

Commercial 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 (3 Primrose Street) – 203-270-4276

- X Submit Zoning Application
- X Submit two copies of proposed plot plan (Class A-2 Survey), by a licensed surveyor showing where the building is located
- X They will sign building application and three (3) sets of building plans

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

- X If a new building they will look at the proposed plot plan (Class A-2 Survey) and proposed building plans
- X They will sign the building application and three (3) sets of building plans
- X Plot Plan shall show wetlands boundary, as approved by the conservation commission

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, & code complying area, etc.) and assurance of code compliance.
- X They will sign building application and three (3) sets of building plans (If food 4th set of plans will be needed).

Step 4: Fire Marshal (3 Primrose Street) –203-270-4370

- X Submit one copy of signed building plans
- X Pick up any other necessary paperwork to complete permit

**Step 5: Building Department and Fire Marshals Office
(3 Primrose Street)– 203-270-4260**

- X Submit 2 copies of building plans and plot plan (Class A-2 Survey)
- X Submit building application
- X Submit Workers= Compensation form (*must be notarized*)
- X Letter of Authorization
- X Call Before You Dig Number **1-800-922-4455**
- X Fill out tenant name and/or unit number

**PLEASE REMEMBER YOU WILL NEED SEPARATE
PERMITS FOR SUB CONTRACTORS**

**(i.e.: Heating, Air Conditioning, Electrical,
Plumbing, and Fire Protection)**

**TOWN OF NEWTOWN BUILDING DEPARTMENT
APPLICATION FOR COMMERCIAL BUILDING PERMIT**

Permit No.:	Date Issued:	Receipt Number:
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Required Departmental Signoffs

	Zoning
Health	Conservation
Fire Marshal	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	

Email Address:				
Date	Code	Loc. of Property		
Map	Block	Lot	Dev.Lot	Zone
Owner's Name as it Appears on Land Records				

Owner/ Applicant To Fill Out Below

Owner's Address			Date
Town	State	Zip	
Home Phone Number	Work Phone No.		

Applicant's Name If Not Owner			
Address		Town	State & Zip
Home Phone	Work Phone	Fax	

Company Name:		Contact Name:	
Address		Contact Phone:	
Town/City:	State:	Zip:	

Describe The Type and Scope of Project

Tenant Name and/or Unit Number

BUD # 1-800-922-4455	Estimated Cost (less the Mechanicals)
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Is There a Change of Use		If yes From _____ to _____		
Permit Type	Alterations	Addition	Renovations	New Construction
Is Structure Within 100 Year Flood Plain				

Type of Construction	1A	1B	2A	2B	2C	3A	3B	4	5A	5B				
Please Indicate All Use Groups Applicable to This Project														
A-1	A-2	A-3	A-4	A-5	E	B		F-1	F-2		H-1	H-2	H-3	H-4
I-1	I-2	I-3		M		R-1	R-2	R-3		S-1	S-2		U	
Mixed Use Yes _____ No _____ Separated _____														
Height of Building in Stories _____ in Feet _____ Total Square Feet of Building _____														

List Below the Gross Square Footage of Each Story, Above and Below Grade				
Story 1	Story 2	Story 3	Story 4	Story 5
Name of Architect			Lic. No.	
Name of Structural Engineer			Lic. No.	
Interior Designer			Registration No.	
Is This Building a Threshold Building			Reason	
Estimated Cost of Construction with Mechanicals				
List the Cost of All Mechanicals Below				
Plumbing			Heating	
Electrical			Fire Protection	
Other			Other	
Other			Other	

I certify that I am the owner of record of the named property or that the proposed work is authorized by the owner of record and / or I have been authorized to make this application as an authorized agent, we agree to conform to all applicable laws, regulations and ordinances. All information contained within is true and accurate to the best of my knowledge and belief.

Printed Name of Owner _____

Signature of Owner _____

Date _____

Printed Name of Authorized Agent _____

Signature of Authorized Agent _____

Date _____



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

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:

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 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

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 _____