

Finished Basement Permitting Package

**PLEASE READ
NEXT PAGE FOR
PERMITTING PROCEDURES**

Finished Basement Permitting Package

PLEASE READ CAREFULLY BEFORE STARTING THE PROCESS

List of Required Documentation

- Complete the permit application packet in its entirety including the Zoning & Health forms.
- Provide two (2) copies of building plans drawn to scale.
- If the Applicant is not the Owner of the Property, the Letter of Authorization must be completed.
- Provide a copy of the Connecticut Home Improvement Contractor Registration/License.
- Provide a copy of contractor's insurance showing workman's comp.

OR

- The Connecticut 7B Worker's Compensation Form must be completed and notarized.

Permit fees will be collected by each department separately and to be paid by check or cash only.

Building Department checks are made payable to "Town of Newtown."

Building Department (203) 270-4260

Please see Building Department after all documents are ready & application has been completed BEFORE seeing the following:

Land Use Agency (203) 270-4276

Borough (203) 270-4353

Health District (203) 270-4291

TOWN OF NEWTOWN BUILDING DEPARTMENT
FINISHED BASEMENT- PERMIT APPLICATION

Permit No.:	Receipt No.:	Date Issued:
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REQUIRED DEPARTMENTS TO SIGN OFF ON PERMIT APPLICATION

Zoning:	Conservation:	Health:
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Is this property in the Borough?	if yes, Borough sign off will be needed
Is this property in the Borough Historic District?	if yes, approval letter will be needed
Is this property in the Hattertown Historic District?	if yes, approval letter will be needed
<i>All refunds must be requested within 30 days of permit date if project under this permit is cancelled.</i>	
Date:	

Property Location Street Address:

COMPLETE OWNER'S CONTACT INFORMATION BELOW

If the Owner is pulling this permit, a Letter of Authorization from the Contractor will be required.

Owner's Name as it Appears in Land Records:	Owner's Email:	
Owner's Street Address:		
Town/City:	State:	Zip Code:
Home Phone Number:	Work Phone Number:	Fax Number:

IF NOT THE OWNER, COMPLETE THE APPLICANT'S CONTACT INFORMATION

If the Applicant is not the Owner or Contractor, a Letter of Authorization from the Owner & Contractor will be required.

Applicant's Name:	Applicant's Email:	
Street Address:		
Town/City:	State:	Zip Code:
Applicant's Phone Number:	Work Phone Number:	Fax Number:

LICENSED CONTRACTOR INFORMATION

If the Contractor is pulling this permit, a Letter of Authorization from the Owner will be required.

Name of Contractor:	Contractor's Email:	
Contractor's Business Name:		
Street Address:	Contractor's Phone Number:	
Town/City:	State:	Zip Code:
Home Improvement Contractor License Number:	HIC Expiration Date:	

Complete the description of work to be done below:

Will there be a change in use? _____

Was work done without a permit? YES / NO Is the structure within the 100 year flood plain? YES / NO Flood Zone: _____

ESTIMATED CONSTRUCTION COST \$
(Minus Cost of Mechanicals)

Call Before You Dig: (800) 922-4455 BUD#:

ESTIMATED COST OF MECHANICALS

Electrical Cost & Security Alarm Cost:	Heating Cost:	Pump Cost:
Plumbing Cost:	A/C Cost:	Gas/Propane Cost:

FINISHED BASEMENT

Please fill-in sub-contractor and contact telephone number below.

It is the responsibility of the property owner or the owner's agent to hire contractor(s) licensed by the State of Connecticut for each mechanical trade. The owner or owner's agent is required to get a signed Letter of Authorization by each contractor should the Owner or Owner's Agent be pulling a permit using the contractor's license.

Trade	Name of Sub-Contractor/Company	Telephone #
PLUMBING		
ELECTRICAL		
HEATING & A/C		
PUMP		
L.P. GAS OR NATURAL GAS		
ALARM		
MASONRY		
FIREPLACE INSERT		
OTHER:		

All applicable information must be filled in or this permit cannot be processed.

I hereby agree to conform to all of the requirements set forth by Connecticut State laws and the State of Connecticut Building Code in addition to the Ordinances of the Town of Newtown and to notify the Building Official of any alteration on the plans or specifications of the building for which this permit is asked. I agree that this building meets Town of Newtown Zoning & Conservation and the Health Department's set backs from all street lines, side yard lines, well(s), septic(s), and the required distances from all other zones and is located in a zone which this building and its use is allowed.

