

TOWN OF NEWTOWN BUILDING DEPARTMENT

New Single-Family Residential House Permitting Package

**PLEASE READ
NEXT PAGE FOR
PERMITTING PROCEDURES**

New Single-Family Residential House Permitting Package

PLEASE READ CAREFULLY BEFORE STARTING THE PROCESS

List of Required Documentation

- ☐ Complete the entire permit application packet in its entirety including the Zoning & Health forms.
- ☐ Provide four (4) copies of site plans (Class A-2 Survey) showing the location of the new house. Consult with Land Use Agency, the Health District, and the Town Engineering Department for map requirements.
- ☐ Provide two (2) copies of complete sets of building plans drawn to scale.
- ☐ Provide a copy of the Driveway Permit Application issued by the Town Engineering Department.
- ☐ The Connecticut 7B Worker's Compensation Form must be completed and notarized or provide a Certificate of Liability Insurance that reflects Proof of Worker's Compensation.
- ☐ If the Applicant is not the Owner of the Property, the Letter of Authorization must be completed.
- ☐ Provide a copy of the contractor's State of Connecticut New Home Construction License.
- ☐ Contact CL&P to get a *Call Before You Dig Number* (1-800-922-4455).
- ☐ Permit fees will be collected by each department separately and to be paid by check or cash only. Checks are made payable to "Town of Newtown."

Procedure to Follow to Submit a Permit Application for Review & Issuance

Only (2) copies of the building plans, (2) copies of the A-2 Survey, (1) Driveway Application, and the completed Building Department Permit Application are required for the procedure below.

- ☐ **1st Stop: Town Engineer, 4 Turkey Hill Drive, Newtown, CT 06470 / (203) 270-4300**
 - Submit the completed Driveway Permit Application, Insurance Certificate, \$50 fee, and \$1,000.00 bond.
 - Present for signature the two (2) A-2 survey site plans (showing proposed driveway and percentage of grade including length and width of driveway) for signature.
- ☐ **2nd Stop: Health District, 3 Primrose Street, Newtown, CT 06470 / (203) 270-4291**
 - Submit the completed Health Department Permit Application provided in this permit packet, and pay fee.
 - Present the two (2) A-2 survey site plans, the two (2) copies of the building plans, and the Building Permit Application for signature
- ☐ **3rd Stop: Land Use Agency, 3 Primrose Street, Newtown, CT 06470 / (203) 270-4276**
 - Submit the completed Zoning Permit Application and Zoning Square Footage Sheet provided in this permit packet, and pay fee.
 - Present the two (2) copies of the building plans, the two (2) copies of the A-2 Survey, and the Building Permit Application for signature. ***One (1) site plan will be retained for Zoning records.
- ☐ **4th Stop: Health District, 3 Primrose Street, Newtown, CT 06470 / (203) 270-4291**
 - Submit completed Health Permit Application with any additionally required documentation, and pay fee.
 - Present the A-2 site plan, the two (2) copies of the building plans, and Building Permit Application for signature.
- ☐ **Last Stop: Building Department, 3 Primrose Street, Newtown, CT 06470 / (203) 270-4260**
 - Hand in for review the two (2) sets of department signed Building Plans, the signed A-2 survey site plan, and the signed Building Department Permit Application with required forms noted above.
 - When the review is complete, the Building Department will call the Applicant when the Permit is ready to be issued and paid for. Once this main permit is paid for, mechanical permits (HVAC, Electric, Plumbing, etc.) may be pulled. The mechanical permits are issued same day with payment made by check or cash for each one.

NEW SINGLE-FAMILY RESIDENTIAL HOUSE - BUILDING PERMIT APPLICATION

Permit No.:

Receipt No.:

Date Issued:

REQUIRED DEPARTMENTS TO SIGN OFF ON PERMIT APPLICATION

Zoning:

Conservation:

Health:

Engineer:

Is structure in Newtown Sewer District?

N.S.D. Approval:

Is structure in Hattertown Historic District?

Is Structure Designated by The State an Historic Building?

Is Structure in the Borough?

Approval Signature of Historic District Rep.:

All refunds must be requested within 30 days of permit date if project under this permit is cancelled.

