

Commercial - Tenant Fit-Out

Minimum Permit Application Requirements

Note: Please keep in mind that a complete application with all required information will help expedite the application process. The following information is provided to assist in preparing a complete application package but in no way guarantees application approval or compliance with all applicable code requirements. It is the responsibility of the applicant to provide a complete and code compliant building permit application with supporting documentation.

General Requirements

- ___ Completed building permit application form (available in permitting office)
- ___ Submission of two signed and sealed sets of all drawings and information is required. One set will be returned with comments and/or conditions of approval and is to be left at the job site during construction. A separate signed and sealed set shall be submitted directly to the fire marshal by the applicant.
- ___ Zoning Department approval is required prior to issuance of the building permit.
- ___ Building permit application(s) will not be accepted if taxes or utility commission fees are owed on the property.
- ___ If the applicant is not the building owner, a "Letter of Authorization" from the building owner shall be submitted with the application.
- ___ A certificate of insurance for workers' compensation coverage must be provided by contractors or a sworn notarized affidavit provided, stating that the building owner / agent will require proof of workers' compensation insurance for all those employed on the job site.
- ___ Mechanical (HVAC), Electrical, Plumbing, Communications, Fire Protection and other trades are required to be licensed in Connecticut. A copy of their license and proof of insurance will be required at the time of application.

Minimum Plan Requirements

- ___ Plans shall be drawn to scale (1/4" per ft. preferred) and shall include (as applicable) the following drawings and information for review and approval. The size, scope and type of project will dictate what drawings are required.
 - Cover Sheet
 - Building Code and Life Safety Plans
 - Floor plan(s)
 - Reflected Ceiling Plan(s)
 - Enlarged plan areas as required
 - Section drawing(s)
 - Finish schedules, notes and details (floors and walls - include fire retardant treatment)
 - Door and window schedules and details
 - Interior Elevations
 - Electrical Plans
 - Mechanical Plans
 - Plumbing Plans
 - Fire Protection Plans
 - Commercial Hood / ANSUL System Plans and Documentation
 - Equipment and Furnishings Plans
 - Dimensions, specifications and details as required to convey the scope of work.
 - Any other drawings that may be needed to convey the scope of work

Special Requirements

___ If the existing property is serviced by a private septic system and/or a private well, the plans will need to be reviewed by [Ledge Light Health District](#). The plans will be forwarded to Ledge Light by this office prior to building department review.

Other Requirements

___ A cost estimate as described in the [Permit Fees](#) page shall be provided.

___ The green sign-off sheet must be completed prior to issuance of a building permit. The sign-off sheet may be obtained at the permitting office.