Owner's Signature: _____ Date: _____

Owner's Printed Name: _____

Agent/Contractor's Signature: _____ Date: _____

Agent/Contractor's Printed Name: _____

Letter of Authorization – Contractor to Sign: *Contractor giving permission to the Homeowner/Property Owner to pull a permit using his/her State of Connecticut Contractor's License.*

Newtown Building Department
3 Primrose Street
Newtown, CT 06470

To the Town of Newtown Chief Building Official:

I _____, give _____ permission to obtain
a/an _____ permit using my Contractor's License for work to be done
at property location: _____.

Sincerely,

Date:

Letter of Authorization – Homeowner/Property Owner to Sign: *Homeowner/Property Owner giving permission to the Contractor to pull a permit at the Homeowner's/Property Owner's address of where the permit scope of work will be performed.*

Newtown Building Department
3 Primrose Street
Newtown, CT 06470

To the Town of Newtown Chief Building Official:

I _____, give _____ permission
to obtain a building permit for a/an _____ permit at my property
location of: _____.

Sincerely,

Date:

COMBUSTION AIR EXPLANATION OF CALCULATION

Permit Number: _____ Address: _____

Combustion Air Calculation Forms are to be filled out to be issued a permit for the following:

1. All new homes
2. All finished basements
3. All boiler, furnace, and water heater replacements

What is the total gross BTU ratings for all fuel burning appliances?

Example:	2 furnaces at 100,000 BTU	=	200,000 BTU's
	1 Water heater at 85,000 BTU	=	85,000 BTU's
	Total:		285,000 BTU's

How many cubic feet are contained in the room that the appliances are located?

Example: The room is 40' long by 28' wide by 7'6" high.
Total: 8,400 cubic feet

The code requires a room to be 50 cubic feet for each 1,000 BTU's of appliances. So in the above example, we have 285,000 BTU's so we would need 50 x 285 or 14,250 cubic feet. Therefore, for the above example, the room the boiler is in would be defined as a confined space and would require combustion air consideration and calculation.

- a.) Where we get the air for combustion from will determine what size openings are required.
- b.) If we are getting the air from an interior space, we will need 1 square inch for each 1,000 BTU's of combined rating. For the above example, we will need each opening to be 285 square inches. One opening within 12 inches of the ceiling and one opening within 12 inches of the floor.
- c.) If we are getting air directly from the outside through louvers, we will need 1 square inch for each 4,000 BTU's. This will require 72 square inches, but the code has set 100 square inches as the minimum size opening for combustion air. Therefore, we will require 2 openings, 100 square inches each located as stated in (b.) above.
- d.) If we are getting air from the outside through horizontal ducts, we will require 1 square inch for each 2,000 BTU's. So for the above example, we will require 2 openings, each opening to be 285 divided by 2 = 143 square inches located as above.

Remember, if an interior source is being used, the space we are getting the air from must meet the 50 cubic feet for each 1,000 BTU's rule also. The size of the boiler room can be combined with the size of the room that the air is being taken from to achieve this volume. All calculations must be approved by the Building Official.

TOWN OF NEWTOWN - BUILDING DEPARTMENT
CALCULATIONS FOR COMBUSTION AIR

ADDRESS OF PROPERTY: _____

OWNER'S NAME: _____

What is the total combined gross BTU ratings of all appliances located in the boiler room or rooms?

What is the volume of this room?
(Length x Width x Height):

Does the volume **equal more** than 50 cubic feet for each 1,000 BTU's of combined appliance ratings? **If it does, combustion air is NOT required.**

If the calculation result for the volume stated above is **less than** 50 cubic feet for each 1,000 BTU's of combined ratings, **combustion air IS required.**

How will compliance with combustion air be achieved? Check one below.

a.) Interior air. If interior air, what is the volume of the room the air is being taken from? _____

b.) Air directly from the exterior of the building through screened openings.

c.) Air directly from the outside through horizontal ducts.

What is the calculated size of each opening and the location of each opening?

Opening #1:	Size:	Location:
Opening #2:	Size:	Location:
Opening #3:	Size:	Location:
Opening #4:	Size:	Location:
Opening #5:	Size:	Location:

This completed form MUST be submitted as part of the Finished Basement Permit Application.

I attest that I have done the above-required calculations based on the 2022 Connecticut State Building Code.

