



Town of Preston  
 Building Department  
 389 Route 2  
 Preston, CT 06365

# Permit Application

Electrical  Mechanical  Plumbing

Residential  Commercial

Thomas Weber, Building Official [Building@preston-ct.org](mailto:Building@preston-ct.org) (860) 887-5581 Ext. 130

Leigh Pappas, Admin. Assistant [Lpappas@preston-ct.org](mailto:Lpappas@preston-ct.org) (860) 887-5581 Ext. 103

**Property Location of Work To Be Completed At** \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ License # \_\_\_\_\_

Description of Work To Be Completed \_\_\_\_\_

**Estimated Cost of Labor & Materials \$**

	Fuel Type	New	Replacement	Make/ Model #/ Description
Air Conditioning				
Boiler				
Chimney/ Flue				
Fireplace				
Furnace				
Generator				
Above Ground/ Buried Tank				

**Signature of Owner or Authorized Agent: (initial appropriate box below and sign)**

The applicant certifies and agrees as follows: 1.  I am the owner of record of the named property or  the proposed work is authorized by the owner of record and/or I have been authorized to make this application as an authorized agent 2. the information is correct; 3. that the project will comply with all regulations of the Town of Preston which are applicable hereto: 4. that they will only perform work on the above property specifically described in this application: 5. that they grant Town Officials the right to enter onto the property for the purpose of inspecting the work permitted.

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*All work must be done in accordance with requirements of the current State of Connecticut Building Code, Ordinances and Regulations as adopted by the Town of Preston.*

## Zoning Enforcement Use Only

Application is hereby made for a Zoning Permit for the purposes described herein and shown on the accompanying plans. Work is to commence no earlier than 7:00 AM Weekdays and 9:00 AM on Weekends. Applicants for permitted residential dwellings or additions such as buildings shall submit a plot plan, drawn to scale, on a separate piece of paper (See example provided as part of this application). A permit issued on the basis of this application certifies conformance with the Zoning Regulations of the Town of Preston.

**ZEO Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**ZEO Comment** \_\_\_\_\_

## Office Use Only

Application Received in Building Department on
(Date Stamp)

Building	
Electrical	
Mechanical	
Plumbing	
Zoning	

Valuation	
Education Fee	
Total Fees Due	
Cash/Check #	
<b>Permit # ISSUED</b>	



## Underground Tank Closure or Removal Requirements

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All applicable safety procedures associated with working in proximity to flammable and combustible materials shall be strictly adhered to.

***The following actions shall be undertaken when permanently closing an underground tank.***

### **Permanent Closure of Underground Tanks** (Prior approval must be attained)

1. All applicable authorities having jurisdiction, including the Fire Marshal shall be notified at least 48 hours in advance.
2. A safe workplace shall be maintained throughout the prescribed activities.
3. All flammable and combustible liquids and residues shall be removed from the tank, appurtenances, and piping and shall be properly disposed of.
4. The tank shall be made safe by either purging it of flammable vapors or inerting the potential explosive atmosphere in the tank. Confirmation that the atmosphere in the tank is safe shall be by periodic testing of the atmosphere using a combustible gas indicator, if purging, or an oxygen meter, if inerting.
5. Access to the tank shall be made by careful excavation to the top of the tank.
6. All connections to the tank with the exception of the vent shall be disconnected and removed.
7. The tank shall be filled with inert solid material.
8. The remaining piping and vent shall be capped and removed.
9. The tank shall be backfilled.

***The following actions shall be undertaken when removing an underground tank.***

### **Removal of Underground Tanks**

1. All applicable authorities having jurisdiction, including the Fire Marshal shall be notified at least 48 hours in advance.
2. A safe workplace shall be maintained throughout the prescribed activities.
3. All flammable and combustible liquids and residues shall be removed from the tank, appurtenances, and piping and shall be properly disposed of.
4. The tank shall be made safe by either purging it of flammable vapors or inerting the potential explosive atmosphere in the tank. Confirmation that the atmosphere in the tank is safe shall be by periodic testing of the atmosphere using a combustible gas indicator, if purging, or an oxygen meter, if inerting.
5. Access to the tank shall be made by careful excavation to the top of the tank.
6. All exposed piping, gauge and tank fixtures, and other appurtenances, including the vent, shall be disconnected and removed.
7. All openings shall be plugged, leaving a 1/4 in. opening to avoid buildup of pressure in the tank.
8. The tank shall be removed from the excavation and shall be secured against movement.
9. Any corrosion holes shall be plugged.
10. The tank shall be labeled with its former contents, present vapor state, vapor freeing method, and a warning against reuse.
11. The tank shall be removed from the site promptly, preferably the same day

