

Finished Basement 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

- Submit completed zoning application
- Submit square footage form
- They will sign building application and *BOTH* sets of building plans

Step 2: Health District (3 Primrose Street) – 203-270-4291

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

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

- Submit 2 sets of signed building plans
- Submit worker's compensation form (*must be notarized*)
- Submit square footage form
- Submit combustion air form
- Letter of Authorization if not owner
- Submit basement form
- Copy of Home Improvement Registration

**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		
<table border="1"> <tr> <td>Has work been done without a permit? Yes or No</td> </tr> </table>		Has work been done without a permit? Yes or No
Has work been done without a permit? Yes or No		

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?
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 _____

Combustion Air Requirements
2012 International Residential Code and NFPA 31

OIL

NFPA 5.2.3 Where buildings are so tight that normal infiltration does not provide sufficient air for combustion, outside air shall be introduced. (*Buildings of unusually tight construction*)

NOTE; In buildings of *ordinary tightness*, insofar as infiltration is concerned, all or a portion of the combination air for fuel-burning appliances may be obtained from infiltration when the room or space has a volume of 50 cubic feet per 1000 BTU's, based on the total input rating of all appliances in the space.

NFPA 5.4.2.3 Where communicating with the *outdoors* directly or by means of *vertical* ducts, each opening shall have a free area of not less than 1 sq" per 4000 BTU's, based on the total input rating of all appliances in the space. Location 12" from top and 12" from bottom.

NFPA 5.4.2.4 Where communicating with the *outdoors* by means of *horizontal* ducts, each opening shall have a free area of not less than 1 sq" per 2000 BTU's, based on the total input rating of all appliances in the space. Location 12" from top and 12" from bottom.

NFPA 5.4.1 All air taken from *inside* the building shall be provided with two permanent openings, one near the top of the space and one near the bottom. Each opening shall have a free area of not less than 1 sq" per 1000 BTU's, based on the total input rating of all appliances in the space. Each opening shall communicate with interior area of the building that, in turn, have adequate infiltration from the outside. Location 12" from top and 12" from bottom.

GAS

Chapter 24 IRC Gas appliances combination air requirements are the same as oil except for one condition. Gas appliances are allowed to have one-permanent opening method.

G 2407.6.2 One-permanent-opening Method One permanent opening, commencing within 12" of top of enclosure, shall be provided. The opening shall directly communicate with the outdoors or through a vertical or horizontal duct to the outdoors and shall have a minimum free area of 1 sq" per 3000 BTU's, based on the total input rating of all appliances located in the enclosure and not less than the sum of the areas of all vent connectors in the space.

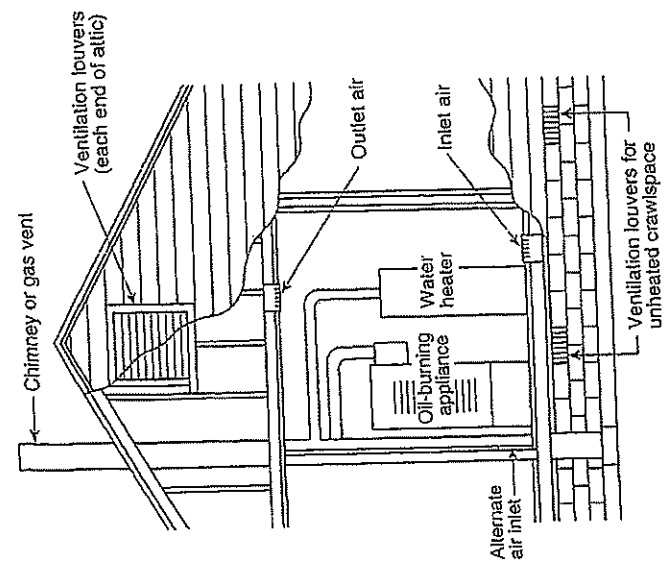


FIGURE 5.4.2.2(c) Appliances Located in Confined Spaces
 — All Air from Outdoors, with Inlet Air from Ventilated Crawl Space and Outlet Air to Ventilated Attic.

