

How to apply for a permit during the COVID 19 virus requiring Town Hall to be closed to the public.

Please read the following **BEFORE** applying for a permit. After reading the following, if you have questions call 860-721-2839 Ext 1.

The following applications are available on the Building Inspection web page. There is a link “**Permit and forms**” with all the applications:

There are 5 different permit applications:

Building
Electric
Plumbing
Heating & A/C
Zoning

PLEASE SUBMIT ALL APPLICATIONS AND EVERYTHING REQUIRED ALTOGETHER, INCLUDING THE APPLICATION AND THE FEE IN AN ENVELOPE AND EITHER MAIL OR DROP OFF IN THE TAX COLLECTOR BOX WITH “BUILDING DEPARTMENT” ON THE ENVELOPE. SEE BELOW FOR WHAT ELSE MAY BE REQUIRED WITH YOUR APPLICATION:

Anything placed in the yard such as a deck, shed, garage, addition, above ground swimming pool, a/c condenser, generator, etc. is going to require location to be shown on a plot plan.

If you don't have a plot plan, call 860-721-2839 Ext 1 and if one is available in the street file we can email it to you and you can draw the location of the item on the plot plan with an arrow showing the distance from the edge of the item to the property lines and include it with the application.

Sheds under 200 sq. ft. must be applied for on a Zoning Application with location shown on a plot plan with an arrow showing distance from the shed to the property line.

All furnace and boilers go on a “Heating & A/C” application and require a heat loss to be turned in with the application.

All items being constructed such as a deck, garage, addition, etc. require 2 sets of building plans which can be hand drawn or done on a computer and turned in with the application.

Contact the building department BEFORE applying for the following to get additional items needed:

- **Generator**
- **New house**
- **In ground swimming pool**

NOTE TO CONTRACTORS:

Please include a copy of your contractor's license and if pulling a building permit you must include your Worker's Comp Certificate of Insurance or the Waiver Form under the “**permit and forms**” link called “**Statement Regarding Workers Compensation Insurance Affidavit.**”

Please note: Electrical, Plumbing and Heating & A/C can be pulled by a homeowner **residing or planning to reside** at the residence or by the **licensed** contractor. Home Improvement Contractors **CANNOT** pull a Plumbing, Electrical or Heating & A/C permit. For contractors with a P-1 license complete the plumbing application. Contractors with an S-1 license complete the Heating & A/C application.