

Residential

Are you the: Homeowner or Contractor

Is this property located in the Historic District?

Yes

No

Do you have a Certificate of Appropriateness?

(Yes)

No

Please contact the Historic District Coordinator to determine if a Certificate of Appropriateness will be required prior to obtaining a Building Permit:  
Kristin Stearley  
860-721-2836

Contractor requirements for Residential Permits are the same as for homeowners with the following exception:

- You must provide us with a copy of your contractor's license for every permit pulled - we do **NOT** keep them on file.
- For building permit applications, we require proof of Workers Comp Insurance. If you do not have this, you will be required to fill out a waiver.

Please select from the following for permit requirements:

Building

Electrical

Mechanical

Plumbing

\*See Addendum 1

\*See Addendum 2

\*See Addendum 3

\*See Addendum 4

**Addendum 1: Building**

Where is the work being done:

Interior

or

Exterior



Will you be moving walls, remodeling a basement or finishing space for a rec room?

Will you be adding a new structure to the property or expanding an existing one?



Yes

No

Yes

No



See Addendum 1.1

For interior renovations that include moving walls or finishing living space we require the following:

- (2) Sets of building plans depicting the scope of work including dimensions, and if applicable, ceiling height and location of all mechanical rooms.
- Estimated cost - labor and materials.\*
- Application for building permit along with any and all fees. No permits will be accepted without fees.

For interior renovations that do not include moving a wall, such as a bath or kitchen remodel, we require the following:

- Estimated cost - labor and materials.\*
- Application for building permit along with any and all fees. No permit will be accepted without fees.

For exterior work involving new structures or expansions to existing structures we require the following:

- (2) Sets of building plans for all additions, decks, porches, sunrooms, dormers, garages and sheds (excluding prefab sheds).
- Estimated cost - labor and materials.\*
- Application for building permit along with any and all fees. No permits will be accepted without fees.
- Location of structure must be indicated on a plot plan, including locations for pools.\*\*



\*\*The Building Official may require a new survey or direct you to seek approval from the Zoning Board of Appeals if necessary.



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\*The Town of Wethersfield uses a cost valuation schedule for all permits to include labor and materials, both for contractors and homeowners.



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### Addendum 1.1

For installation of roofing, siding, windows and doors we require the following:

- Estimated cost - labor and materials.
- Number of windows/doors to be installed and/or number of squares of shingles/siding being installed.
- Application for building permit along with any and all fees. No permits will be accepted without fees.

#### **Building Department Notes:**

The following additions and structures require a \$30 Certificate of Occupancy fee at the time of application:

- New Homes
- Additions
- Garages
- Dormers
- Sunrooms
- New Porches

The Building Official may request a new survey to be completed for a property prior to the submission of an application

\*The Town of Wethersfield uses a cost valuation schedule for all permits to include labor and materials, both for contractors and homeowners.

## Addendum 2: Electrical

Are you performing a service change or service upgrade?



No



Will you be installing a generator?



Yes



Yes



Northeast Utilities requires a licensed E-1 electrician to perform the cut and tap for all electrical service work. Please contact a licensed electrician to obtain a permit for this type of work.

