

### **Approvals Required Prior to Obtaining Building Permit**

- \_\_\_\_\_ 1) If you are building a new home, on a vacant lot, you must first obtain a 911 Number for that property (which must be prominently displayed on the property as described in Section 2). This is done through the Assessor's office. The Assessor is Barbara Bigos. Her hours are Monday, Wednesday & Friday 9AM – 4PM. She may be reached at 860-435-5176.
  
- \_\_\_\_\_ 2) If your residence requires the construction of a new driveway you must obtain a driveway permit from the Town of Salisbury, if you are accessing off a Town road, or the State of Connecticut Department of Transportation, if you are accessing off a State road. If you are on a Town road the driveway permit is obtained through the First Selectman's office.
  
- \_\_\_\_\_ 3) If your property is serviced by a private septic and well, you must receive Torrington Area Health District (TAHD) approval. This approval is required for all structures (pools, additions, new homes, sheds, barns, porches, garages, decks, change of use etc.)

The TAHD contact for the Town of Salisbury is Tom Stansfield. He is in his Salisbury office on Wednesday & Friday from 8Am – 10AM. He may be reached at the following numbers 860-435-0806 or 860-489-0436.

- \_\_\_\_\_ 4) When TAHD approval is received you must then obtain a zoning permit from the Zoning Administrator. This approval is required for **all** structures (pools, additions, new homes, sheds, barns, porches, garages, decks, change of use etc.). **You must have your 911 number prominently displayed on your property, so That it is visible from the road, prior to receiving this approval.**

The Zoning Administrator for the Town of Salisbury is Nancy Brusie. She is in her office on Monday, Wednesday & Friday from 8Am – 1PM. She may be reached at 860-435-5190.

- \_\_\_\_\_ 5) If the building is something other than a one or two family residence, a complete plan review by the Fire Marshal is required prior to the issuance of a building permit. This plan review is required for any new construction, additions and renovations.
- \_\_\_\_\_ 6) When applying to the Building Department you must submit two sets of plans (three if Fire Marshal review is needed), a building permit application, proof of insurance (if you are a contractor); if you are not a contractor you must fill out an affidavit, and your permit fee must be received. (Checks should be made out to the Town of Salisbury).

If you are constructing a new home or new habitable space/addition you must also submit a RES check. This document can typically be obtained from the building supply company you are purchasing your materials from.

If you are constructing pool you must submit two sets of engineered stamped plans, the pool alarm to be used, a building permit application, a swimming pool agreement, a description of the permanent fencing to be used around the pool along with the permit fee.

**Please be advised that the Building Official and Fire Marshal have thirty days, by law, to review any and all plans submitted.**

- \_\_\_\_\_ 7) Once a building permit is issued you may then commence building. Throughout the process you must call the Building Official to schedule the required inspections. The Building Official requests that you please call 24 hours in advance when scheduling inspections, but timely notice is required by Code.

**\*\* It is the responsibility of the applicant to comply with Historical District regulations and to obtain any certificate of appropriateness if applicable\*\***

The Building Official is Michael G. Fitting. His office hours are Monday-Friday from 8AM-9AM and 3PM-4PM. He schedules his inspections from 9AM- 2:30PM. The secretary is Michelle Lull, she is in the office Monday-Friday from 7:30AM-11:30AM. The Building Department phone number is 860-435-5177.

**If you have questions that refer to the Building Code, you must speak directly to the Building Official.**