

## SECOG APPLICATION FOR BUILDING PERMIT, PAGE 1 OF 4



HOUSE/BLDG #: \_\_\_\_\_ Unit #: \_\_\_\_\_  
STREET: \_\_\_\_\_

Project name \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

Property Owner's Phone \_\_\_\_\_ Email \_\_\_\_\_

Contractor \_\_\_\_\_ LICENSE/REGISTRATION # \_\_\_\_\_  
TYPE \_\_\_\_\_ Business Name: \_\_\_\_\_

Contractor's Address \_\_\_\_\_

Contractor's Phone \_\_\_\_\_ Email \_\_\_\_\_

Design Professional \_\_\_\_\_ LICENSE/REGISTRATION: Archt. \_\_\_\_\_  
PE \_\_\_\_\_ Int. Des. \_\_\_\_\_

Address \_\_\_\_\_

Designer's Phone \_\_\_\_\_

*The undersigned owner or authorized agent of the owner applies for a building permit in accordance with the laws and ordinances of the municipality the Connecticut General Statutes, the CT State Building Code, and the CT State Fire Safety Code as they may apply, and intends to comply with same. Permits are issued to the owner in fee, and compliance with all regulations is the responsibility of the owner in fee of the subject parcel.*

*Check one:*

**A.) I hereby swear that : I am the Owner In Fee of the subject parcel \_\_\_\_\_; or,**

**B.) this application is authorized by the Owner In Fee and that said applicant is authorized by the Owner In Fee to make said application: \_\_\_\_\_ .**

**Applicant Signature: \_\_\_\_\_ (notary not required if Owner is signing)**

Personally Appeared (print applicant name) \_\_\_\_\_

Authorized agent for: (Print property owner's name) \_\_\_\_\_ Owner, who  
made oath that the statements herein were true and correct before me this day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

**PAGE 2 OF 4, BUILDING PERMIT APPLICATION**

**Description of building:**

Occupancy Class: 1 or 2 fam: \_\_\_\_\_ Multi-Fam: \_\_\_\_\_ Business: \_\_\_\_\_ Mercantile: \_\_\_\_\_ Assembly: \_\_\_\_\_  
Institutional: \_\_\_\_\_ Educational: \_\_\_\_\_ Utility: \_\_\_\_\_

Description of use: \_\_\_\_\_

Construction class of building: Type IA \_\_\_\_\_ IB \_\_\_\_\_ IIA \_\_\_\_\_ IIB \_\_\_\_\_ IIIA \_\_\_\_\_ IIIB \_\_\_\_\_ IV \_\_\_\_\_ VA \_\_\_\_\_ VB \_\_\_\_\_

Description \_\_\_\_\_

Number of Stories \_\_\_\_\_ Square footage entire structure: \_\_\_\_\_

Square footage of proposed project or const. area \_\_\_\_\_

Lot Size: \_\_\_\_\_ Describe Fire Alarm: \_\_\_\_\_

Describe sprinklers or other fire protection: \_\_\_\_\_

Occupancy load: \_\_\_\_\_ Structural live load, floor: \_\_\_\_\_

Risk category (1604.5) \_\_\_\_\_

Describe foundation type: \_\_\_\_\_

Describe any existing structures and their current use: \_\_\_\_\_

**Proposed project (check all that apply):**

New Construction: \_\_\_\_\_ Addition: \_\_\_\_\_ Alteration: \_\_\_\_\_ Repair: \_\_\_\_\_ Removal: \_\_\_\_\_ Change of use: \_\_\_\_\_

Tenant fit-up: \_\_\_\_\_ Base building: \_\_\_\_\_

Estimated cost of project: \$ \_\_\_\_\_

Permit fee \$ \_\_\_\_\_ (Building Official shall set construction value)

Describe project:

**List of attached drawing numbers and their dates:**

**Document check list:**

\_\_\_\_ Architectural and Engineering plans and specifications  
or equivalent)

\_\_\_\_ Plot plan or survey

\_\_\_\_ Manufacturer's specification sheets  
chapter 17)

\_\_\_\_ Energy code compliance documents (Res-Check, Com-Check,

\_\_\_\_ Contractor registration or license (as applicable)

\_\_\_\_ Schedule of Special Inspections (where required, see IBC

\_\_\_\_ Letter of permission from licensed /registered contractor to use license/registration for this project (*required where applicant is not the named licensee/registant*)

\_\_\_\_ Proof of Contractor's workers compensation coverage, or appropriate DOL alternate document (7a, 7b, or 7c form)

Please also make application simultaneously to the municipal Fire Marshal and the Health District.

Uncas Health District      <https://www.uncashd.org>      [doh@uncashd.org](mailto:doh@uncashd.org)      Phone: **860-823-1189**

Bozrah Fire Marshal:      <https://townofbozrah.org/278/firemarshal>      Thomas Main, Jr.      [temainjr@comcast.net](mailto:temainjr@comcast.net)      Phone: **860-889-2689**

Franklin Fire Marshal:      <https://www.franklinct.gov/fire-marshall>      Sean Shoemaker      [firemarshal@franklinct.gov](mailto:firemarshal@franklinct.gov)      Phone **860-209-6271**

Preston Fire Marshal:      <https://www.preston-ct.org/192/fire-dept>      Keith Wucik      [firechief@preston-ct.org](mailto:firechief@preston-ct.org)      Phone **860-887-5151**

**PAGE 3 OF 4, BUILDING PERMIT APPLICATION**

**Agency Approvals (attaching emailed approval is acceptable)**

Fire Marshal, Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Health District, Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Municipal Sewer Department, Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Enforcement Officer : Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Zoning approval notes and restrictions:*

