

## Permit Process

**BEFORE you come to the Building Department, please answer the following questions...**

1. Are you constructing, erecting, enlarging, altering the current footprint, moving, demolishing or removing or changing the use of a current building?

**If yes, you will need a [ZONING PERMIT](#) before a building permit can be issued.**

2. Are you constructing, erecting, enlarging, altering the current footprint, moving or changing the use of a current building?

**If yes, you will need the [APPROVAL AND SIGNOFF BY THE TOWN SANITARIAN / TORRINGTON AREA HEALTH](#) before a building permit can be issued.**

3. Are you constructing, erecting, enlarging, or altering the current footprint of an existing building located in the Horizonline Conservation District?

**If yes, you will need [SITE PLAN APPROVAL FROM PLANNING & ZONING](#) before a building permit can be issued.**

4. Are you constructing, erecting, enlarging, or altering the current footprint of an existing building within 100 feet of wetlands and/or 200 feet of a watercourse?

**If yes, you will need [INLAND WETLANDS APPROVAL](#) before a building permit can be issued.**

5. Are you constructing, erecting, enlarging, performing exterior renovations or altering the current footprint of an existing building within the Kent Village District?

**If yes, you may need [ARCHITECTURAL REVIEW BOARD APPROVAL](#) before a building permit can be issued.**

6. Are you constructing a new driveway or driveway extension?

If yes, you will need a [DRIVEWAY PERMIT](#) from the Land Use Office. If the property is located on a state roadway, you will also need approval from the [Connecticut Department of Transportation](#).

7. Are the property taxes on the parcel paid and up-to-date?

In accordance with Public Act No. 95-320, Amending Connecticut General Statute 7-148 and Town of Kent Ordinance concerning approval of building permits for property on which taxes are due, the Building Department shall withhold approval of building permits for any property where taxes are delinquent, unless the Building Official determines that repairs should be

performed immediately to protect the safety of either the building's occupant or the public. You must get a signoff from the [Tax Collector](#) before a building permit can be issued.

If you have questions regarding numbers 1 – 6, please contact the Kent Land Use office at 860-927-4625 or Torrington Area Health Department at 860-489-0436. If you have a question regarding number 7, please contact the Tax Collector at 860-927-3269.

Once all approvals are obtained, the next step is the Building Department. Please see the following process and requirements of the State of Connecticut Building Code.

## **SECTION 105 - PERMITS**

105.1 Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done shall first make application to the building official and obtain the required permit.

105.1.1 By whom application is made. Application for a permit shall be made by the owner in fee or by an authorized agent. If the application is made by a person other than the owner in fee, it shall be accompanied by an affidavit of the owner or a signed statement of the applicant witnessed by the building official or such official's designee to the effect that the proposed work is authorized by the owner in fee and that the applicant is authorized to make such application. If the authorized agent is a contractor, the provisions of section 20-338b of the Connecticut General Statutes shall be followed. The full name and addresses of the owner, agent and the responsible officers, if the owner or agent is a corporate body, shall be stated in the application.

105.3.1.1 Zoning approval. Pursuant to subsection (f) of section 8-3 of the Connecticut General Statutes, no building permit shall be issued, in whole or in part, for a building, use or structure subject to the zoning regulations of a municipality without certification in writing by the official charged with the enforcement of such regulations that such building, use or structure is in conformity with such regulations or is a valid nonconforming use under such regulations.

105.3.1.2 Fire marshal approval. No building permit for a building, structure or use subject to the requirements of the 2005 Connecticut State Fire Safety Code shall be issued in whole or in part without certification in writing from the local fire marshal that the construction documents for such building, structure or use are in substantial compliance with the requirements of the 2005 Connecticut State Fire Safety Code.

105.5 Expiration of permit. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods of not more than 180 days each. The extensions shall be requested in writing and justifiable cause shall be demonstrated.

Exception: The building official shall be permitted to specify an expiration date of not less than 30 days, no more than 180 days, for commencement of work under permits issued to abate unsafe conditions pursuant to Section 115 of this code. Work performed under such permits shall be completed as expeditiously as possible.

105.7 Placement of permit. The building permit or copy thereof shall be kept on the site of the work until the completion of the project.

105.8 Responsibility. It shall be the duty of every person who performs work for the installation or repair of building, structure, electrical, gas, mechanical or plumbing systems, for which this code is applicable, to comply with this code.

## **SECTION 106 – CONSTRUCTION DOCUMENTS**

106.1 Submittal documents. Construction documents, special inspection and structural observation programs, and other data shall be submitted in one or more sets with each application for a permit. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

EXCEPTION: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by registered design professional if it is found that the nature of the work applied for is such that reviewing of construction documents is not necessary to obtain compliance with this code.

106.2 Site plan. The construction documents submitted with the application for permit shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot.

