

Miscellaneous Residential 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 copy 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 *BOTH* 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 *BOTH* sets of building plans
- 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

- 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 *BOTH* sets of building plans

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

- Submit signed building plans
- Submit proposed building plans
- Submit workers compensation form (*must be notarized*)
- Letter of Authorization
- Copy of Home Improvement Registration
- 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
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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:
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Estimated Cost of Construction
Please fill in the cost minus the Mechanicals

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

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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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 _____

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
_____.

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:

Smoke Detectors

- 1 on Every level
- 1 in Every Bedroom
- 1 Outside Bedrooms



TOWN OF NEWTOWN

CO Detectors

- 1 on Every level and outside bedroom- need to be interconnected

BUILDING DEPARTMENT

MEMORANDUM

ADDRESS: _____

REFERENCE: Smoke Detectors AND Carbon Monoxide (CO) Detectors

(AMD) R313.1.1 Alterations and Additions. When alterations or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the entire dwelling shall be provided with smoke detectors located as required for new dwellings. The smoke detectors shall have a power source in accordance with Section R313.2.

Exceptions:

1. The smoke detectors may be battery operated and are not required to be interconnected when other remodeling considerations do not require the removal of the appropriate wall and ceiling coverings to facilitate concealed interconnected wiring.

Alterations to the exterior surfaces of dwellings including, but not limited to re-roofing, re-siding, window replacement and the construction of decks without roofs, are exempt from the requirements of this section

Carbon Monoxide (CO) Detectors (after September 30, 2005)

An Act Requiring the installation of Carbon Monoxide Detectors in New and Existing Residential Building

Summary:

This bill requires New one and two family dwellings to be equipped with carbon monoxide (CO) detectors and warning equipment complying with the State Fire Safety Code if the (1) are issued a permit for new occupancy after September 30, 2005 and (2) pose a risk of CO poisoning. The bill requires the code to provide for CO detection and warning equipment and provisions that address placement, power requirements, and standards for such equipment. It must also include exemptions for buildings that do not pose a risk of CO poisoning because they rely solely on systems that do not emit CO.

The house bill 6894 CGS section 29-2932 prohibits the issuance of a certificate of occupancy to any nonexempt building issued a permit for new occupancy after September 30, 2005, unless the local Fire Marshal or Building Official certifies that the building is equipped with CO detection and warning equipment complying with the Fire Safety Code.

Carbon Monoxide (CO) detectors remodeling considerations detectors may be battery operated and are not required to be interconnected when other remodeling consideration do not require the removal of the appropriate wall and ceiling coverings to facilitate concealed interconnected wiring.

Attesting Signature of Present Owner: _____

Date: _____