

The Permit Process

1) Submit to Land Use Administrative Assistant:

a) COMPLETED FORMS (DEPENDING ON THE TYPE OF PROJECT) ALONG WILL FIELD CARD (ASSESSOR'S OFFICE) AND PROOF TAXES ARE PAID (TAX OFFICE).

- STATE MANDATORY PRE APPLICATION
- CONSTRUCTION PROJECT SUMMARY
- EROSION CONTROL APPLICATION - with erosion control measures planned-if required
- SEPTIC APPLICATION for Permit to Construct and/or Install and/or Repair-with copy of engineered septic design by a CT licensed engineer (for new construction only) and a copy of the installer's license-if required
- WETLANDS APPLICATION - if applicable
- ACCESS PERMIT – if a new driveway cut is being made.

b) Two (2) complete detailed sets of blueprints/drawings, drawn to scale; three (3) copies for specific projects that need to be reviewed by the Fire Marshal

- ### **c) One copy of a proposed plot plan prepared by a Connecticut registered land surveyor, drawn to scale, indicating the following applicable information:**
- All buildings and/or additions to be erected and existing buildings including decks, overhangs, stairs, and other structures on the property.
 - Show setbacks (in feet and inches) of all buildings and/or structures from front, rear, and side property lines.
 - Location of access (driveways) and any roads.
 - Location of septic system (tank and fields), in relation to existing and /or proposed buildings and/or structures in feet and inches.
 - Location of well and/or any water (community) systems.
 - Location of any water courses (brook, drainage channel, etc.). Also note if possible any obvious wetland areas.
 - Location of fuel oil tank if it will be buried or is already buried.

d) Proof of Access Bond, if applicable

e) \$50.00 review fee for Health Dept. (waived in lieu of septic permit fee).

2) At submission of completed forms and required attachments, a Project Number will be issued for your project when entered into the computer. You may refer to this number when inquiring about your project.

3) Your file will be reviewed by each of the departments in the sequence listed for their approval and sign off (with the exception of the Fire Marshal and Water Supply Chairman whose approval is required only in specific cases). The Building Official will not issue a building permit until all required signatures are obtained and required departmental permits are issued.

*** PLEASE CHECK YOUR SUBDIVISION COVENANTS & RESTRICTIONS TO MAKE SURE YOU ARE ALLOWED TO BUILD YOUR PROPOSED PROJECT !!**

4) Should you require a variance from the Zoning Board of Appeals (ZBA), an application for a variance can be obtained from the Land Use Department. There is a \$180.00 fee. If you receive a variance, you will receive a certified letter from the Zoning Board of Appeals. This letter has to be recorded in the Office of the Town Clerk and a copy of the recorded letter should be given to the Land Use office so your Project file can continue through the process to obtain a Zoning permit and Building permit. Due to legal requirements of obtaining a variance, this process adds additional time to your permit process.

5) When your building permit is ready you will receive a call from the Building Department . At that time you will be advised of the permit fee.

6) Once you pay for and pick up your building permit (one set of the plans you submitted will be returned to you signed by all departments) you may begin your project. Be sure to post your building permit in a visible location. During your project make sure to call for inspections as required.

7) Proper numbering of property for identification, addressed in Article II (pg. 115) of the Town Ordinances, must be adhered to. For new construction, note that markings must be installed at the time that the building permit is posted.

8) You must call for an erosion control inspection before beginning work (at least 24 hours in advance). Erosion controls such as driveway anti-tracking pad, silt fence, etc. must be in place before beginning excavation.

9) For projects that require electrical, plumbing, heating, roofing, siding, etc., the homeowner if he is doing the work, or the subcontractor needs to complete a Mechanical Permit application. All subcontractors need to present their valid CT License so a copy can be made. All Homeowners/Subcontractors should contact the Bldg. Dept. to make appointments for any required inspections. There will be a nominal fee for the Mechanical Permit.

10) When your project is complete, you should contact the Building Department to set up an appointment for a final inspection. At that time you should also schedule appointments for any other departments that may need to do a final inspection on the project. When your appointment is scheduled for the Building Official's final inspection, your file will be routed to all departments for final sign off.

11) In order for you to receive a Certificate of Occupancy for your project the following applicable documents need to be in your file (mostly for new construction):

- **Well Completion Report - to correspond with Well Drilling Permit**
- **Water Test -if new well or repair**
- **As-Built of Septic System - for new septic or repair**
- **Final A-2 Survey - for new construction and if required on Zoning Permit**
- **Mechanical - Plumbing, Heating, Electrical in relation to project**
- **Structure properly numbered and identified (Town Ordinance Article II Pg.**
- **Any Special Letter and/or Affidavit - if required**

12) The Building Official will not issue a Certificate of Occupancy unless all required signatures are obtained and the file is complete.

Land Use Department Sign Off Sequence

1. STATE PRE APPLICATION

Effective October 1, 2005 no Land Use, Health or Building application for a permit may be filed until the holder(s) of any conservation restriction or preservation restriction on the subject property has been notified. Please see the attached legislation, PA 05-124.

2. WETLANDS APPLICATION

Requirement is determined by review and/or site visit by the Environmental Enforcement Officer. The project may also require Inland-Wetlands Commission approval. Issued by Environmental Enforcement Officer.

If applicable, application fee varies per fee schedule.

3. EROSION CONTROL PERMIT

Requirement is determined by the Environmental Enforcement Officer. Issued by Environmental Enforcement Officer.

If applicable, permit fee varies per fee schedule

Minimum Erosion Control Permit Fee \$180.00

4. SEPTIC PERMIT

Required when a new septic is to be installed or a septic repair made. Issued by the Town Sanitarian.

Septic review fee \$50.00

New Septic Fee \$500.00

Septic Repair Fee \$200.00

5. WELL PERMIT

Required for installation of any new well. The Town Sanitarian issues the Town of New Fairfield Well Drilling Permit. (Initially, the well drilling company makes application to the State for a well permit.)

Town Well Permit Fee \$150.00

6. DRIVEWAY ACCESS

Required by the Public Works Director for the installation of new driveways that will access a Town road. The access bond is applied for in the Selectmen's office. For driveways accessing a State road, a bond must be secured from the State Highway Department. For driveways accessing a road located in a private community, you should check with your local association or tax district as to any restrictions or requirements.

Town Access Review Fee \$100.00

Town Access Permit Bond \$1,000.00

7. ZONING PERMIT

Required for all construction/renovation projects, such as new dwellings, additions, decks, garages, swimming pools, replacement decks, etc. Some projects require Zoning Commission Approval. Zoning Permit issued by the Zoning Enforcement Officer.

Minimum Zoning Permit Fee \$55.00

8 FIRE MARSHAL

Required if project is anything other than a single or two family dwelling.

9. WATER SUPPLY

Required if project is anything other than a single or two family dwelling.

10. BUILDING PERMIT

Required for all projects. Issued by the Building Official.

Minimum Building Permit Fee \$30.18