



Building Permit Application

Application Number:	<input type="text"/>	Receipt Date:	<input type="text"/>	Fee:	<input type="text"/>
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Building	Mechanical	Electrical	Plumbing	Gas	Estimated Construction Cost: <input type="text"/>
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PROPERTY LOCATION: _____

Owner: Name: _____ Mailing Address: _____ _____ Phone: _____ E-mail: _____	Applicant (if different than owner/contractor): Name: _____ Mailing Address: _____ _____ Phone: _____ E-mail: _____
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Contractor: Name: _____ Phone: _____ E-mail: _____	Address: _____ _____ _____
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Assessor Parcel Information: Map: _____ Lot: _____ **Property w/in 100yr Flood Plain?** Y N

Purpose of Permit: New Construction Addition Alteration Other _____

Type of Construction: _____ **Proposed Use Group:** Residential Commercial
 (Wood Frame – Steel – Masonry – Timber Framed – Other)

Sewer/Water: Septic City Sewer Well Water City Water

Square Footage per Floor: 1st: _____ 2nd: _____ 3rd: _____ 4th: _____

Basement: _____ Attic: _____ Total Square Feet: _____

Description of Work: _____

I hereby certify that:

_____ I am the Owner of Record

_____ the proposed work is authorized by the owner and/or I have been authorized to make this application as an authorized agent

I agree to conform to all applicable laws, regulations and ordinances. All information contained within is true and accurate to the best of my knowledge and belief:

Print Name	Signature	Date
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Signature of Building Official: _____ **Date:** _____

See reverse side for more information:

PLEASE SUBMIT THE FOLLOWING INFORMATION

Trade Information:

	Company Name	Signature	License #
Electrical			
Plumbing			
Heating			

If Applicable:

	Permit #	Approval Date
Zoning Permit		
LLHD		

Checklist for Permit Applications

To be done under the 2012 IRC or IBC portion of the 2016 CT State Building Code

All Applicants must submit the following:

	Completed Building Permit application including a detailed explanation of the work to be performed and the value of that work.
	Payment for the Permit Fee.
	Site plan drawn to scale – if Applicable.
	Copy of Approved Zoning Permit and LLHD Permit - if applicable.
	Two sets of dated plans drawn to scale. (If Structure >5,000sf, Plans must be stamped)

Additional Submittal Documents Required per Applicant Type

1. If Owner:

	Workers Comp Waiver form 7A if doing all of the work yourself, 7B if hiring any subcontractors.
	Provide HIC Registration #_____ if NOT the primary residence

2. If Contractor:

	Workers Comp Waiver form 7A if doing all of the work yourself, 7B if hiring any subcontractors.
	Authorized affidavit per CGS 20-338b if applicant is an employee of the contractor.
	Copy of their trade license or HIC registration.
	Copy of proof of Liability Insurance

3. If New Home Builder:

	Workers Comp Waiver form 7A if doing all of the work yourself, 7B if hiring any subcontractors.
	Copy of New Home Builder's License.
	Copy of proof of Liability Insurance

GENERAL LIST OF REQUIRED INSPECTIONS

All inspections are mandatory, any items not included in this list may not be covered or concealed until they have been inspected and tested. It is the applicant's responsibility to know the building code in which they are building. Any questions pertaining to code compliance are welcome and encouraged.

TYPE OF INSPECTION	TIMING	SPECIFICATIONS
TEMPORARY ELECTRICAL SERVICES	If Applicable	CRS Number required
FOOTINGS	Before pouring concrete	Any required rebar must be in place
FOUNDATION WALLS	Before pouring concrete	Any required cast in place anchorage, rebar or penetrations must be in place
FOUNDATION	Before back filling	Submittal of certificate required by CT PA16-45 is required at this time
	Before pouring basement floor slab	Radon mitigation preparation, under slab systems must be in place at this time
MECHANICAL, ELECTRICAL AND PLUMBING ROUGH IN TESTING AND INSPECTION	May be done with framing inspection	All installation manuals must be available at this time
TRENCHES FOR ELECTRICAL, WATER OR GAS PIPING:	Before backfilling	Approved backfill material must be on-site, tracer wire for plastic gas piping and warning tape must be installed
GAS PIPING PRESSURE TEST	If Applicable	
FRAMING INSPECTION	Before exterior wrap is installed on braced walls	Rough-ins for mechanical systems, plumbing and electrical must be installed and tested before framing inspection will be approved
FIREPLACE HEARTH EXTENSION:	Prior to pouring,	Form with rebar in place
CHIMNEY THROAT FIREBOX	When damper in place, with smoke shelf and flue started	Constructed with max ¼" joints in firebrick
INSULATION INSPECTION	Before drywall is installed	Draft-stopping and fire-blocking must be installed at this time
ROOFING UNDERLAYMENT INSPECTION	Before roofing is applied	
NEW AND/OR REPLACEMENT WATER HEATER/BOILER/FURNACE, OIL/PROPANE TANKS	If Applicable	Installed in accordance with manufacturers installation instructions

