

Interior Alterations

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 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 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.
- Mechanical (HVAC), Electrical, Plumbing and other trades are required to be licensed in Connecticut. A copy of their license and proof of insurance will be required prior to issuance of trade permits.

Minimum Plan Requirements

- Plans shall be drawn to scale (1/4" per ft. preferred) and shall include the following:
 - Floor plan(s)
 - Existing conditions plan(s)/Demolition plan(s)
 - 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

- Indicate clear opening sizes for any new bedroom windows or indicate how they will meet the minimum escape and rescue requirements.
- Plans shall clearly indicate all vertical dimensions such as floor to floor heights, headroom heights at beams and stairs, etc.

Special Requirements

- If the existing property is serviced by a private septic system and a bedroom is being added, 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.