Office of the Preston Fire Marshal  
389 Route 2  
Preston, CT 06365



Phone: 860-917-4900  
Fax : 860-887-7788

**Underground Tank Closure or Removal Application**

**Date:** \_\_\_\_\_

**Property Location of Tank:** \_\_\_\_\_

**Owners Name:** \_\_\_\_\_

**Street Address** \_\_\_\_\_ **Town** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Daytime Phone ( )** \_\_\_\_\_ **Cell Phone ( )** \_\_\_\_\_

**Abandonment Contractor:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Address** \_\_\_\_\_ **Town** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Daytime Phone ( )** \_\_\_\_\_ **Cell Phone ( )** \_\_\_\_\_

**Fax ( )** \_\_\_\_\_

**Please attach a drawing indicating the location and size of the tank(s) to be removed or abandoned.**

Notify "Call Before You Dig" 1-800-922-4455 prior to any excavation.

A certified soil test report must be supplied to the homeowner, DEP and the Preston Fire Marshal's Office

**Notify the Fire Marshal's Office at least 48 Hours in advance**

**All site work to be performed is subject to inspection by the Preston Fire Marshal's Office**

*Applicants signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Fire Marshal's signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**Comments:**



Town of Preston  
Building Department  
389Route 2  
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# Plot Plan

Many land use authorizations or building permit applications for the Town of Preston require plot plans. This handout has been prepared to assist applicants in preparing plot plans. It lists the information that must appear on the plot plan and shows a sample plot plan for your reference.

A plot plan is an accurate drawing or map of your property that shows the size and configuration of your property and the size and precise location of most man-made features (i.e., buildings, driveways, utility lines and walls or fences) on the property. Plot plans show both what currently exists on the property and what the desired physical changes are, that will change the physical appearance of the land and man-made features.

## When do you need to draw a plot plan?

Plot plans are required to accompany most applications that change how the property will be used or that are needed in order to construct something on the property.

For example, plot plans are required when you apply for:

- Building permits to build an addition, construct a new structure, alter an existing structure or do other exterior work such as installing pools, generators, sheds and decks.
- A variance for Zoning Compliance
- A change of use of the structure

A plot plan is also helpful to have when you have questions about what you can and cannot do on your property. It will help Town personnel to see the specific and unique conditions of your site. They can then provide you with specific rather than general information. This is particularly important when activities involve Zoning Compliance and Building Code requirements.

## What does a plot plan show?

A plot plan must contain the following information:

1. Name and address of the owner of the property
2. Address of the property (if different from the owner's address)
3. The location and dimension of driveway (existing and proposed)
4. Identification of adjacent streets
5. Any easement that crosses the property or other pertinent legal features
6. The property lines and property dimensions
7. Locations, sizes and shapes of any structures present on the site and proposed for construction
8. Dimensions showing: front, side and rear yard setbacks, size of structures, porches, pools and decks

