

Shed 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: Zoning Department at Canaan House (3 Primrose Street) - 203-270-4276

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

Step 2: Conservation at (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 Regulations

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

- X Submit 2 sets of signed building plans
- X Submit building application with all necessary paperwork included in the package
- X Submit proposed plot plan
- X Submit workers= compensation form
- X Letter of Authorization (if not owner)
- X Copy of Home Improvement Registration
- X 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: Electrical)**

Email Address:

**TOWN OF NEWTOWN OF NEWTOWN BUILDING DEPARTMENT
203-270-4260
APPLICATION FOR SHED**

Permit No:	Date Issued:	Receipt No:
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Required Departmental Signoffs

Tax Assessor:	Tax Collector:	Health:
Zoning:	Conservation:	

Unique Number	Info below to be filled out by Tax Assessors Office	Date:
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Code	Prop. Location Street Address			
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Map	Block	Lot	Dev. Lot	Zone
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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:
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Town/City:	State	Zip Code
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Area Code & Home Ph.No.	Work Ph. No.	Fax
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Applicants Name if not owner

Address	Town/City:	State:	Zip:
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Home Phone:	Work Phone:	Fax:
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Contractor Name:	Contact Name:
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Address:	Contact Phone Number:
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Town/City:	State:	Zip:
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Home Improvement Registration Number:	Expiration Date:
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Estimated Cost of Construction

Has work been done without a permit? Yes or No

Any Mechanicals will require separate permits. Example: Electrical, Plumbing, etc.

Signature of Owner:	Date:
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Signature of Owner's Agent:	Date:
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*******BUD# Call 1-800-922-4455 IF YOU ARE DOING ANY DIGGING*******

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