



TOWN OF PRESTON

Building Department

389 Route 2

Preston, Connecticut 06365

Windows and Doors

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 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 Contractors, 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.
- Floor plan showing location of all windows /doors to be replaced with existing opening sizes.
- New window /door sizes including size and location of emergency egress windows
- Provide manufacturer's information showing clear opening sizes for any bedroom windows that shows how they minimum escape and rescue requirements.
- All openings to be changed must show manufacturer's information showing compliance with energy code.
- Provide information on any changes to opening sizes including new headers as may be required.
- 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.

Other Requirements

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

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: _____