

Addition Package

***Please Read Next Page for Step by
Step Procedure***

**PLEASE READ CAREFULLY BEFORE STARTING THE PROCESS
PROCEDURES TO BE FOLLOWED TO OBTAIN A BUILDING PERMIT**

Step 1: Zoning Department at Canaan House (3 Primrose Street) - 203-270-4276

- X Submit completed zoning application and square footage sheet
- X Submit two copies of proposed plot plan (Class A-2 Survey), by a licensed surveyor showing where the addition is located
- X They will sign building application and *BOTH* sets of building plans

Step 2: Conservation at (3 Primrose Street) - 203-270-4350

- X They will look at plot plan (Class A-2 Survey) and building plans
- X They will sign building application and *BOTH* sets of building plans
- X Upon Submission: site plans shall comply with Newtown Inland Wetlands Regulations, Newtown Forest Practices, Flood Ordinance, Aquifer Protection Regulations and CT 2002 E & S Regulations

Step 3: Health District (3 Primrose Street) - 203-270-4291

- X Speak to a Sanitarian for specific application requirements
- X Upon submission of required info (plot plan, well, septic, soil test data & code complying area, etc.) and assurance of code compliance, Health department will sign building application and *BOTH* sets of building plans

Step 4: Building Department (3 Primrose Street) - 203-270-4260

- X Submit 2 sets of signed building plans
- X Submit building application with all necessary paperwork included in the package
- X Submit proposed plot plan
- X Submit workers= compensation form
- X Letter of Authorization (if not owner)
- X Copy of Home Improvement Registration
- X Contact CL & P to get a Call Before You Dig number (1-800-922-4455)

**PLEASE REMEMBER YOU WILL NEED SEPARATE
PERMITS FOR SUB CONTRACTORS
(ie: Heating, Air Conditioning, Electrical, Plumbing)**

TOWN OF NEWTOWN BUILDING APPLICATION FOR ADDITIONS & RENOVATIONS TO SINGLE FAMILY RESIDENCE

Permit No.:	Date Issued:	Receipt No.:
Required Departmental Signoffs		
		Zoning
Health	Conservation	Engineer

Is This Structure in the Newtown Sewer District?	N.S.D. Approval
Is this structure in the Hattertown Historic District?	Is this structure in the Borough?
Is this structure an Historic Building so designated by The State Historical Preservation Officer?	
Approval Signature of Historic District Representative	

All refunds must be requested within 30 days of permit date if job is cancelled		Date
Prop.Location Street Address		
Valid Email Address:	Phone#	Cell#
Owner's Name As It Appears In Land Records		
Owner/Applicant To Fill Out Below Please Print or Type All Entries		
Owner's Street Address		Date
Town/City:	State	Zip Code
Area Code & Home Ph.No.	Work Ph.No.	Fax
Applicants Name If Not Owner		
Address	Town/City:	State: Zip:
Home Phone:	Work Phone:	Fax:
Contractor Name:		Contact Name:
Address:		Contact Phone Number:
Town/City:	State:	Zip:
New Home Registration Number:		Expiration Date:
Estimated Cost of Construction <i>Please fill in the cost minus the Mechanicals</i>	BUD #.Call 1-800-922-4455 If you are doing ANY digging	

Estimated Cost Of Mechanicals (New Homes, Basements, Additions, etc...)

Electrical	Heating	A/C	Plumbing	Pump
LP Gas/ Propane	Alarm			

Describe Work To Be Done Below	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> Has work been done without a permit? Yes or No </div>	

Is The Structure Within The 100 Year Flood Plain?	What Flood Zone
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Residential Application Page 2

Please List Below the Company Names and Phone Numbers of all Sub-contractors

Plumbing	Phone Number
Heating	Phone Number
Electrical	Phone Number
Air Conditioning	Phone Number
Pump	Phone Number
L.P. Gas or Natural Gas	Phone Number
Alarm	Phone Number
Other	Phone Number
Other	Phone Number
Other	Phone Number

If the property Owner or Owner's agent is taking out the subcontractor's permits (Plumbing, Heating, Electrical, Pump) it is their responsibility to hire contractors licensed by the Department of Consumer Protection for their respective trade. We must have a list of the subcontractors used for our records.