106.2.1 Private sewage disposal system. The site plan shall indicate the location of a private sewage disposal system where a public sewer is not available. Private sewage disposal systems shall be designed and installed in accordance with the requirements of the Public Health Code adopted under authority of section 19a-36 of the Connecticut General Statutes. All technical and soil data required by the Public Health Code shall be submitted with the site plan. Approval of such systems shall be by the local authority having jurisdiction. When such approval is required by the local authority having jurisdiction, written proof of such approval shall be submitted to the building official prior to issuance of a building permit.

## **SECTION 108 – FEES**

108.3 Building permit valuations. The applicant for a permit shall provide an estimated permit value at the time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical,

plumbing equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approved of the building official. Final building permit valuation shall be set by the building official.

## **SECTION 110 – CERTIFICATE OF OCCUPANCY**

110.1 Use and occupancy. Pursuant to subsection (a) of section 29-265 of the Connecticut General Statutes, no building or structure erected or altered in any municipality after October 1, 1970, shall be occupied or used, in whole or in part, until a certificate of occupancy has been issued by the building official, certifying that such building, structure or work performed pursuant to the building permit substantially conforms to the provisions of the State Building Code. Nothing in the code shall require the removal, alteration or abandonment of, or prevent the continuance of the use and occupancy of, any single-family dwelling but within six years of the date of occupancy of such dwelling after substantial completion of construction of, alteration to or addition to such dwelling, or of a building lawfully existing on October 1, 1945, except as may be necessary for the safety of life or property. The use of a building or premises shall not be deemed to have changed because of a temporary vacancy or change of ownership or tenancy.

### **Exceptions:**

1. Work for which a certificate of approval is issued in accordance with Section R110.9.
2. Certificates of occupancy are not required for work exempt from permit requirements under Section R105.2.

110.1.1 Zoning Approval. Pursuant to subsection (f) of section 8-3 of the Connecticut General Statutes, no certificate of occupancy shall be issued for a building, use or structure subject to the zoning regulations of a municipality without certification in writing by the official charged with the enforcement of such regulations that such building, use or structure is in conformity with such regulations or is a valid nonconforming use under such regulations.

## **INSPECTION LINE**

1-800-231-5101 or 1-860-364-5101 (Saturday's by appointment only)

Our automated phone system will record the time and date of your call. The following information must be provided in order to schedule the inspection in a timely manner: Property Owner, Street Name & Number, Town, Type of Inspection, Your Name, Your Phone Number. The system will allow time for special instructions such as key location, 2nd floor only, ready after lunch, etc.

We respectfully ask that you DO NOT REQUEST INSPECTIONS on the business telephone line OR from inspectors either on job sites doing inspections or on their personal time.

## **MINIMUM REQUIRED INSPECTIONS**

(in order of inspection)

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| <b>Preliminary and/or Excavation</b>           | After excavation is complete and soil erosion controls are in place or before starting renovations.  |
| <b>Footing and Foundations</b>                 | At time of concrete placement for footings, walls, piers, and before concrete slabs.   |
| <b>Waterproofing/Foundation Coating</b>        | When completed and before starting footing drains so that we can inspect the joint between footing and walls, a common place for water leaks.  |
| <b>Footing Drains</b>                          | When pipe and stone are in place and membrane covering is on or at site to be put on.  |
| <b>Electric Service</b>                        | When CRS work sheet is submitted to the office. Including trench work when conduits are in place with 12" of clean backfill and warning tape is in place, leave conduit joints exposed for inspection.               |
| <b>Framing Inspection</b>                      | When framing is complete and before roof and wall sheathing is covered. All fire blocking is to be in place.   |
| <b>Roofing Inspection</b>                      | At time of installation of finish roof covering. 15lb felt required under shingles.  |
| <b>Plumbing Rough-In</b>                       | When rough work is completed and pipes are fire stopped at each floor level, air or water tests shall be on. Plumbing under slabs to be inspected before covering.   |
| <b>HVAC Rough-In</b>                           | When rough work is completed, all ductwork for system shall have fire stopping at each floor level.  |
| <b>Electric Rough-in</b>                       | When all rough wiring is completed and boxes are made-up with fire stopping at each floor level.   |
| <b>Fireplace &amp; Masonry Chimneys</b>        | When steel is in place for hearths and before concrete is placed, also at least once during chimney and flue work.   |
| <b>Insulation Inspection</b>                   | After all insulation is in place and before covering with tape or compound.  |
| <b>Sheetrock or Plaster</b>                    | After it is properly installed and before covering with tape or compound.  |
| <b>Fuel Tanks and Lines (Including LP Gas)</b> | At time of tank installation and when air test is on all lines.  |
| <b>Final Inspections</b>                       | <b>Requests for final inspections need to be made in advance to allow time for a review of all paperwork. Please be sure you have contacted the Zoning and Health Departments for final approval from them also.</b> |

**IT IS YOUR RESPONSIBILITY TO CALL FOR INSPECTIONS.**

**IT IS YOUR RESPONSIBILITY TO KNOW YOUR WORK SCHEDULE.**

**24 hours notice is required for inspection requests. 48 hours notice is appreciated.**