

Are you the: Homeowner

Is this property located in the Historic District?

Yes

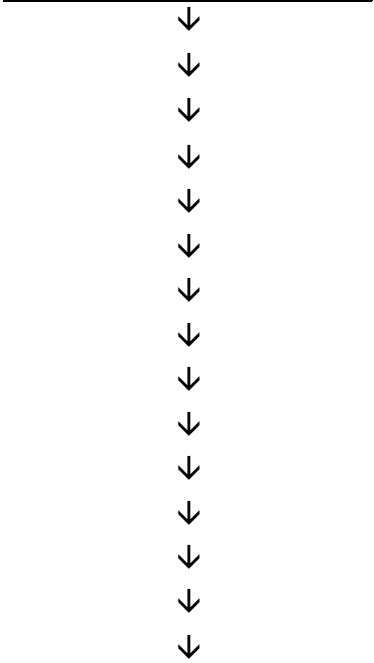
No

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: 860-721-2836



Please select from the following for permit requirements:

Building

Electrical

Mechanical

Plumbing

Zoning

*See Addendum 1

*See Addendum 2

*See Addendum 3

*See Addendum 4

*See Addendum 5

Residential
or

Contractor

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.

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.

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

Building Department Notes:

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

- New Homes
- Additions
- Basement or Rec Room Remodel
- Garages
- Dormers
- Pools
- Enclosed Porches

- The Zoning Enforcement Officer may request a new survey to be completed for a property prior to the submission of an application.
- Applications for inground pools must include a survey with grading to be reviewed by the Engineering Department.
- You do not need a building permit for the following structures:
 - Detached decks (free-standing, no attachment to the house) which are less than 200 sq ft and under 30" high.**
 - Sheds that are less than 200 sq ft.**

****YOU WILL NEED A ZONING PERMIT FOR EACH OF THESE** See Addendum 5**

Addendum 2: Electrical

Are you performing a service change or service upgrade?



No

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.

Will you be installing a generator?



Yes

No



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.
- Location of generator must be indicated on a plot plan.
- For permanent generators, a letter of proper operation is required for final inspection.

Installing within the Historic District? You will need to indicate location and type of screening to be installed.

Addendum 3: Mechanical

Are you installing an A/C condenser or propane tanks to be located on the outside of the property?

Yes

For A/C units and propane tanks (as with pool heaters or generators) we require the following:

- Estimated cost - labor and materials.
- Application for a mechanical permit along with any and all fees. No permits will be accepted without fees.
- Location of condenser and/or tanks must be indicated on a plot plan.

Installing within the Historic District? You will need to indicate location and type of screening to be installed.

No

Are you installing a boiler/furnace?

Yes

For boiler/furnace installation we require the following:

- Estimated Cost - labor and materials.
- Application for a mechanical permit along with any and all fees. No permits will be accepted without fees.
- Heat Loss.
- A letter stating the chimney liner is sufficient or new liner will need to be installed.

Direct Vent

Installing within the Historic District? You will need to indicate location of venting and/or chimney cap to be used.

No

For general mechanical work we require the following:

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

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.

Addendum 5: Zoning

****All Residential Zoning Permits are a flat fee of \$50.****

Are you installing a shed?



Will it be under 200 sq ft?



Yes



For shed installation we require the following:

- Application for a zoning permit along with any and all fees. No permits will be accepted without fees.
- Location of shed indicated on a plot plan.

No



Please speak with the Planning Department regarding a special permit through the Planning and Zoning Commission:
860-721-2837.

Are you installing a detached deck under 200 sq. ft and under 30" in height?



- Application for a zoning permit along with any and all fees. No permits will be accepted without fees.
- Location of deck indicated on a plot plan.
- Indicate there will be no attachment to the house and height of decking.

Are you seeking permission to keep chickens?



Please contact the Zoning Enforcement Officer at 860-721-2835.



- The number of chickens allowed will depend on your zone and lot size.
- **The Town of Wethersfield does not permit the keeping of roosters.**
- Please see the Town of Wethersfield Zoning Regulations for more specific information.
- You will be required to indicate coop location on a plot plan

***Please note - at this time Zoning Applications may NOT be submitted online through our ViewPermit software.**