



Town of Glastonbury Office of Community Development

2155 Main Street | P.O. Box 6523 | Glastonbury, CT 06033-6523 | www.glastonburyct.gov

FEE SCHEDULE

EFFECTIVE MAY 15, 2024

The Community Development Department charges fees to partially compensate for the cost of processing applications in the [Building Inspection](#), [Health](#), [Fire Marshal](#), and [Land Use](#) divisions. Payments may be made by cash, check (payable to “Town of Glastonbury”), or credit card (except land use applications).

Refunds

Any land use application withdrawn prior to notice of a public hearing or canceled by the Office of Community Development is eligible for a refund of 50% of the initial application fee. A request must be made in writing to the Community Development Director. Refund requests must be submitted within six months of the project withdraw request date.

Building permit fees may only be refunded within the first 180 days or during the approved extension period. A request must be made in writing to the Building Official. The Building Official may authorize a refund of 80% for permit applications without plan review and a refund of 50% for permit applications with plan review. No refund will be issued if any work has begun, or if the permit has been revoked or expired.

State Fees

In accordance with Public Act 92-235, the State of Connecticut requires that any person, firm or corporation making application for approval of land use applications pay a sixty-dollar (\$60.00) fee, in addition to any other fee which is required for application. Such fee shall be collected by the Town. Of the sixty dollars (\$60.00) collected; two dollars (\$2.00) shall be retained by the Town to cover administrative costs; and fifty-eight dollars (\$58.00) shall be deposited in the Environmental Quality Fund established pursuant to Section 22a-27g of the Connecticut General Statutes.

Similarly, in an effort to support the public’s safety, the legislature established a special fund that provides training specific to the State Building and Fire Codes. This fund is called the Code Education Fund, and is paid for by assessments on the construction value of local building permits. The current rate of assessment is 26 cents per \$1,000 of construction value.

Town Ordinance Fee Citations

Department Function	Code of Ordinances
Building Inspection	Chapter 5, Article II, Division 1, Sections 5-16 and 5-17
Conservation Commission/ Inland Wetland Watercourses Agency	Chapter 15, Article II, Section 15-22
Health (Food Service, Salons, Sanitation)	Chapter 5, Article II, DIVISION 2, Sections 5-28, 5-29, 5-33, and 5-34; AND Chapter 7.5, Sections 7.5-6, and 7.5-11; AND Chapter 9, Article III, DIVISION 8, Section 9-137; AND Chapter 11, Article V, Section 11-96; AND Town Council Policy Action
Fire Marshal	Chapter 7, Article I, Section 7-12
Land Use (Town Plan & Zoning Commission & Zoning Board of Appeals)	Chapter 15, Article III, Division 1, Section 15-38 AND Article VII, Section 15-96

Building Inspection Fees

Category	Estimated Cost / Service Provided	Fee
<p>Building Permit Fees</p> <p>The fees for each class of permit shall be calculated separately:</p> <ul style="list-style-type: none"> • Building • Electrical • Plumbing • Heating, ventilation, and air conditioning • Oil or gas burning furnace, including tank installation for oil burners • Wood stove installation • Moving of buildings. <p>Fees include a \$0.26 per \$1,000 state fee.</p>	Over \$1.00 but not more than \$1,000.00	\$34.26
	Over \$1,000.00, per thousand or fraction thereof	\$17.26
Reinspection Fee	Cost of one state-required building permit inspection is included in the fees above. Reinspection is required after failed inspection. Fee will be waived if work passes the first re-inspection.	\$100.00
Certificate of Use and Occupancy	Issuance of a certificate of use and/or occupancy	\$40.00
<p>Demolition</p> <p>Demolition is defined as the dismantling, razing, destroying or wrecking of any building or structure or any part thereof.</p>	Over \$1.00 but not more than \$1,000.00	\$16.00
	Over \$1,000.00, per thousand or fraction thereof	\$16.00
Zoning Review	Zoning compliance review for plot plans, change of use, and customary home occupations	\$25.00

Health Department Fees

Category	Service Provided	Fee
Food Service Fees	Class 1- Prepackaged food/beverages only (gas stations)	\$125.00
	Class 2- Ready to eat food/beverages (minimart)	\$225.00
	Class 3- Fast Food	\$350.00
	Class 4a- Restaurant up to 24 seats and mobile vendors	\$375.00
	Class 4b- Restaurant up to 49 seats	\$450.00
	Class 4c- Restaurant with 50+ seats	\$500.00
	Class 4d- Caterers, wholesalers	\$500.00
	Seasonal market vendor (150 days)	\$100.00
	Temporary	\$75.00
	Reinspection Fee	50% of license fee
	License Reprint	\$25.00
	Prorated Fee	New establishment only. Submitted after January 1- charge 50% of fee class. After May 1- charge full fee class and license is valid for remainder of the fiscal year plus the entire next fiscal year.
Food Service Late Fees	Annual license late fee	Received more than 5 days after end of licensing will be charged the license fee plus an additional 50% of the fee for the Class.
	Temporary License late fee	Application received less than 14 days before event will be charged the license fee plus an additional 50% of license fee
Food Service Plan Review	Food service plan review	100% of associated license fee
	Plan review for subsequent significant plan revisions	50% of associated license fee
Plan Review	Subdivision/multi-lot plan review	\$190.00/lot
	Each review after first revision	\$75.00/lot
	Single lot and site plan review	\$250.00/lot
	Each review after first revision	\$125.00/lot
	B-100a site improvement plan review	\$65.00/lot

