

Residential 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 the 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 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'
 - Front, side(s) and rear elevations (min. 1/8" per ft.)
 - Foundation plan and details
 - Floor plan(s)
 - Existing conditions plan(s)/Demolition plan(s)
 - Framing plan(s)
 - Building section(s)
 - Finish schedules, notes and details
 - Door and window schedules and details
 - 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

___ Plans shall show all smoke detectors and CO detectors, existing and proposed, throughout the entire house.

___ (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.

___ If the project is located in a 120 mph wind zone (south of Interstate 95) please indicate how any new windows will be protected from windborne debris as described in the building codes.

___ Indicate clear opening sizes for any bedroom windows or indicate that they will meet the minimum escape and rescue requirements.

___ Plans shall show all retaining walls, decks, porches, overhangs, stairs or other similar features along with all construction details, dimensions and material call-outs. Retaining walls may require engineered plans.

___ Plans shall clearly indicate all vertical dimensions such as floor to floor heights, headroom heights at beams and stairs, overall building 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

___ 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.

___ 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.