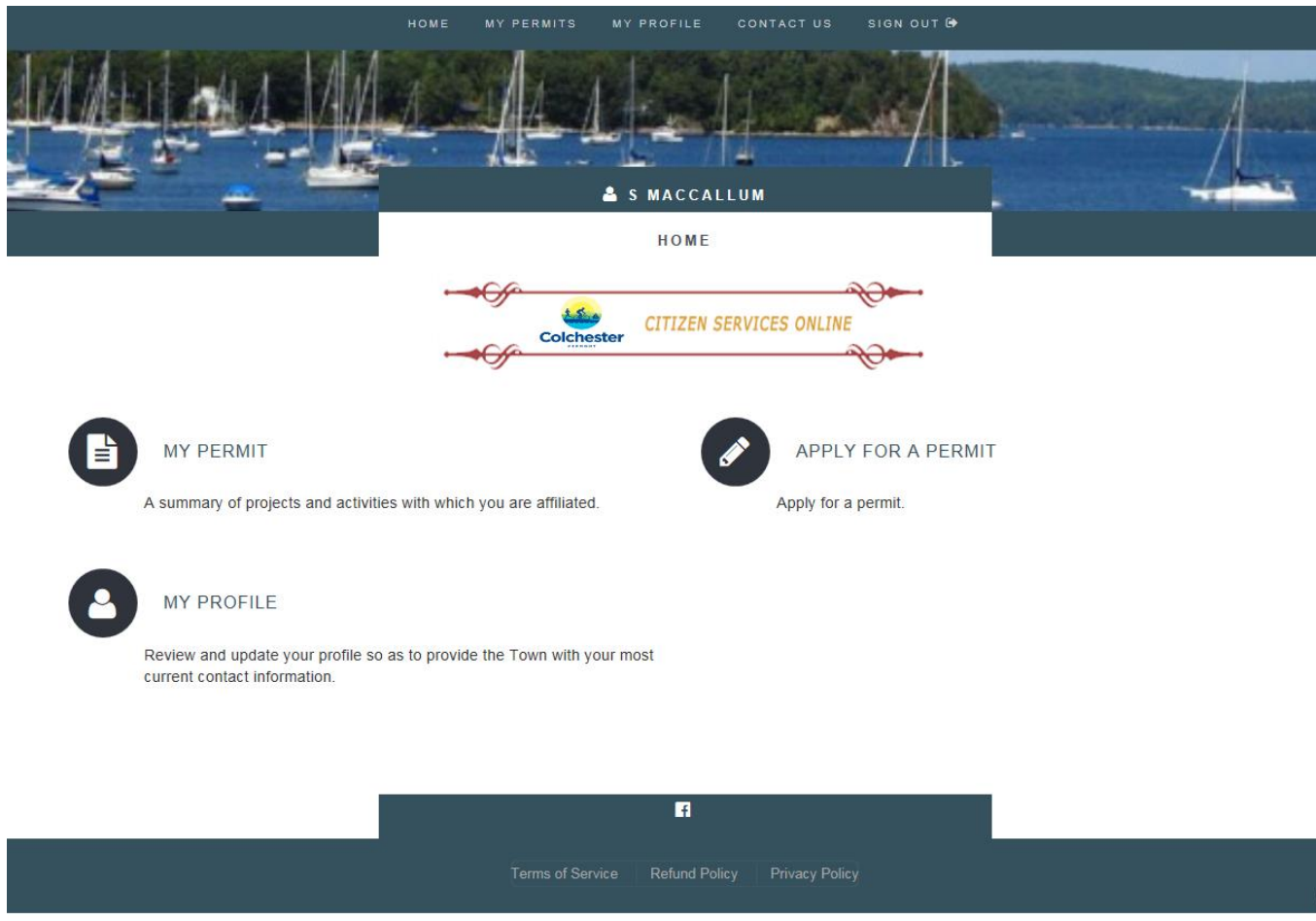
* Do you own property in Colchester? *	<input type="radio"/> Yes <input type="radio"/> No
Are you a licensed professional engineer doing business? *	<input type="radio"/> Yes <input type="radio"/> No
Are you a licensed professional architect doing business? *	<input type="radio"/> Yes <input type="radio"/> No

After this step you will see a screen congratulating you on registering and informing you that a temporary password has been sent to the email address you provided. The email will be from egov@colchestervt.gov and will have the subject: Registration Success. Please make sure this email does not go to your spam filter. Once you have the temporary password, please log back onto the website with the password provided. You will be prompted to change the password.



The image shows a screenshot of a web form for changing a password. The form is centered on a light blue background with a subtle mountain range at the bottom. At the top left of the form is the Colchester logo, which features a stylized sun and water. Below the logo, the text "Email Address:" is followed by the email address "shhadd@gmail.com". There are three input fields: "Old Password", "New Password", and "Confirm Password". Each field is a simple white rectangle with a thin border. Below the input fields is a blue button with the text "Change Password" in white.

After you have set your password, you will be brought to the login page you will regularly see each time you now log on to EGOV.



Your registration is complete and you can apply for permits by clicking on Apply for Permits! To customize your account including changing your email address, password, or mailing address you can click on My Profile. Click on My Permit to review the status of any permits you have applied for.