Community Development Department Fee Schedule

Category	Service Provided	Fee
Rooming House	Permit for up to 10 units	\$75.00
	Permit for 11-25 units	\$250.00
	Excess of 25 units	\$75.00 + \$250.00 + \$30.00 per unit
Salon Annual Permits	Salon 1-2 chair	\$125.00
	Salon 3 or more chairs	\$175.00
	License reprint	\$25.00
Salon Plan Review	Plan review	\$100.00
Septic Permits	New	\$280.00
	Repair	\$200.00
	Minor Repair	\$160.00
Soils Testing	Initial soil testing	\$250/lot
	Additional testing	\$150/hour
	B-100 testing (Field Activity)	\$125.00
	Soil tests for repair/replacement of existing on-site septic system	\$0
Well Permits	New well	\$165.00
	Geothermal well (one permit can show all well locations)	\$165.00
	Well deepening or hydro-fracture	\$50.00
	Well abandonment	\$50.00
	Backwash treatment review	\$125.00
Other Fees	Child daycare plan review	\$125.00
	Child daycare compliance inspection	\$100.00
	Public Pool Inspection	\$190.00
	Migrant worker housing inspection	\$50.00

Fire Marshal Fees

Category	Service Provided	Fee
Alcoholic Liquor Permit	New permit/annual permit renewal	\$100.00
	Temporary permit (special event)	\$35.00
Blasting Permit		
Blasting Permit	Blasting Permit for typically no more than 30-day period (fee amount set by state statute)	\$60.00
Fuel Storage Tanks		
Fuel Storage Tanks	Commercial fuel storage tank installation	\$100.00
	Propane fuel tank installation (for event)	\$50.00
	Underground fuel storage tank removal	\$50.00
Hazardous Materials Vehicle Inspection		
Hazardous Materials Vehicle Inspection	Unregistered hazardous materials transport vehicle	\$50.00
Open Burn Permit		
Open Burn Permit	Open burning permit	\$35.00
	Annual open burning permit for property containing 5+ acres of wholly or in part agricultural purposes (covering multiple burn events)	\$35.00
Reinspection & Late Fees		
Reinspection & Late Fees	A reinspection fee is required after a failed inspection. Fee will be waived if the property passes the first re-inspection.	\$100.00
	Failure to obtain permit prior to commencing work or operations	200% of permit fee

Community Development Department Fee Schedule

Planning & Land Use Fees

Category	Service Provided	Fee
Certificate of Appropriateness	Historic District Commission review	\$35.00 + \$100.00 public hearing notice fee
Conservation Commission	Referral to Conservation Commission for recommendation	\$100.00
Planned Area Development & Adaptive Redevelopment Zone	Preliminary Plan of Development Review for Planned Area Development	\$100.00
	Final Plan of Development and change of zone review for Planned Area Development or Adaptive Redevelopment Zone	\$260.00 + \$160.00 per residential unit and \$65.00 per 1,000 gross sq ft of commercial space + \$100.00 public hearing notice fee + \$60.00 state fee
	Minor changes in approved Final Development Plan	\$25.00 (Zoning Review Fee)
Sign Permit	Sign Regulation review	\$50.00 for permanent sign or \$25.00 for temporary sign
Public Hearing Notice	Public hearing legal noticing	\$100.00
Site Plan	Outdoor dining review	\$100.00 + \$60.00 state fee
	CSG 8-30g Affordable Housing Development review	\$100.00 + \$100.00 public hearing notice fee + \$60.00 state fee
Special Permit	Section 4.11, 6.8, or 6.11 Special Permit review	\$200.00 + \$60.00 state fee
	Section 12 Special Permit with Design Review	\$200.00 + \$20 for each 1,000 sq ft over 5,000 sq ft + \$100.00 public hearing notice fee + \$60.00 state fee
	Section 6.2 Excavation/ Filling Special Permit review	\$250.00 + \$50 for each 5 acres or portion thereof + \$100.00 public hearing notice fee + \$60.00 state fee
	Section 12.9 Minor Change review	\$100.00 + \$60.00 state fee
	Section 12.10 Insignificant Change review	\$50.00

Community Development Department Fee Schedule

Category	Service Provided	Fee
Subdivision & Resubdivision	Zoning review of subdivision & resubdivision application	\$350.00 + \$250.00 for each lot + \$100.00 public hearing notice fee for subdivisions of 6 lots or more + \$60.00 state fee
	Wetlands review of subdivision & resubdivision application	\$100.00 for each lot containing wetlands/watercourses/URA + public hearing fees as necessary
Inland Wetlands & Watercourses Agency	Agent IWWA review	\$100.00 + \$60.00 state fee
	Regulated Uses and Activities Review (1) By total wetland/watercourse area on subject property and (2) By area of limited wetland/watercourse disturbance And (3) Regulated Activity	(1) \$1.00 per 1,000 square feet + (2) \$10.00 per 1,000 square feet + (3) \$200.00 per individual activity + \$60.00 state fee
	Significant Activity review	\$400.00
	Fee After the Fact	200% of permit fee
	Map amendment petition review	\$200.00 + \$60.00 state fee
	Renewal or extension of expiration date to a previously issued wetlands permit	\$100.00 + \$60.00 state fee
	Transfer of wetlands permit	\$25.00
	Zoning or POCD Change	Building Zone Regulations text change or zoning map change review
Plan of Conservation and Development change review		\$150.00 + \$100.00 public hearing notice fee + \$60.00 state fee
Zoning Certificate of Compliance	Building Zone Regulations compliance review	\$30.00
Zoning Board of Appeals	Variance or Special Exception request review	\$200.00 + \$100.00 public hearing notice fee + \$60.00 state fee