

Additions & Modifications to Existing Residence/Commercial Buildings

When is a building permit required?

A building permit is required to construct, alter or demolish a structure. This includes the construction of basement recreation rooms, finishing unfinished space, re-roofing, decks, replacement siding or windows, storage sheds, garages, solar panels both roof and ground mounted, tenant fit outs, and remodeling of kitchens, or bathrooms.

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

A completed building permit application which includes 'Building Permit Residential Part A' or 'Building Permit Commercial Part A' depending on the scope of the work submitted to the Building Division, 3rd floor Town Hall.

In addition to the standard building permit application, 'Building Permit Application Part B' is also required for the construction of or finishing of basement recreation rooms, finishing unfinished space, decks, storage sheds, garages, tenant fit outs, and depending on the scope of the work, remodeling of kitchens, or bathrooms. This form *must* be signed by the property owner.

****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.***

If the project involves a building addition or the construction or shed or other accessory structure, 1 copy of the plot plan for the subject property containing the location of the addition or accessory structure, to determine zoning compliance. Based on the actual location of the proposed addition or accessory structure, the Building Division may require submittal of a plot plan certified A-2 by a Professional Engineer or Land Surveyor.

If the project involves an addition to the residence or the finishing of an unfinished space, 1 copy of building construction plans to scale, dimensioned and with sufficient information to provide for full code compliance review by the Building Division.

1 copy of a completed model energy code compliance statement. The energy code software is available at www.energycodes.gov/rescheck/index.stm

Plot plans for building additions or new accessory structures will be circulated for review and approved by the Building Department, Engineering Division, Community Development Division, Health Department, and Fire Marshal's Office.

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

****If the property has a septic system, you may be subject to an additional \$50.00 health department septic review fee.***



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)*

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