



## **Land Use & Permitting Process**

Most changes to property, particularly where they involve physical expansion of existing buildings or adding new structures will need to check in with each of the four permitting departments– Health, Wetlands, Zoning, and Building. For many simple projects, this process can be very smooth and efficient, but these departments need to verify that any proposed changes are being done in accordance with local and state laws.

### **Health Department: Connecticut River Area Health District (CRAHD)**

#### **When do you need a permit from CRAHD?**

- ✓ Constructing / expanding / altering residential or commercial buildings (dormers, porches, office, retail space)
- ✓ Constructing expand during altering accessory structures (examples: garages, decks, sheds, barns, gazebos, pools)
- ✓ Creating an accessory apartment
- ✓ Converting unfinished space to heated or conditioned habitable space (examples: attic, basement, porch, attached or detached garage)
- ✓ Changes to the use of residential or commercial space
- ✓ Installing a new or repairing an existing septic system, well, water treatment system or irrigation system
- ✓ Modifying an existing property line
- ✓ Opening a new or modifying an existing Food Service establishment

To obtain a CRAHD permit: fill out a B-100a application found here <https://www.crahd.info/blank>

### **Inland Wetlands Watercourses Commission (IWWC)**

#### **When do you need wetlands (IWWC) approval?**

1. [Click here to visit CT ECO](#) to see if your project or area of activity contains or is within 100' of wetlands.
2. Search for your address and the
3. Click on the layer list
4. Check soils and
5. Click inland wetlands soils.

This will give you a good indication if there are wetlands on site or within close proximity to your project. You can then present the printed map when applying for your permit to the Wetland Agent.

The Wetland Agent must sign your Zoning application before it can be issued. If the Wetland Agent determines a separate permit is needed, it can be [found by clicking here](#)

### Planning and Zoning Department

#### When do you need a Zoning Permit?

- ✓ Construct a new home, building or structure
- ✓ Footprint expansion for any existing building or structure
- ✓ Raising the roof
- ✓ Installing a swimming pool
- ✓ Installing or changing a sign
- ✓ Creating an accessory apartment
- ✓ Change a lot / property line
- ✓ Create new lots (subdivision)
- ✓ Converting unfinished space to living space
- ✓ New business occupying new or existing space

If your project includes any of the work described above, please consult the Zoning Enforcement Officer as to which type of permit will be required. Permit applications and information related to zoning regulations and requirements [can be found by clicking here.](#)

### Building Department

#### When do you need a Building Permit?

A building permit will be required for anyone who is planning a project including:

- ✓ The construction, alteration, enlargement, repair, demolition (full or partial) of a building or structure
- ✓ The change in use or occupancy of a building structure or portion thereof

If any project includes modification, removal or installation of electrical, gas, mechanical (HVAC) plumbing or other trades, additional permits may be required.

Nonstructural work such as paint, tiling, countertops, cabinets, flooring or finish carpentry do not require a building permit.

Building permit applications [can be found here](#)