

BUILDING PERMIT PLAN REVIEW LIST

**THIS CHECK LIST IS DESIGNED TO ASSIST YOU WITH THE PERMIT PROCESS AND WITH PREPARING COMPLETE PLANS. CHECK OFF ITEMS AS YOU SHOW THEM ON YOUR PLANS AND RETURN THIS CHECKLIST WITH YOUR APPLICATION**

- Two sets of plans, WITH ALL AREAS LABELED, must be submitted with application. ONE COMPLETE SET OF APPROVED PLANS SHALL BE ON THE JOB AT ALL TIMES.**
- When required by the Zoning Department, after foundation is poured, an as-built must be submitted to, and approved by, the Zoning Department before work continues.**
- Where Zoning requires, all new buildings, additions and accessory structures must be staked out on the property. Zoning approval is required prior to acceptance of Building Permit Application by Building Department. Zoning approval and a Building Permit is required for a change of use.
- PUBLIC WORKS REQUIRES A DRIVEWAY AND AN EROSION PERMIT FROM THEIR DEPARTMENT FOR A NEW BUILDING. A REMOTE READ IS ALSO REQUIRED IF SERVICED BY TOWN WATER.
- HEALTH DEPARTMENT APPROVAL IS REQUIRED IF THERE IS A WELL AND/OR A SEPTIC ON THE PROPERTY. THEIR APPROVAL IS REQUIRED BEFORE A PERMIT APPLICATION MAY BE SUBMITTED TO THE BUILDING DEPARTMENT.**
- APPLICANTS SHALL SUBMIT A WRITTEN STATEMENT FROM THE TAX COLLECTOR FOR THE TOWN OF BETHEL CERTIFYING THAT ALL CURRENT TAXES LEVIED AGAINST THE PROPERTY FOR WHICH THE PERMIT HAS BEEN APPLIED HAVE BEEN PAID IN FULL AND THAT THERE ARE NO UNRELEASED TAX LIENS ENCUMBERING SAID PROPERTY.
- If applicant is not the homeowner, a Letter of Authorization from the homeowner, submitted with the application, a copy of a signed contract, or the applicant may attest in writing that they are the homeowner's authorized agent is required.
- Certificate of insurance for workers' compensation coverage must be provided or a sworn notarized affidavit provided, stating that the homeowner/agent will require proof of workers' compensation insurance for all those employed on the job site.
- All contractors that perform remodeling must have a Connecticut home improvement contractor registration. New Home Builders registration is required to be provided when constructing a new home for a buyer.
- All mechanical subcontractors are required to be licensed in Connecticut. We ask that they sign off for all work they do prior to the issuance of a building permit as required.
- Smoke detectors are required at all floor levels, in every bedroom and outside the bedroom in the immediate vicinity of the bedroom. Carbon monoxide detector/s are required at this location also.
- Show R-value of insulation for all walls, ceilings and floors. Provide RES Check, 2003 IECC version compliance review with inspectors' checklist.
- Non-combustible fire stop caulk is required at the floor and ceiling for all for electrical, plumbing, mechanical and all other penetrations, and at all chimneys.

- Fire blocking is required for all enclosed walls when a basement is finished.
- Show location of electrical panel, with luminaire near panel and basement receptacle.
- Show electrical outlets 24" and 48" around counter, at islands & peninsulas.
- All bedroom outlets required to be on an arc fault protected circuit.
- Show size and spacing of girder and support posts.
- Show hurricane clips, when required, on rafters to top plate.
- Show king post at gable end walls where required.
- Construction of exterior wall framing of 2 X 4 to have siding installed prior to any electric & plumbing or mechanical rough inspection.
- Show heat loss calculations for each room for new additions/homes.
- Show location of oil tank and the ability to remove for replacement as required.
- Show low water cutoffs on boiler as required. Provide combustion air as required. If boiler supplies hot water for domestic use, a mixing valve complying with ASSE 1017 shall be installed to temper water to 140° or less.
- Fireplace hearth and smoke shelf inspections will be required.
- Combustion air, from exterior air supply, must be provided to fireplace.
- Show deck size, size of pads if roof or additional floors are to be installed, depth of footing must be 42", pier size, joist hangers, size of lumber used, flashing detail between deck and house, height of deck off ground.
- Show maximum space permitted between balusters as less than 4"; height of guardrail at 36" minimum. Handrail needed when there are four risers or more. Show handrail detail with return.
- Show minimum tread depth of 9" and maximum riser height of 8 ¼".
- Show a minimum barrier height of 48" from ground or horizontal member and to top of self-closing, locking gate on **pool deck**. Latch for gate must be 54"high. **NOTE: GUARDRAIL FOR DECK AND A BARRIER LOCATED AT A DECK THAT PROVIDES PART OR ALL OF A BARRIER AROUND A POOL, ARE TWO SEPARATE AND DIFFERENT CODE REQUIREMENTS.**
- Show how shed is anchored to ground or footings to resist wind.
- Show 42" deep footings for sheds over 600 sq. ft.
- Show retaining wall, if any, with footings, width, length and height, on Engineered stamped plan for retaining walls retaining over 3' of earth.