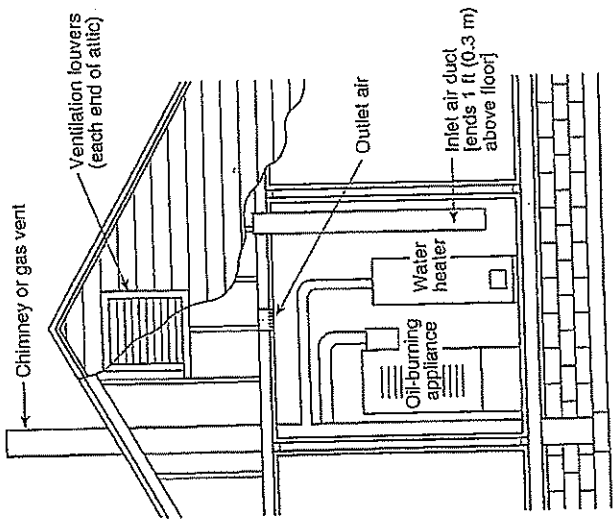


FIGURE 5.4.2.2(b) Appliances Located in Confined Spaces
 — All Air from Outdoors Through Ventilated Attic.

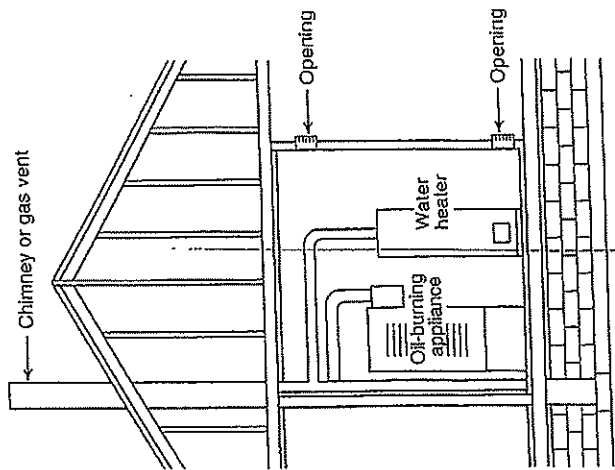
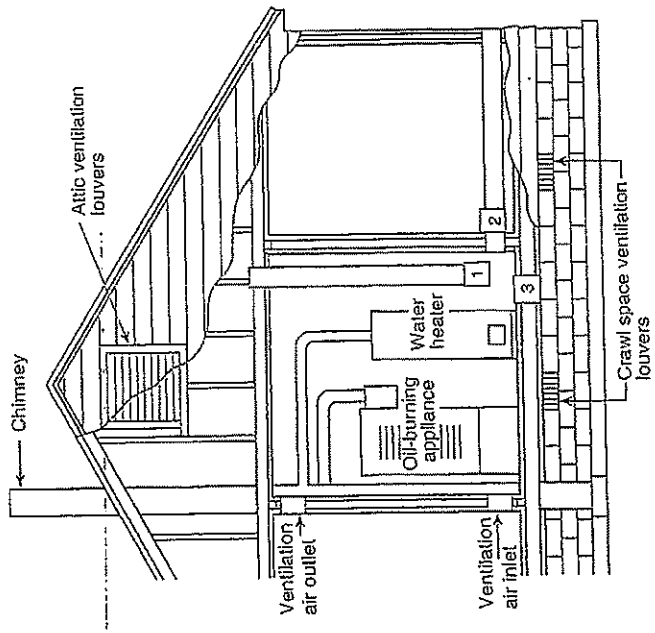


FIGURE 5.4.1.1 Appliances Located in Confined Spaces
 — All Air Taken from Inside the Building.



Note: Ducts used for make-up air can be connected to the cold air return of the heating system only if they connect directly to outdoor air.
 Nos. 1, 2, and 3 mark alternate locations for air from outdoors.

FIGURE 5.4.3.1 Appliances Located in Confined Spaces,
 with Ventilation Air from Inside Building and Combustion Air from Outside, Ventilated Attic, or Ventilated Crawl Space.