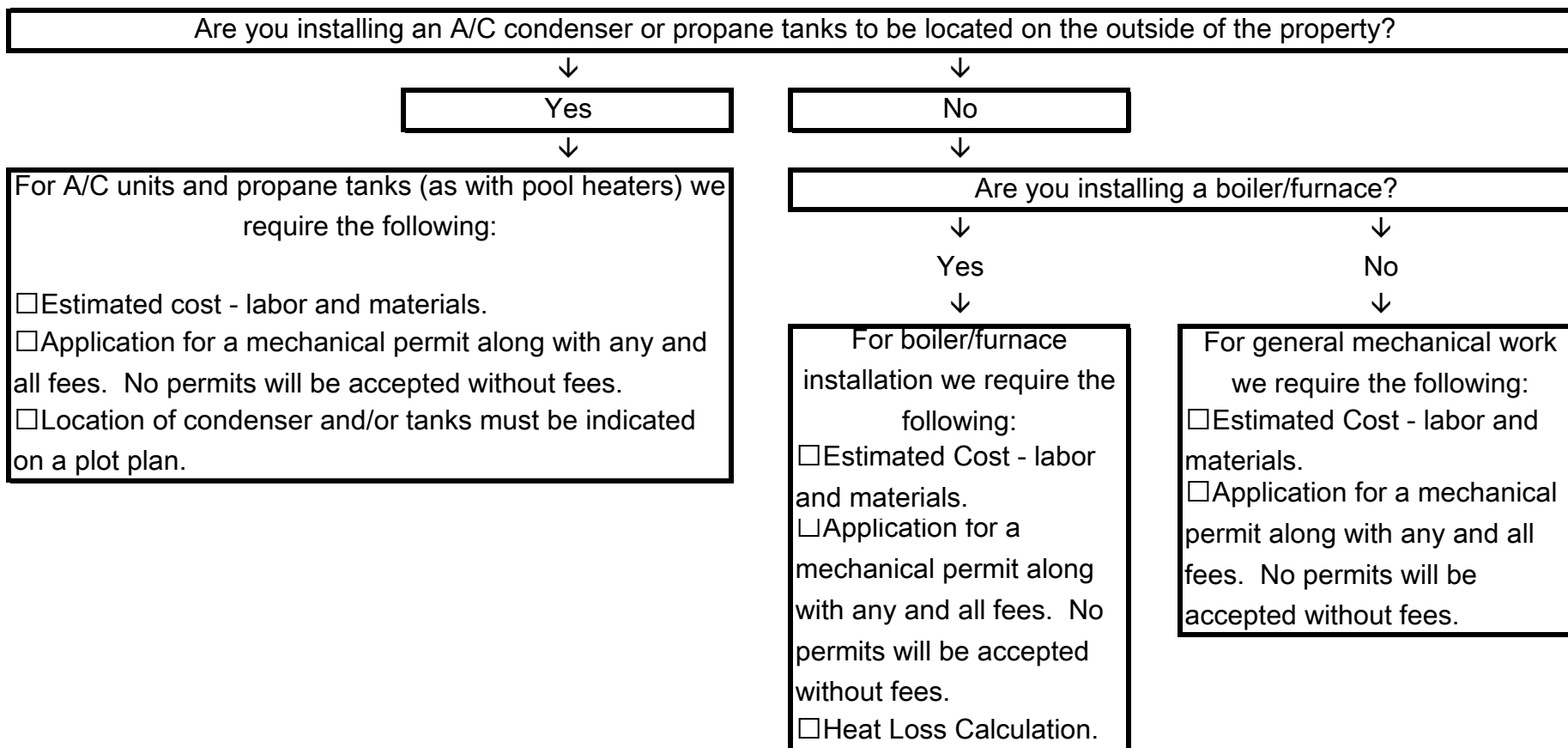
For all general electrical work we require the following:

- Estimated cost - labor and materials
- Application for electrical permit including any and all fees. No permits will be accepted without fees.

For a generator installation we require the following:

- Estimated cost - labor and materials.
- Application for an electrical permit along with any and all fees. No permits will be accepted without fees.
- Type, make and model of transfer switch along with cut sheet
- Type, make and model of generator along with specs and clearance requirements.
- If using automatic transfer switch please provide load calculations.
- Wiring diagram of new and existing equipment, transfer switch location (before or after main), and wiring size. For whole house transfer switch being installed ahead of the current main disconnect, provide details in the grounding and bonding arrangement.
- For permanent generators, a letter of proper operation is required for final inspection.
- Location of generator must be indicated on a plot plan.

### Addendum 3: Mechanical



### Addendum 4: Plumbing

For plumbing work we require the following:

- Application for a plumbing permit along with any and all fees. No permits will be accepted without fees.
- Estimated cost - labor and materials.