



## TOWN OF PRESTON

### Building Department

389 Route 2

Preston, Connecticut 06365

## Commercial – New Building Minimum Permit Application Requirements

*Note: Please keep in mind that a complete application with all required information will help expedite the application process. An incomplete application will not be dated as accepted or circulated until all of the information is received. 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(s) (available online or in Land Use Office)
- \_\_\_ Submission of two signed and sealed 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. A separate signed and sealed set shall be submitted directly to the fire marshal by the applicant.
- \_\_\_ Planning and Zoning Site Plan Approval, Zoning Enforcement, Inland Wetlands, and Health Department approval is required prior to issuance of the building permit.
- \_\_\_ If the applicant is not the building owner, a "Letter of Authorization" from the building owner 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 building owner / agent will require proof of workers' compensation insurance for all those employed on the job site.
- \_\_\_ Mechanical (HVAC), Electrical, Plumbing, Communications, Fire Protection 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 (as applicable) the following drawings and information for review and approval. The size, scope and type of project will dictate what drawings are required.
  - ✓ Approved site plan package. Cover Sheet
  - ✓ Building Code and Life Safety Plans
  - ✓ Front, side(s) and rear elevations (min. 1/8" per ft.) Foundation Plan(s) and details
  - ✓ Floor plan(s)
  - ✓ Framing Plan(s)
  - ✓ Roof Plan
  - ✓ Foundation Plan(s) and details
  - ✓ Floor plan(s) Framing plan(s)
  - ✓ Roof Plan
  - ✓ Reflected Ceiling Plan(s)
  - ✓ Enlarged plan areas as required
  - ✓ Building Section(s)
  - ✓ Finish schedules, notes and details (floors & walls – include fire retardant treatment)

- ✓ Door and window schedules and details
- ✓ Interior Elevations
- ✓ Structural Plans
- ✓ Electrical Plans
- ✓ Mechanical Plans
- ✓ Plumbing Plans
- ✓ Fire Protection Plans
- ✓ Commercial Hood / ANSUL System plans and documentation Equipment and Furnishings Plans
- ✓ 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

### 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 the Sanitarian.

### Other Requirements

\_\_\_ Provide a completed COM Check (In accordance with the 2012 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.

\_\_\_ The InterDepartment sign-off sheet must be completed prior to issuance of a building permit. The sign-off sheet is circulated internally in the Land Use Office

\_\_\_ A completed Statement of Special Inspection form will likely be required.