FORM COMPLETED BY:

SIGNATURE

DATE

PRINTED NAME / COMPANY NAME

3 Primrose Street
Newtown, Connecticut 06470

Tel. (203) 270-4370
Fax. (230) 270-1528



TOWN OF NEWTOWN
Office of the Fire Marshal

To: All Building Contractors
From: Richard Frampton
Subject: Outside Burning at Construction Sites

Section 22a-174 of the Connecticut General Statutes is the enabling legislation which governs the administrative regulations for the control of open burning. These regulations empower the local open burning official to only issue permits to any resident of the Town to dispose of brush on property where he resides. This means that if there is no residential structure occupied on the property, a permit cannot be issued. Owners or contractors wishing to burn brush on vacant land or construction sites cannot be issued permits. In such circumstances, the brush should be piled to one side of the property and burned when there is an occupied residential structure on the site. Burning permits for brush only are issued by the Fire Marshal's Office from November 1 through March 31. Owners or contractors should contact the Fire Marshal's Office for conditions of burning as set forth in the regulations.

No burning of construction materials at construction sites in the Town of Newtown is permitted. Debris should be piled into a dumpster and disposed of properly.

Should the fire department be called to a construction site for a fire it will be extinguished, and the contractor may be arrested for burning without a permit. The contractor will also be billed a set amount by the fire department for the responses and extinguishment.

Your signature on this letter acknowledges your receipt of the above information.

Printed Name

Date

Signature

Tel. Phone Number

Job Location

Proudly serving the
towns of Bridgewater,
Newtown and Roxbury



3 Primrose Street
Newtown, CT 06470
P: (203) 270-4291

www.newtown-ct.gov/health-district

**NEWTOWN DISTRICT DEPARTMENT OF HEALTH
APPLICATION FOR BUILDING PERMIT APPROVAL / SIGN OFF**

This is not a Building Permit - A permit from the Building Department is required prior to construction.

Street Address of Proposed Project		Town	
Owner	Phone	Email	
Contractor Name	Phone	Email	
Contractor Address	Town	State	Zip Code
Lot Size: _____	Septic and Well Information Provided:		Yes No

This application must be accompanied by:

- A sketch/drawing showing distances to septic systems and wells and a code-complying septic system area (B100a), if required.
- If required, B100a soil testing / site investigation is a separate application and fee.

A check made payable to Newtown Health District in the amount of:

FEES: circle appropriate:

- | | |
|----------|--|
| \$ 10.00 | Residential renovations, Properties on public sewer |
| \$ 15.00 | Shed less than 200 square feet no foundation |
| \$ 25.00 | Accessory Structure (shed, deck, gazebo, above ground pool etc.) |
| \$ 25.00 | Finished Basement without potential BR |
| \$ 25.00 | Commercial Building Fit-out / Remodel |
| \$ 50.00 | Additions, Conversion, Change in Use, Finished basement with bedroom |
| \$ 50.00 | In-ground swimming pool |
| \$ 50.00 | New Commercial Building/Space, per 1,000 square feet |
| \$100.00 | New Residential/Per Single Family Unit or other dwelling unit |

Description of Building/Addition/Structure: _____

Owner or Applicant Signature: _____ Date: _____

A letter of Authorization is acceptable in place of Owner's Signature.

Health District Use Only

APPROVED _____ DENIED _____ Fee Paid: _____ Check #: _____ Cash: _____

Comments: _____

Sanitarian: _____ Decision Date: _____



Address for Land Use Files

**TOWN OF NEWTOWN
APPLICATION FOR ZONING PERMIT**

1. Owner _____

2. Applicant _____

3. Project Address: _____

4. Phone _____

5. Email _____

6. Permit for (Specify use below selection):

- a) _____ New Building or Structure
- b) _____ Enlarged Building or Structure
- c) _____ Structural Alteration (no increase in area)
- d) _____ Landscape Work (includes ¼ acre ponds)
- e) _____ Change in Use
- f) _____ Temporary Use
- g) _____ Other Use

Description of Activity: _____

7. Present use of lot (i.e. Single Family Residence)

8. Attached Plans: _____ yes _____ no
_____ not necessary

8. Will any topsoil or earth materials other than
topsoil be removed from the lot or onto the
lot? _____ yes _____ no

*I declare under penalties of false statements that
the statements of the foregoing application are
complete and true.*

*This is a decision of a Zoning officer and may be
appealed to Zoning Board of Appeals in accordance
with §8.7 of the CT General Statutes within 15
days.*

Owner/Applicant

Date

ZEO Notes: _____

ZEO Signature

Date

Fee \$ _____ By _____ Date _____