

New Single Family Residence Package

*** Please Read Next Page for Step by Step
Procedures***

PLEASE READ CAREFULLY BEFORE STARTING THE PROCESS

PROCEDURES TO BE FOLLOWED TO OBTAIN A BUILDING PERMIT

Step 1: Town Engineer (Turkey Hill Road) – 203-270-4300

- X Submit 2 plot plans (Class A-2 Survey) showing proposed house with proposed driveway and percentage Of grade including length and width of driveway
- X After approval file a \$1000 minimum cash driveway bond
- X Contact CL & P for a Call Before You Dig number (1-800-922-4455)

*****Departments for Steps 4 & 5 are located in Land Use Department*****

Step 2: Zoning Department at 3 Primrose Street – 203-270-4276

- X Submit 2 copies of proposed plot plan (Class A-2 Survey), by a licensed surveyor showing where the house is located
- X Submit zoning application (orange card) and square footage sheet
- X They will sign building application and *BOTH* sets of building plans and both maps

Step 3: Conservation Department at 3 Primrose Street – 203-270-4350

- X They will look at building plans and proposed plot plan (Class A-2 Survey)
- X They will sign building application and *BOTH* set of building plans
- X Upon Submission: site plans shall comply with Newtown Inland Wetlands Regulations, Newtown Forest Practices, Flood Ordinance, Aquiter Protection Regulations and CT 2002 E & S Guidelines

Step 4: Health District at 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 (3 sets for new construction) and code complying area, etc.) and assurance of code compliance
They will sign building application and *BOTH* sets of building plans

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

- X Submit two copies of signed building plans
- X Submit proposed plot plan
- X Submit completed paperwork
- X Submit workers' compensation form (*must be notarized*)
- X Copy of New Home Contractor Registration

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

(ie: Heating, Air Conditioning, Electrical, Plumbing)

**TOWN OF NEWTOWN BUILDING DEPARTMENT
APPLICATION FOR NEW SINGLE FAMILY RESIDENCE BUILDING PERMIT**

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	

Email Address:		Date
	Prop.Location Street Address	
Map	Block	Lot
	Dev. Lot	Zone
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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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 _____



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**

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:

APPLICATION FOR DRIVEWAY PERMIT

Date: _____

Definite Location of Proposed Work (Street Address):

Assessor's

Map: _____ Block: _____ Lot: _____

Developer's

Lot # _____

Approximate time required to complete work:

Desired date of starting work:

Issued Permit to:

(Name)

(Address)

Check No.: _____

OK'd By:

Initials _____ Date: _____

Before permit is issued, I agree to furnish a \$1,000.00 or \$_____ Cash Bond, \$50 permit application fee and a Certificate of Insurance for bodily injury and property damage liability in the type and amount required to reimburse the Town of Newtown for expenses and damages caused by the work execution, and to perform the work according to the regulation for permit work as stipulated in the current driveway Ordinance/Regulation of the Town of Newtown.

I understand that if improvements are not completed within **1 1/2 years** from date of issuance, said bond shall be forfeited to the Town and a new application fee and bond must be filed. It is the applicant's responsibility to arrange for an inspection when the work is complete.

Print: _____

Signed: _____
(Applicant)

Telephone No.: _____

The owner of the property for whom this work is being performed agrees to accept all future maintenance responsibility for the work as described herein.

Print: _____

Signed: _____

ATTACH A PLAN OF PROPOSED WORK

Notes:

**Town of Newtown Building Department
Structural Design Criteria**

Girder Type and Species

Dimension lumber	Micro-Lam or LVL	Steel	Other
Number of Members	Size	Species & Grade	
Lally Column Spacing		Diameter of Columns	

Floor Joists

Species & Grade:		Size & Spacing
Longest Span for Non- Sleeping Rooms		Longest Span for Sleeping Rooms
TJI'S	Mfg's Model Number	TJI Layout Submitted?
Other Type of Floor Joists		Describe

Ceiling Joists

Species & Grade	Size & Spacing
Longest Span	Other (Trusses ect.)

Exterior Walls

Species & Grade	Size & Spacing
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Rafters

Species & Grade	Size & Spacing
Trusses	Truss Certification Submitted?
Other	Other

Comments

Job Location	Address
Contractor	
Phone Number	

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 _____