How Many Bedrooms?	How Many Decks/Porches? Location
How Many Bathroom?	
Is there a finished basement?	Is there a finished bonus room?
Garage - Square footage	Number of vehicles

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

I hereby agree to conform to all of the requirements of the laws of the state of Connecticut and the State of Connecticut Building Code and 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. And I agree that this building is to be located at the proper distances from all street lines, side yard lines 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 _____

Owner's Printed Name _____

Owner's Agents Signature _____

Owner's Agent's Printed Name _____



TOWN OF NEWTOWN

Building Department

3 Primrose Street

Newtown, Ct 06470

New Foundation Concrete Information

Project Permit Number: _____

Map: _____ Lot: _____

Project Address: _____

Description of Project: _____

Property Owner: _____

*Name of Concrete Supplier: _____

*Name of Concrete Installer: _____

Applicant (Please Print): _____

Applicant (Signature): _____

This Information was provided on (Date): _____

*As of October 1st 2016 this information must be provided by the applicant (owner/contractor) for any new structure requiring a foundation prior to the issuance of a **Certificate of Occupancy**

Substitute House Bill No. 5180

Public Act No. 16-45

AN ACT CONCERNING CONCRETE FOUNDATIONS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (*Effective October 1, 2016*) Prior to the issuance of a certificate of occupancy for a new residential or commercial building for which a concrete foundation was installed on or after October 1, 2016, the applicant shall provide the building official with written documentation of the name of the individual or entity that supplied the concrete and the name of the individual or entity that installed the concrete. Copies of such documentation shall be maintained in the records of the office of the building official for not less than fifty years.

Sec. 2. (NEW) (*Effective from passage and applicable to assessment years commencing on or after October 1, 2016*) (a) Any owner of a residential building who has obtained a written evaluation from a professional engineer licensed pursuant to chapter 391 of the general statutes indicating that the foundation of such residential building was made with defective concrete may provide a copy of such evaluation to the assessor and request a reassessment of the residential building by the assessor. Not later than ninety days after receipt of a copy of such evaluation, or prior to the commencement of the assessment year next following, whichever is earlier, the assessor, member of the assessor's staff or person designated by the assessor shall inspect the residential building and adjust its assessment to reflect its current value. Such reassessment may be appealed pursuant to section 12-111 of the general statutes. Any reassessment under this section shall apply for five assessment years, notwithstanding the provisions of section 12-62 of the general statutes.

(b) An owner of a residential building that has obtained a reassessment pursuant to this section shall notify the assessor if the concrete foundation is repaired or replaced during the five assessment years for which the reassessment is effective. Such notification shall be made in writing within thirty days of the repair or replacement of the concrete foundation. Not later than ninety days after receipt of such notification, or prior to the commencement of the assessment year next following, whichever is earlier, the assessor, member of the assessor's staff or person designated by the assessor shall inspect the residential building and adjust its assessment to reflect its current value.

Sec. 3. (*Effective July 1, 2016*) Not later than January 1, 2017, the Commissioner of Consumer Protection, after consulting with the Attorney General, shall submit a report, in accordance with the provisions of section 11-4a of the general statutes, to the joint standing committee of the General Assembly having cognizance of matters relating to planning and zoning, on the potential cause or causes of failing concrete foundations. Not later than January 1, 2017, the Commissioner of Consumer Protection shall post such report on the Department of Consumer Protection's Internet web site.

Sec. 4. (NEW) (*Effective from passage*) Any documentation provided to or obtained by an executive branch agency, including documentation provided or obtained prior to the effective date of this section, relating to claims of faulty or failing concrete foundations in residential buildings by the owners of such residential buildings, and documents prepared by an executive branch agency relating to such documentation, shall be maintained as confidential by such agency for not less than seven years after the date of receipt of the documentation or seven years after the effective date of this section, whichever is later.

Sec. 5. Subsection (b) of section 1-210 of the 2016 supplement to the general statutes is amended by adding subdivision (28) as follows (*Effective from passage*):

(NEW) (28) Any documentation provided to or obtained by an executive branch agency, including documentation provided or obtained prior to the effective date of this section, relating to claims of faulty or failing concrete foundations in residential buildings by the owners of such residential buildings, and documents prepared by an executive branch agency relating to such documentation, for seven years after the date of receipt of the documentation or seven years after the effective date of this section, whichever is later.

Approved May 25, 2016



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 April 1. 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

Letter of Authorization for homeowner/property owner to pull a permit using contractors Home Improvement Registration, Electrical, Plumbing or Heating License.

Newtown Building Department
3 Primrose Street
Newtown, CT 06470

To Building Inspector, Town of Newtown:

I _____, give _____ permission to obtain
a/an _____ permit using my License or Registration at the address of
_____.

Sincerely,

Date:

Letter of Authorization from homeowner/property owner allowing the contractor to pull a building permit for their property.

Newtown Building Department
3 Primrose Street
Newtown, CT 06470

To Building Inspector, Town of Newtown:

I _____, give _____ permission to
Obtain a building permit for a/an _____ at the address of
_____.

Sincerely,

Date:

Town of Newtown Zoning Department

The square footage spaces listed below must be accurately
Filled and only for new space

Zoning Permit Fee

Applicant/Agent _____

Address _____

AREA	Square Footage
1 st Floor	_____
2 nd Floor	_____
Habitable Attic	_____
Basement	_____
Garage	_____
Porches with a Roof	_____
Sheds	_____
Carports	_____
Barns	_____
Other (list)	_____
Total Square Footage	_____

Total Fee \$ _____

I attest that the above information is true and accurate to the best of my knowledge and belief.

Signed _____ Printed Name _____