Municipal Public Works Dept, Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Municipal Engineer, Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

State Traffic Commission: (*attach letter, or have CT DOT official sign here*)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**DESCRIPTION OF APPROVED WORK:**

Building Official Approval, Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated value of work: \$ \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Final Cert of Approval/CO: \$ \_\_\_\_\_ Total \$ \_\_\_\_\_ App. Date: \_\_\_\_\_

*This application for a building permit is governed by the current applicable CT State Statutes, CT State Building and Fire Codes, as amended, and applicable ordinances enacted by the municipality.*

**MUNICIPAL ORDINANCE Taxes Due**

No Permit shall be approved by the Building Department if it is determined by the Building Official that there are delinquent taxes, or sewer use charges against the property for which an application is made, unless the property owner has entered into a payment program approved by the municipal Tax Collector to pay-off the delinquent taxes, liens, or sewer use charges, which may be due.

**CT State Building Code:**

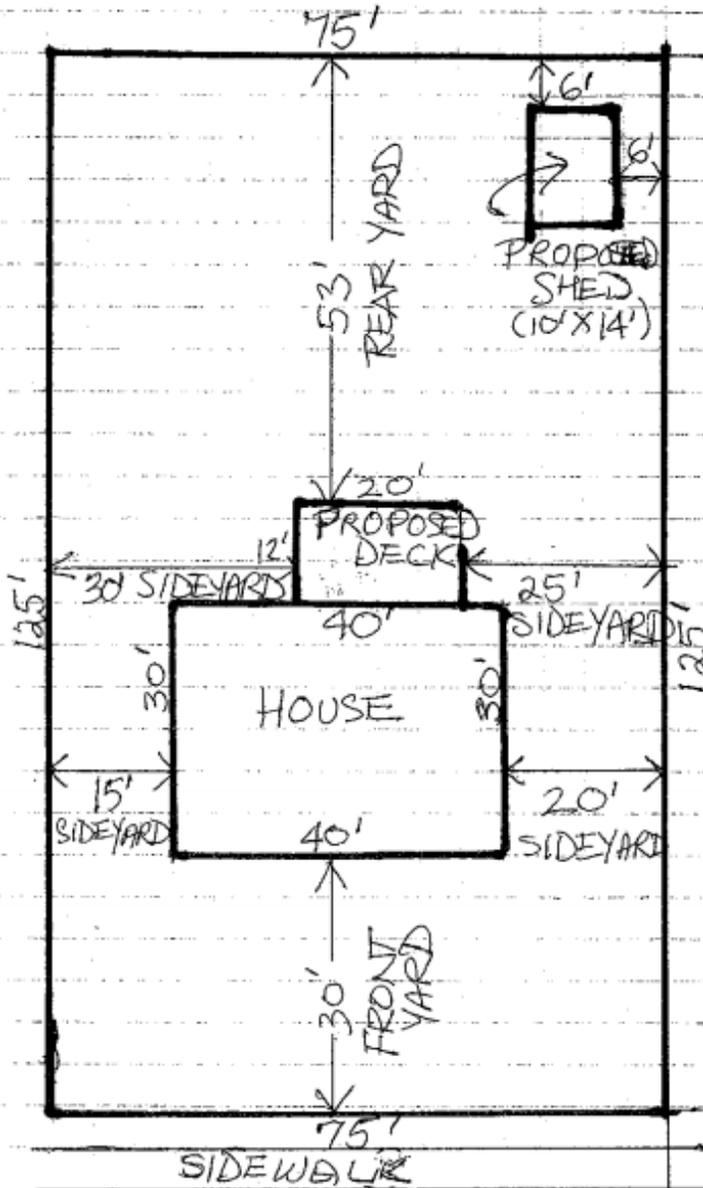
*States in part and material relevance:*

**Section 105.3.1 ACTION ON APPLICATION** reads in part: "The Building Official shall examine or cause to be examined application for permits and amendments thereto within 30 days after filing and either issue or deny a permit within such 30 day period. If the application or construction documents do not conform to the requirements of this code and pertinent laws, the Building Official shall reject such application in writing stating the reasons therefore."

**Section 105.3.1.1 ZONING APPROVAL** reads in part: "No Building Permit shall be issued in whole or in part for a building use or structure subject to the zoning regulations of the municipality without certification in writing by the official charged with enforcement of such regulations that such building, use or structure is in conformity with such regulations or is a valid non-conforming use under such regulations."

**Section 105.3.1.2 FIRE MARSHAL APPROVAL** reads in part: "No Building permit for a building structure or use subject to the requirements of the CT State Fire Code, [as amended], shall be issued in whole or in part without certification in writing from the local Fire Marshal that the construction documents for such building, structure, or use are in substantial compliance with the requirements of the CT State Fire Code [as amended]."

# SAMPLE PLOT PLAN



OWNER NAME: JOSEPH P. HOMEOWNER

LOCATION (ADDRESS): 12 BUTTERNUT LANE

ZONE: R-2

PLAN MUST BE  
DRAWN TO SCALE  
(NO EXCEPTIONS.)

SCALE: 1" = 20'

INFORMATION SUPPLIED  
BY:

JOSEPH HOMEOWNER  
(SIGNATURE)

DATE: 01/20/2020

PLOT PLAN MUST  
INCLUDE:

- OVERALL PARCEL BOUNDARIES
- EXISTING STRUCTURES
- PROPOSED STRUCTURES
- ALL DRAWN TO SCALE WITH DIMENSIONS FOR:
  - FRONT YARD
  - SIDE YARDS
  - REAR YARD

BUTTERNUT LANE STREET

IF THIS IS A CORNER LOT,  
WHAT IS THE NAME OF OTHER  
STREET?