

Finished Basements Building Permit Information

When is a building permit required?

A building permit is required to construct basement recreation rooms.

**Please contact the Building Division at 860-652-7521 if you have a question on whether or not a particular activity requires a building permit.*

What do I need to submit to obtain a building permit?

A completed building permit application – ‘Building Permit Application Part A’

In addition to the standard building permit application, ‘Building Permit Application Part B’ is also required for the construction or finishing of basement recreation rooms. This form MUST be signed by the legal property owner.

1 copy of building construction plans to scale, dimensioned and with sufficient information to provide for full code compliance review by the Building Division.

Individual permit applications are also required for associated 1) plumbing, 2) electrical, 3) heating, ventilation and/or air conditioning.



**FOR INSPECTIONS OR
GENERAL QUESTIONS
CALL 860-652-7521**

How much will the permit cost?

The permit fee is based on the estimated cost of the proposed work:

Permit fee is \$17.26/\$1,000.

Certificate of Occupancy \$25.00

All fees will be paid by the General Contractor

No fees are collected until permit has been fully approved.

**This fee schedule covers all permits (structural, plumbing, electrical, heating and air conditioning)*

Basement Draftstop Detail