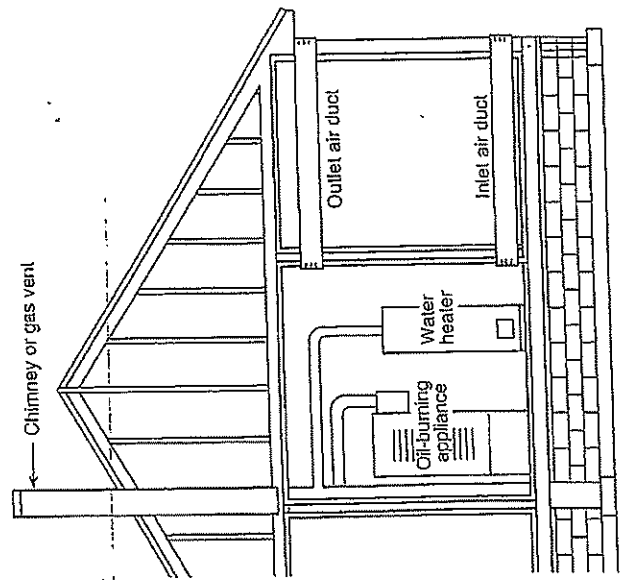


FIGURE 5.4.2.2(a) Appliances Located in Confined Spaces
 — All Air from Outdoors.

Permit Number _____ Address _____

This form must be filled out for all of the following Permits:

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 = 200,000btu's
1 water heater at 85,000 btu= 85,000btu's
Total 285,000btu's.

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

Example:

The room is 40 feet long by 28 feet wide by 7 foot 6 inches high.
This = 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 illustration we have 285,000btu's so we would need 50 X 285 or 14,250 cubic feet. So for the above example the room the boiler is in would be defined as a confined space so we would need to introduce Combustion air.

Where we get the air for combustion from will determine what size openings are required.

If we are getting the air from an interior space we will need 1 square inch for each 1,000btu'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.

If we are getting air directly from the outside through louvers we will need 1 square inch for each 4000 btu's. This will require 72 square inches but the code has set 100 square inches as the minimum size opening for combustion air. So we will require 2 openings 100 square inches each located as above.

If we are getting air from the outside through horizontal ducts we will require 1 square inch for each 2000 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 1000btu'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

Address _____ Permit No. _____

**Town of Newtown Building Department
Calculations for Combustion Air**

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 cu.ft. for each 1,000btu's of combined appliance ratings?

If it does, combustion air is not required.

If it is less than 50 cubic feet for each 1,000 btu's of combined rating combustion air is required.

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

- a.) interior air _____
for interior air, what is the volume of the room air is being taken from _____
- b.) air directly from the exterior of the building thru screened openings _____
- c.) air directly from the outside thru horizontal ducts _____

What is the calculated size of each opening? _____

Where will each opening be located? _____

Copies of your calculations must be submitted to the Building Official

I attest that I have done the above required calculations based on Chapter 17 of the 2003 International Mechanical Code Section of the 2003 International Residential Code

Signed _____

Printed Name _____

Company _____

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:

INFORMATION REQUIRED WHEN APPLYING FOR A FINISHED BASEMENT PERMIT

What is the finished ceiling height at the basement area?	
What is the lowest height of any Girder, Beam, Duct, Pipe, etc. when finished?	
Where are the exits/entrances for this space located?	
How many exits for this space?	
Are stairs used to enter or exit this space?	
What is the minimum headroom at the stairs?	
What is the tread depth?	
What is the riser height?	
What is the height of the handrails/guardrails?	
What is the width of the stairway?	
Will combustion air be required?	
Combustion air form must be filled out on all applications	
What is the use of the newly created space?	
Fire stopping must be installed at code required locations.	
Please show insulation values and locations.	

Are there light switches at the top and bottom of all stairs?	
Are any bedrooms created in this space?	
If so do any doors from the garage access bedrooms?	
If a bedroom was created are smoke detectors and egress window shown?	
Are smoke detectors shown in the basement and d/c smoke detectors shown where required by code in existing house?	

How will this area be heated?	
Is a bathroom part of this project?	
Is a sewage ejector pump required?	
How will this area be ventilated?	
Are any structural changes being made?	
Where are any electrical service panels or sub-panels located?	
Are sill plates pressure treated?	

Owner's Name	
Address	
Date	