

Miscellaneous 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

- Submit completed zoning application
- Submit 3 sets of building plans (if required)
- X Submit two copies of proposed plot plan (Class A-2 Survey), by a licensed surveyor showing where construction is located
- They will sign building application and (3) sets of building plans

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

- They will need to see your Class A-2 Survey and building plans
- They will sign building application and (3) sets of building plans
- Plot Plan shall show wetlands boundary, as approved by the conservation commission

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

- Speak to a Sanitarian for specific application requirement
- Upon submission of required info. (plot plan, well, septic, soil test data & code complying area, etc.) and assurance of code compliance.
- They will sign building application and (3) sets of building plans

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

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

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

- Submit (2) signed building plans
- Submit workers compensation form (*must be notarized*)
- Letter of Authorization
- 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, and Fire Protection)**

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

Permit No.:	Date Issued:	Receipt Number:
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)		
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 _____

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
_____.

My License or registrations number is _____ and expires on
_____.

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