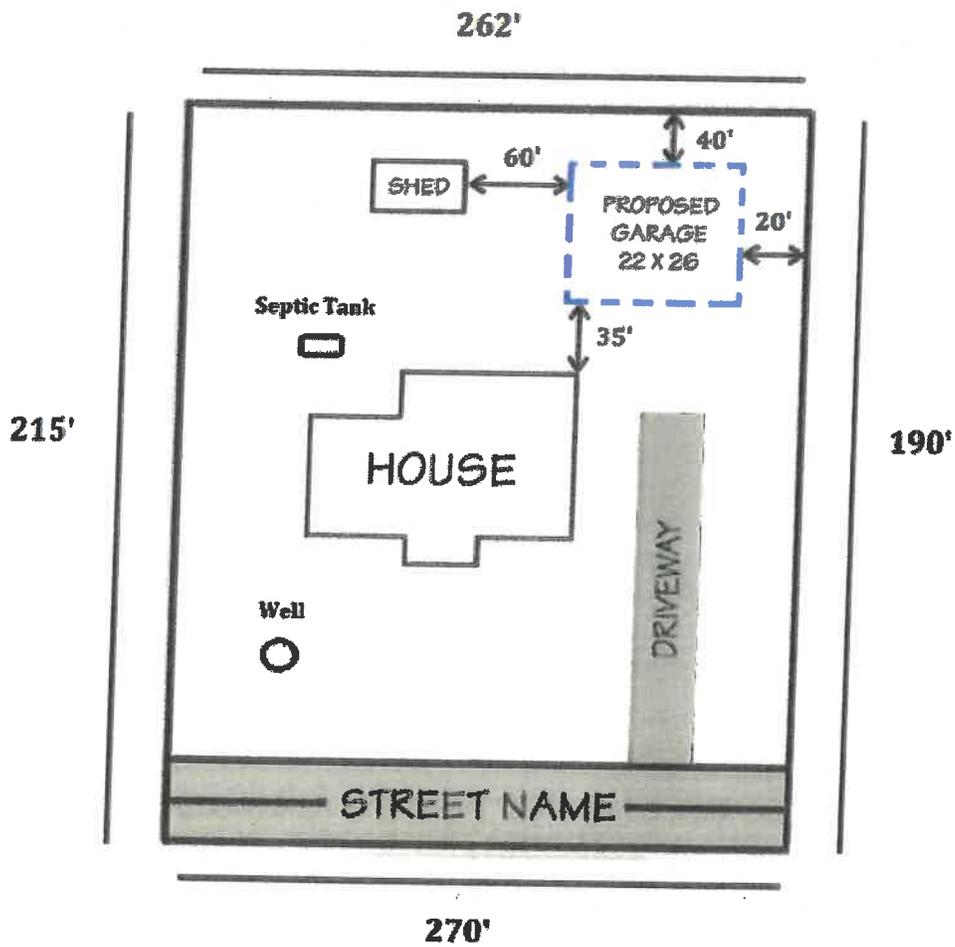
## How to prepare a simple plot plan

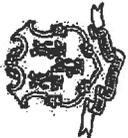
- Step 1. Access the Preston GIS website and search for your property ([http://www.prestongis.com/ags\\_map](http://www.prestongis.com/ags_map))
- Step 2. Search for your property and from there you can print a quick map to scale
- Step 3. Verify that all of the man-made structures are noted as listed above
- Step 4. Add/Draw onto the map the proposed structures (to scale) and include the relevant dimensions to the new structure(s)
- Step 5. Make at least two copies and drop them off with your application

## Example Plot Plan for Garage

### Checklist

- Size: No smaller than 8.5" x 11"
- Hand Drawn Plans Accepted with **ACCURATE** Dimensions Noted
- Driveway Location
- Existing Buildings
- Location of Septic Tank, Well and Propane Tank
- **Proposed Exterior Work** Such As: Addition, Alterations, Deck, Generator, Shed, LP Tank or Pool.
- Street Names





### Building Permit Requirements for Workers' Compensation

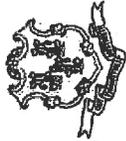
Section 31-206b of the Workers' Compensation Act requires anyone who requests a building permit to first submit "proof of workers' compensation coverage for all of the employees who are engaged to perform services on the site of the construction project for which the permit was issued."

The only exceptions to this law are the sole proprietor or property owner who will not be acting as general contractor or principal employer.

#### What to give to the Building Official to obtain a Building Permit:

1. The General Contractor or Principal Employer must provide a written certificate of workers' compensation insurance for all of the employees on their project. This certificate may not be for liability, disability or any other type of insurance.
2. The Sole Proprietor or Property Owner who will not act as a general contractor or principal permit, a **FORM 7A** should be completed and given to the building official.
3. The Sole Proprietor or Property Owner who will act as a general contractor or a principal employer must provide a written certificate of workers' compensation insurance for all of the employees on their project and must file a **FORM 7B** with the building official — OR he will sign a sworn notarized affidavit on **FORM 7B**, stating that he will require proof of workers' compensation insurance for all those employed on the job site.
4. The General Contractor or Principal Employer who has properly excluded himself from coverage using the appropriate WCC form (see NOTE below) must file the **FORM 7C** with the building official. This form certifies that they have properly excluded themselves, and attests that they will require proof of workers' compensation insurance from every employee that works on the designated job site.

**NOTE:** The general contractor or principal employer may exclude himself from workers' compensation coverage by filing one of the following forms with the appropriate Workers' Compensation Commission district office:  
Form 9B for employees who are Officers of a Corporation or Managers / Members of an LLC  
Form 9B-1 for employees who are Members of a Partnership



### Proof of Workers' Compensation Coverage when Applying for a Building Permit for the Sole Proprietor or Property Owner who WILL NOT act as General Contractor or Principal Employer

#### APPLICANT FOR BUILDING PERMIT

Name of Applicant for Building Permit \_\_\_\_\_

Property located at \_\_\_\_\_

In the City / Town of \_\_\_\_\_

#### ATTEST

If you are the owner of the above-named property or the sole proprietor of a business doing work on the site of the construction project at the above-named property and you WILL NOT act as the general contractor or principal employer, you are not required to have workers' compensation insurance coverage.

