



## TOWN OF PRESTON

### Building Department

389 Route 2

Preston, Connecticut 06365

## Second Floor Additions

### 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 and Inland Wetland approvals are 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.
- \_\_\_ 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.
- \_\_\_ Plans shall be drawn to scale (1/4" per ft. preferred) and shall include the following:
  - ✓ Site plan(s) 1"=20'
  - ✓ Front, side(s) and rear elevations (min. 1/8" per ft.) Foundation / Pier plan and details
  - ✓ Floor plan
  - ✓ Existing conditions plan/Demolition plan
  - ✓ Framing plan(s)
  - ✓ Provide structural calculation or other documentation that clearly demonstrates that the existing Ceiling structure is adequate to handle the new floor load conditions associated with adding a second floor living space. Additionally, if the floor loading is transferred to bearing walls on the first floor and carrying beam(s) in a basement you must also demonstrate that the existing beams, columns and footings are adequate for the new load conditions.
  - ✓ If a new second floor is constructed over an existing unfinished garage, the garage will need to be fire rated in accordance with the latest edition of the Residential Building Code.
  - ✓ Building section(s)
  - ✓ Finish schedules, notes and details
  - ✓ Door and window schedules and details
  - ✓ 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.

\_\_\_ A cost estimate as described in the Permit Fees page shall be provided.

\_\_\_ Provide a completed ResCheck (In accordance with the 2012 International Energy Conservation Code) or other acceptable proof of compliance with the model energy code.

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: \_\_\_\_\_