



## TOWN OF PRESTON

### Building Department

389 Route 2

Preston, Connecticut 06365

## Interior Alterations including Basements

### 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.
- Zoning Enforcement approval is required prior to issuance of the building permit.
- 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.
- Home Improvement, Mechanical (HVAC), Electrical, Plumbing, 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.
  - Uses and dimensions of all areas provided? Show existing and proposed on different plans layouts.
  - All proposed areas involving demolition work has been shown?
  - Indicated location and sizes of all doors and windows? Including R- Value and SHCG on glazing
  - Indicate clear opening sizes for any bedroom windows or indicate that they will meet the minimum escape and rescue requirements.
  - Location of any stairs updated or installed? Provide information on headroom on the plan.
  - Thickness and type of existing and proposed walls?
  - Height of ceiling (s)?
  - Indicated the size, spacing, species and grade of lumber to be used?
  - Provided all header sizes and material? Including engineering calculations and beam sizes when opening up an interior wall.
  - Provided the floor/roof framing information, as is relevant to the renovations for the existing structure?
  - Spans of support beams indicated? (distance between supports)
  - Replacement of any insulation and R-Value
  - Method of draftstopping (i.e. top of wall in basement).
  - Provide information on any changes to the electrical system
  - Provide information on any changes to the plumbing system
  - Provide information on the proposed heating system including combustion air requirements if alteration will be done in the space where the heating equipment is located
  - 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
- Plans shall indicate that smoke detectors and CO detectors will be provided throughout the entire house in accordance with the latest edition of the International Residential Code.

\_\_\_ Plans shall clearly indicate all vertical dimensions such as floor to ceiling heights, headroom heights at beams and stairs, railing heights, etc.

\_\_\_ 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**

\_\_\_ All engineered items such as trusses, LVL beams, etc.) must be accompanied by proof of compliance with all applicable codes.

\_\_\_ Provide information on how construction/renovation complies with the model energy code.

\_\_\_ The Final sign-off sheet must be completed prior to issuance of a Certificate of Occupancy. This will be completed internally and combined with information supplied by the applicant as may be applicable.

Affidavit: I hereby certify that I have read and understand the requirements as stated above for a permit and further understand that unless all required items are submitted with the permit application, my application will be IMMEDIATELY placed on HOLD until all required items are submitted.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_