CHECK ONE (1) BOX ONLY and complete the following:

I am the OWNER of the above-named property. I WILL NOT act as the general contractor or principal employer.

Signature of OWNER Applicant \_\_\_\_\_

I am the SOLE PROPRIETOR of a business doing work at the above-named property. I WILL NOT act as the general contractor or principal employer.

Name of Business \_\_\_\_\_

Federal Employer ID# (FEIN) \_\_\_\_\_

Signature of SOLE PROPRIETOR Applicant \_\_\_\_\_

7B

Rev. 3-17-2008

State of Connecticut  
Workers' Compensation Commission

Please TYPE or PRINT IN INK



### Proof of Workers' Compensation Coverage when Applying for a Building Permit for the Sole Proprietor or Property Owner who WILL act as General Contractor or Principal Employer

#### APPLICANT FOR BUILDING PERMIT

Name of Applicant for Building Permit \_\_\_\_\_

Property located at \_\_\_\_\_

In the City/Town of \_\_\_\_\_

#### ATTEST

If you are the owner of the above-named property or the sole proprietor of a business doing work on the site of the construction project at the above-named property and you WILL act as the general contractor or principal employer, you must provide proof of workers' compensation insurance coverage for all employees.

Complete this form and, if applicable, sign the Affidavit below in the presence of a Notary Public or a Commissioner of the Superior Court.

**CHECK ONE (1) BOX ONLY, provide the appropriate information, and sign:**

- I am the **OWNER** of the above-named property. I will act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the above-named property.  
Signature of OWNER Applicant \_\_\_\_\_
- I am the **SOLE PROPRIETOR** of a business doing work at the above-named property. I will act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the above-named property.  
Signature of SOLE PROPRIETOR Applicant \_\_\_\_\_
- I am the **OWNER** of the above-named property or the **SOLE PROPRIETOR** of a business doing work at the above-named property. I will not personally submit proof of workers' compensation insurance coverage, but will attest to the following:  
\_\_\_\_\_

#### AFFIDAVIT

I hereby swear and attest that I will require proof of workers' compensation insurance for every contractor, subcontractor, or other worker before he or she does work on the site of the construction project at the above-named property in accordance with Section 31-282B of the Workers' Compensation Act.

Signature of OWNER or SOLE PROPRIETOR Applicant \_\_\_\_\_

Name of Business—If applicable \_\_\_\_\_

Federal Employer ID# (FEIN)—If applicable \_\_\_\_\_

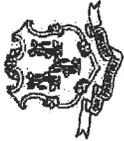
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_\_

Signature of Notary Public / Commissioner of the Superior Court \_\_\_\_\_

Rev. 3-17-2008

State of Connecticut  
Workers' Compensation Commission

Please TYPE or PRINT IN INK



### Proof of Workers' Compensation Coverage when Applying for a Building Permit for the General Contractor or Principal Employer who has chosen to be EXCLUDED from Coverage

#### APPLICANT FOR BUILDING PERMIT

Name of Applicant for Building Permit \_\_\_\_\_

Property located at \_\_\_\_\_

In the City/Town of \_\_\_\_\_

#### ATTEST

If you are the General Contractor or Principal Employer of a business doing work on the site of the construction project at the above-named property and you have properly excluded yourself from workers' compensation coverage by filing or the appropriate forms listed below with the Workers' Compensation Commission, complete this form and, if applicable, sign the Affidavit below in the presence of a Notary Public or a Commissioner of the Superior Court.

#### EXEMPT — CHECK ONE (1) BOX:

- I am:  an Officer of a Corporation  a Manager or Member of an LLC  a Partner in a Business

**TUEN — CHECK ONE (1) BOX, provide the appropriate information, and sign the Affidavit below:**

I have filed the following certificate with the Workers' Compensation Commission:

- Form 68 (for an Officer of a Corporation, a Manager of an LLC, or a Member of a Multiple-Member LLC)
- Form 68-1 (for a Partner in a Business)

#### AFFIDAVIT

I hereby swear and attest that I will require proof of workers' compensation insurance for every contractor, subcontractor, or other worker before he or she does work on the site of the construction project at the above-named property in accordance with Section 31-282B of the Workers' Compensation Act.

Signature of GENERAL CONTRACTOR or PRINCIPAL EMPLOYER Applicant \_\_\_\_\_

Name of Business—If applicable \_\_\_\_\_

Federal Employer ID# (FEIN)—If applicable \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_\_

Signature of Notary Public / Commissioner of the Superior Court \_\_\_\_\_

7C