

**Town of Wethersfield
Engineering Department**

**Building Permits
Site Inspection Requirements**

(for all Certificates of Occupancy and
Certificates of Approval for In-Ground Pools)

All applicants must provide the Building Department a minimum of thirty (30) days notice prior to the date when any Certificate of Occupancy (CO) or a Certificate of Approval (CA) for inground-pools is desired so site inspections (external to structures) can be scheduled.

Once site improvements are substantially complete, Engineering and/or Planning Department staff will perform a site inspection to identify remaining improvements that must be completed to meet the requirements of the associated plan approval(s), and to protect the interest of the Town and nearby property owners.

Site inspections generally include, but are not limited to, review of all public right-of-way improvements and/or repairs related to sidewalks, curbs, driveway aprons, road restoration, erosion controls, etc., and the following on-site improvements (as appropriate):

- Location of primary and accessory structures
- Parking lots, driveways, sidewalks, sidewalk ramps, curbs, signage and pavement markings
- Stormwater management and treatment systems
- Lighting
- Landscaping/screening
- Lawn restoration, slope stabilization and/or erosion and sedimentation controls

All site improvements must be completed to the satisfaction of Engineering and/or Planning Department staff and a final as-built plan (record drawing) showing required information listed on the reverse side of this page must be submitted and approved by staff prior to issuance of any CO or a CA for inground pools.

Applicants are encouraged to contact the Zoning Enforcement Officer to determine if a foundation as-built plan or certified letter prepared by a surveyor licensed in the State of Connecticut is required to verify the structure locations meet all zoning regulations prior to continuing with construction.

Department Contact Information

Building Department:	860-721-2839
Fire Marshal:	860-721-2806
Zoning Enforcement:	860-721-2835
Engineering Department:	860-721-2850
Planning Department:	860-721-2837

**Town of Wethersfield
Engineering Department**

**Building Permits
Minimum As-Built Plan (Record Drawing) Requirements**

(for Certificates of Occupancy in Residential Zones
and Certificates of Approval for In-Ground Pools)

All requests for issuance of a Certificate of Occupancy (CO) in a residential zone and a Certificate of Approval (CA) for in-ground pools from the Building Department require the applicant to provide **two (2) copies** of a preliminary as-built plan (record drawing) on a 24"x36" sheet at a scale of 1"=20' (1"=40' maximum) showing all site conditions a **minimum of fifteen (15) days prior to the issuance of a certificate.** A final as-built plan that incorporates all staff comments (if any) must be submitted and approved before a CO or a CA can be issued.

As-Built plans shall be prepared, signed and sealed by a land surveyor licensed in the State of Connecticut and show existing conditions to Class A-2 and T-2 standards of accuracy for property boundaries and topography in the vicinity of the completed improvements, respectively. Plans shall be developed in accordance with the Regulation for Connecticut State Agencies, Section 20-300b, and the "Standards for Surveys and Maps in the State of Connecticut", as adopted by the CT Association of Land Surveyors on September 26, 1996 (as amended). The horizontal datum shall be based on NAD 83 and the vertical datum shall be based on NAVD 88 utilizing the Geoid 12B model (if needed, contact the Engineering Dept. for the nearest coordinate data).

As-Built Plan requirements for all improvements located in a residential zone and for in-ground pool installations shall include the following minimum information:

1. Title block containing:
 - Plan title and date (including revision dates)
 - Property address, lot number and subdivision name (if applicable)
 - Owner's name
 - Name of Survey and/or Engineering Consultant
2. Seal and signature of land surveyor responsible for preparation of the plan.
3. Limits of inland wetlands and/or FEMA 100-year flood zone derived from base flood elevations (BFEs) shown on the FEMA Flood Profiles. If no wetlands are located within 50' of the property and no flood zone exists, then add appropriate notes.
4. All installed property boundary monumentation with property line dimensions and bearings.
5. Front, side and rear building setback lines with associated labels.
6. Existing easements on or abutting the property with all dimensions, bearings, angles and associated volume and page labels from the Town Land Records.
7. Limits of existing buildings and accessory structures with perimeter dimensions and finished floor elevations (including top/bottom of in-ground pools, and associated walks, patios, decks, etc.).
8. Existing features located within the site and public right-of-way including, but not limited to, driveways and driveway aprons, sidewalks, curbs, walls, fences, drainage systems and utility service connections with associated type, size and material labels as appropriate.
9. Coordinates for a minimum of two (2) monuments or iron pins shown on the plan.
10. Complete Legend, location map, north arrow and all map references (as applicable).

Notes:

- ***As-Built Plan requirements for all improvements located in a NON-residential zone shall conform to Appendix D of the Zoning Regulations, latest revision.***
- *These are minimum submission requirements; the Town reserves the right to require additional information as deemed necessary to conduct a complete review of the as-built plan submittal, which may include topography*
- *Any questions regarding as-built plan requirements should be directed to the Engineering Department at 860-721-2850*