

## **How Do I View Permit File History?**

1. Navigate to the Town of Voluntown, CT PUBLIC ACCESS PORTAL.

<https://permitlinkusaonline.com/csp/voluntownct/DocumentLink.PublicWelcome.cls>

2. On the portal, at the top, you should see a section labeled "Search All Documents". This list is publicly accessible without needing to log in or have specific account permissions.

3. The permit list is presented in a table format. You can use the white boxes at the top of each column to filter the table by entering any characters of the column text. This allows you to search for specific permits based on criteria like Parcel Id, Owner, Location, Permit Type, Status, or Work Description.

4. Select the row with the property information you are looking for.

5. After selecting a row, you can choose the "Print the Permit selected" icon.

6. Clicking this icon will likely generate a preview version of the selected permit details. This document would contain information such as Parcel Id, Owner, Location, Permit#, Permit Type, Issued date, Fees, Status, and Work Description. Further information can be found by selecting the "Attachments". "Attachments" are in the same section as the "Print" option. Please email [tlussier@voluntown.gov](mailto:tlussier@voluntown.gov) for a printable version.

## **What do Misc. or Scanned Documents Mean?**

1. For certain permit entries, particularly those with a "Misc" Permit Type and a "Closed" Status, there is text in the "Scanned Document Content" column that appears to describe a scanned document. For example, the entry for Parcel ID 028 036-01 0260 at BEACH POND RD has "Scanned: 260 Beach Pond Rd.pdf". Similarly, other entries show "Scanned: 479 Beach Pond Rd Home Business Permit.pdf", "Scanned: 79 Forge Hill Rd smoke detector permit.pdf", and so on.

2. The presence of ".pdf" in these descriptions suggests that these are likely PDF files containing scanned documents related to the specific permit and property.

3. The description often includes the property address or a brief description of the document, such as "Home Business Permit," "smoke detector permit," "COC" (likely Certificate of Occupancy), or details about specific work done ("Addition," "Footing Drain").