



## **WHEN YOU APPLY FOR A BUILDING PERMIT**

There seems to be a misunderstanding that once you have completed the **BUILDING APPLICATION** you have to simply wait receipt of the actual **BUILDING PERMIT** so your PROJECT can begin. This is for the most part, not the case!

Referring to the **2018 Connecticut State Building Code**, there are several steps which the applicant must adhere to before the BUILDING PERMIT is issued, which include:

### **At time of Application for the Required Building Permit.**

Please provide, without exception:

- ***Completed Building Permit Application.***
- ***Submittal of required Fees.***
- ***Workmen's Compensation Certification (Form 7A,7B or 7C) OR Certificate of Workmen's Compensation Insurance.***
- ***TWO (2) complete sets of construction drawings dimensioned and of proper scale.***
- ***Site Plan showing boundaries, existing and proposed structures as per Sec. [A] 107.2.5.***
- ***Certificate of Zoning Compliance issued by Zoning Enforcement Officer.***
- ***Certificate of Inland Wetlands Compliance by Enforcement Officer.***

**BUILDING CODE DETAIL REQUIREMENTS, for review:****APPLICATION:**

**105.3.1 Action on Application.** Pursuant to section 29- 263 of the Connecticut General Statutes, **the building official shall examine or cause to be examined applications for permits and amendments thereto within 30 days after filing and either issue or deny a permit within such 30-day period.** If the application or construction documents do not conform to the requirements of this code and pertinent laws, the building official shall reject such application in writing, stating the reasons therefor. If the building official is satisfied that the proposed work conforms to the requirements of this code and applicable laws, the building official shall issue a permit therefor as soon as practicable. In order to meet the 30-day requirement set forth herein, construction documents shall be submitted by the applicant to both the building official and the local fire marshal, concurrently.

**105.3.1.1 Zoning approval.** Pursuant to subsection (f) of section 8-3 of the Connecticut General Statutes, **no building permit shall be issued, in whole or in part, for a building, structure or use subject to the zoning regulations of a municipality without certification in writing by the official charged with the enforcement of such regulations that such building, structure or use is in conformity with such regulations or is a valid nonconforming use under such regulations.**

**105.3.1.2 Fire Marshal approval.** Pursuant to section 29-163 of the Connecticut General Statutes, no building permit for a building, structure or use subject to the requirements of the Connecticut State Fire Safety Code shall be issued in whole or in part without certification in writing from the local fire marshal that the construction documents for such building, structure or use are in substantial compliance with the requirements of the Connecticut State Fire Safety Code.

**SUBMITTAL DOCUMENTS:**

**[A] 107.1 General.** Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted in two or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

**[A] 107.2 Construction documents.** Construction documents shall be in accordance with Sections 107.2.1 through 107.2.6.

**[A] 107.2.1 Information on construction documents.** Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted where approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official.

**[A] 107.2.5 Site plan.** The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn

in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan where the application for permit is for alteration or repair or where otherwise warranted.

**[A] 107.2.5.1 Design flood elevations.** Where design flood elevations are not specified, they shall be established in accordance with Section 1612.3.1.

**107.2.5.2 Private sewage disposal system.** The site plan shall indicate the location of a private sewage disposal system where a public sewer is not available. Private sewage disposal systems shall be designed and installed in accordance with the requirements of the Public Health Code adopted under authority of section 19a-36 of the Connecticut General Statutes. All technical and soil data required by the Public Health Code shall be submitted with the site plan. Approval of such systems shall be by the local authority having jurisdiction. **When such approval is required by the local authority having jurisdiction, written proof of such approval shall be submitted to the building official prior to issuance of a building permit.**

**NOTE:**

Inland Wetlands Enforcement Office must also submit to the building official written proof of such approval at time of Application for Building Permit. This requirement is in conjunction with the requirements set forth within **Section 105.3.1.1 Zoning Approval** so stated above.

**FEES:**

**[A] 109.1 Payment of fees.** A permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid. 109.2 Schedule of permit fees. Each municipality shall establish a schedule of fees for each construction document review, building permit, certificate of approval and certificate of occupancy. A schedule of adopted fees shall be posted in the building department for public view.

**[A] 109.3 Building permit valuations.** The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.

**[A] 109.5 Related fees.** The payment of the fee for the construction, alteration, removal or demolition for work done in connection to or concurrently with the work authorized by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law.

*Submitted Without Prejudice,*

  
R. E. Leighton,  
Code Official