



**Town of Marlborough Land Use & Building Department  
26 North Main Street  
Marlborough, CT 06447  
860-295-6202**

Date of Application \_\_\_\_\_ **Permit #** \_\_\_\_\_

Property Location \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant is: \_\_\_\_ Property owner \_\_\_\_ Contractor - **Contractor License No.** \_\_\_\_\_

**Is this a secondary permit?** \_\_\_\_\_

**Electric** \_\_\_\_\_ **HVAC** \_\_\_\_\_ **Plumbing** \_\_\_\_\_ **Stove** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Size of Structure, Addition, Shed etc.** \_\_\_\_\_

**Cost of Materials & Labor** \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Proposed work as described above is authorized by the owner in fee and the applicant is said owner in fee or is authorized to make application for proposed work.

**Verification of Real Estate Taxes**

**Taxes Paid** \_\_\_\_\_ **Taxes Unpaid** \_\_\_\_\_

**Tax Collector's Signature** \_\_\_\_\_

**Building Permit Validation**

Date Received \_\_\_\_\_ Reciept # \_\_\_\_\_ Permit Fee\$ \_\_\_\_\_ Zoning Fee\$ \_\_\_\_\_

WEO Fee \_\_\_\_\_ ZBA \_\_\_\_\_ Zoning \_\_\_\_\_ **Permit#** \_\_\_\_\_ **Zoning#** \_\_\_\_\_

**Other Approvals (If necessary)**

Special Permit \_\_\_\_\_ Site Plan \_\_\_\_\_ Wetlands Permit \_\_\_\_\_ Variance \_\_\_\_\_

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**Zoning**

This approval is based on the plot plan submitted. Falsification, by representation or omission, or failure to comply with the conditions approval of this permit shall constitute a violation of the Marlborough Zoning Regulations. Any modification or alteration of the approved plans shall required further review and/or approval.

Permit Hereby: Non Applicable \_\_\_\_\_ Denied \_\_\_\_\_ Approved \_\_\_\_\_

Date Approved \_\_\_\_\_ Permit# \_\_\_\_\_ By \_\_\_\_\_  
Zoning Enforcement Official

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**Health Department**

Permit Hereby: Non Applicable \_\_\_\_\_ Denied \_\_\_\_\_ Approved \_\_\_\_\_

Date Approved \_\_\_\_\_ By \_\_\_\_\_  
Chatham Health Official

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**Fire Marshal**

Permit Hereby: Non Applicable \_\_\_\_\_ Denied \_\_\_\_\_ Approved \_\_\_\_\_

Date Approved \_\_\_\_\_ By \_\_\_\_\_  
Fire Marshal

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**Building Official**

Denied \_\_\_\_\_ Approved \_\_\_\_\_ Date Approved \_\_\_\_\_

By \_\_\_\_\_  
Building Official

# 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.
- 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 ft<sup>2</sup>, 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.