

New Modular Homes

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.
- New Home Builders registration is required to be provided when constructing a new home for a buyer.
- 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 at the time of application.

Minimum Plan Requirements

- Plans shall be drawn to scale (1/4" per ft. preferred) and shall include the following:
 - Site plan(s) 1"=20'
 - "SITE SPECIFIC" Foundation plan and details
 - (2) Complete sets of the modular manufacturers building plans that are stamped and signed. Plans shall be full size drawing sheets.
 - Any other drawings that may be needed to convey the scope of work such as add on decks, garages, porches, sun rooms, 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

___ Provide a completed [RES Check](#) (In accordance with the 2009 International Energy Conservation Code) or other acceptable proof of compliance with the model energy code.

___ A cost estimate as described in the “**Permit Fees**” page shall be provided.

___ The blue sign-off sheet must be completed and submitted prior to the issuance of a Certificate of Occupancy. A copy of the sign-off sheet can be obtained in the permitting office.

___ The pink sign-off sheet must be completed and submitted prior to issuance of a building permit. A copy of the sign-off sheet can be obtained in the permitting office.