

Covered Porch Additions

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 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.
- Zoning approval is required prior to issuance of a 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 homeowner, a "Letter of Authorization" from the homeowner 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 homeowner / agent will require proof of workers' compensation insurance for all those employed on the job site.
- All contractors that perform remodeling must have a Connecticut Home Improvement Contractor registration. New Home Builders registration is required to be provided when constructing a new home for a buyer.

Minimum Plan Requirements

- Plans shall be drawn to scale (1/4" per ft. preferred) and shall include the following:
 - Site plan(s) 1"=20' (or plot plan) must be submitted with the application and must indicate finished floor elevation, porch elevation and relationship to grade at each corner of the porch and stair location(s). Overall dimensions, stair location(s), roof overhangs and dimensions to property lines must also be indicated.
 - Front and side(s) elevations (min. 1/8" per ft.)
 - Foundation / Pier Plan and details
 - Floor plan
 - Existing conditions plan / Demolition plan
 - Framing plan(s)
 - Section(s) through porch
 - Electrical plan(s) if applicable
 - Any other drawings, dimensions, details and specifications that may be needed to convey the proposed scope of work.

- A condition of permit requires that smoke detectors and a CO detector be provided for the entire house in accordance with the latest edition of the Connecticut State Building Code.

___ (R301.2.1.1) The project is located within a high wind zone (appendix M of the IRC) and shall be designed accordingly using one of the referenced publications listed in the referenced section. Generally, the “Wood Frame Construction Manual for One and Two Family Dwellings” (WFMC-01) is the preferred design guide. Please provide references, calculations and details that demonstrate the design meets the prescriptive requirements for this wind zone. Typically, we will be looking for specific plan information related to hurricane clips, hold downs, strapping, plywood layout and nailing patterns, blocking, anchor bolts and various other mechanical fasteners. Depending on the complexity of the proposed project or insufficient proof of compliance with the above referenced document an engineered design may be required. Wind uplift is of specific importance with open porch designs.

___ Plans shall clearly indicate all vertical dimensions such as floor to ceiling heights, headroom heights at beams and stairs, overall porch heights, railing heights, etc.

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

___ Contractor / Owner shall keep one set of the approved plans readily available on the job site at all times during the construction.

___ All engineered items such as trusses, LVL beams, etc.) must be accompanied by proof of compliance with all applicable codes and load conditions.

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