

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

Step 2: Conservation (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 Guidelines.

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

- X Stop by to pick up whatever paperwork if any needed for permit

Step 5: Building Department (3 Primrose Street) – 203-270-4260

- X Submit two copies of signed plans to building department
- X Submit plot plan
- X Submit workers= compensation (*must be notarized*)
- X Letter of Authorization if not owner
- X Copy of Home Improvement Registration
- X Contact CL & P for 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
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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

	Has work been done without a permit? Yes or No
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Is The Structure Within The 100 Year Flood Plain?	What Flood Zone
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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?
How Many Bathroom?	Location
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 _____

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

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:
