

Instructions and Checklist for Building Permit Application

- ❖ Work may not normally commence until the permit application is approved and the permit is on the job site.
 - Emergency repairs may be completed with permits applied for the next working business day.
 - The permit or a copy of the permit is to be available at the job site until completion of the project.
 - ❖ Inspections are to be arranged per the schedule found on the bulletin board.
 - ❖ It is the responsibility of the permit applicant or his agent to schedule inspections. Work may NOT continue until inspections are made AND the work has passed the inspection. Any work covered by further construction prior to an approved inspection is subject to uncovering at the discretion of the inspector. Every effort will be made by the building department to meet your schedule. But, please remember, holidays and weekends are not work days.
 - ❖ Permit applications may be submitted only by the owner in fee or his authorized agent. Licensing is not required of the applicant. Other than the single family homeowner working in his own home, where he resides, CT State licensing is required for work in the plumbing, electrical, mechanical, and sheet-metal trades.
 - ❖ Licensed trade contractors may delegate the submission of a permit application to an agent if:
 - An original, signed and dated letter on the contractor's letterhead is submitted containing:
 - Name of the licensed contractor's agent
 - Statement that bearer of the letter is authorized to sign the permit application
 - Name of the municipality where the work is to be performed
 - The job name or a description of the job
 - Starting date of the job
 - The license numbers of all trade contractors involved
 - ❖ Please print legibly and fill in all items requested. Additional documents are almost always required.
 - ❖ Failure to submit all required information or documents will result in delays in approval of your permit.
 - ❖ Items that are required to be submitted with the Permit Application:
 - First five below listed items followed by an asterisk (*) are contained on the building permit application form.
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- Completely fill out the front page of the **Permit Application**.*
 - Stop at the heavy horizontal line near bottom of front page.
 - Obtain approval and signature of current Status of **Taxes** from the **Tax Assessor**.*
 - Obtain approval from **Zoning Enforcement Officer**.*
 - Exempted for repairs and replacements.
 - Submit any **ZBA Approval Letters**.
 - Obtain approval from the **Sanitarian**.*
 - Exempted for roofing, siding, sheds < 200 ft², etc.
 - Obtain approval or waiver from the **Fire Marshal***
 - Exempted for 1-2 family dwelling or manufacturing occupancies.
 - Submit notarized proof of **Worker's Compensation Insurance** or waiver form.
 - If required, obtain and submit proof of **Home Improvement or New Home Contractor Licensing** Status.
 - If required, obtain and submit **Trade Contractor's Letter** (see above).
 - If any new construction or addition is planned, obtain and submit scaled **Plot Plan** showing locations with measurements.
 - Submit two copies of **Scaled Construction Drawings** to building department:
 - May be waived by the building official for projects of a minor nature.
 - Engineered joist and beam calculations, size and layout.
 - Bedrooms, electrical panels, plumbing, boilers/furnaces/stoves, etc. need to be located & labeled on floor plans.
 - Signed &/or sealed documents by a CT State **Licensed Registered Design Professional** (engineer, architect or interior designer) may be required depending on the project; reference the flow chart on bulletin board.
 - If required, submit signed and sealed proof of special inspection programs &/or structural observation.
 - If required, submit the specifications prepared by the **Architect, Interior Designer and/or Engineer**.
 - If required, submit proof of **Independent Structural Engineering** review of plans.
 - For structures exceeding the threshold limit, pursuant to section 29-276c of the CT General Statutes.
 - If required, submit one copy of sealed and/or signed construction documents to the **Fire Marshal**
 - Exempted for 1-2 family dwelling or manufacturing occupancies only.
 - Obtain & submit approved **Wetland Permit** for any activity within 150 ft. of a watercourse or wetland.