Date:

Property Location Street Address:

Map:

Lot:

Block:

Development Lot:

Zone:

COMPLETE OWNER'S CONTACT INFORMATION BELOW

Owner's Name as it Appears in Land Records:

Owner's Email:

Owner's Street Address:

Town/City:

State:

Zip Code:

Home Phone Number:

Work Phone Number:

Fax Number:

IF NOT THE OWNER, COMPLETE THE APPLICANT'S CONTACT INFORMATION

If the Applicant is not the Owner, a Letter of Authorization from the Owner will be required to pull this permit.

Applicant's Name:

Applicant's Email:

Street Address:

Town/City:

State:

Zip Code:

Applicant's Phone Number:

Work Phone Number:

Fax Number:

NEW HOME CONSTRUCTION LICENSED CONTRACTOR INFORMATION

If the Contractor is pulling this permit, a Letter of Authorization from the Owner will be required.

Name of Contractor:

Contractor's Email:

Contractor's Business Name:

Street Address:

Contractor's Phone Number:

Town/City:

State:

Zip Code:

New Home Construction Contractor's License Number:

NHC Expiration Date:

Complete the description of work to be done below:

Was work done without a permit? YES / NO

Is the structure within the 100 year flood plain? YES / NO Flood Zone: _____

ESTIMATED CONSTRUCTION COST
(Minus Cost of Mechanicals) \$

Call Before You Dig: (800) 922-4455 BUD#:

ESTIMATED COST OF MECHANICALS

Electrical Cost & Security Alarm Cost:

Heating Cost:

Pump Cost:

Plumbing Cost:

A/C Cost:

Gas/Propane Cost:

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Please fill-in sub-contractor and contact telephone number below.

It is the responsibility of the property owner or the owner's agent to hire contractor(s) licensed by the State of Connecticut for each mechanical trade. The owner or owner's agent is required to get a signed Letter of Authorization by each contractor should the Owner or Owner's Agent be pulling a permit using the contractor's license.

Trade	Name of Sub-Contractor/Company	Telephone #
PLUMBING		
ELECTRICAL		
HEATING & A/C		
PUMP		
L.P. GAS OR NATURAL GAS		
ALARM		
MASONRY		
FIREPLACE INSERT		
OTHER:		

ANSWER QUESTIONS BELOW FOR THE NEW SINGLE-FAMILY RESIDENTIAL HOUSE

How many bedrooms?		How many rear decks?	
How many bathrooms?		How many front decks?	
Is there a finished basement?		How many side decks?	
Is there a finished bonus room?		Is there a front porch?	
How many car garage & what is sq.ft?	/	How many side porches?	
Total square footage of house?		Is there a rear porch?	

All applicable information must be filled in or this permit cannot be processed.

I hereby agree to conform to all of the requirements set forth by Connecticut State laws and the State of Connecticut Building Code in addition to the Ordinances of the Town of Newtown and to notify the Building Official of any alteration on the plans or specifications of the building for which this permit is asked. I agree that this building meets Town of Newtown Zoning & Conservation and the Health Department's set backs from all street lines, side yard lines, well(s), septic(s), and the required distances from all other zones and is located in a zone which this building and its use is allowed.

Owner's Signature: _____

Owner's Printed Name: _____

Owner's Agent's Signature: _____

Owner's Agent's Printed Name: _____

3 PRIMROSE STREET
NEWTOWN, CT 06470

203-270-4260 PHONE
203-270-4263 FAX



TOWN OF NEWTOWN

BUILDING DEPARTMENT

New Foundation Concrete Information

Project Permit Number: _____

Map: _____ Lot: _____

Project Address: _____

Description of Project: _____

Property Owner: _____

*Name of Concrete Supplier: _____

*Name of Concrete Installer: _____

Applicant (Please Print): _____ Date: _____

Applicant (Signature): _____ Date: _____

As of October 1, 2016 per the State of Connecticut Substitute House Bill No. 5180, Public Act No. 16-45: Act Concerning Concrete Foundations: this form must be provided by the Applicant (Owner/Contractor/Agent for Owner) for any new structure requiring a foundation prior to the issuance of a Certificate of Occupancy for this project as stated herein above.

Letter of Authorization – Contractor to Sign: *Contractor giving authorization to the Homeowner/Property Owner permission to pull a permit using his/her State of Connecticut, Home Improvement Contractor's License.*

Newtown Building Department
3 Primrose Street
Newtown, CT 06470

To the Town of Newtown Chief Building Official:

I _____, give _____ permission to obtain
a/an _____ permit using my Contractor's License for work to be done
at property location: _____.

Sincerely,

Date:

Letter of Authorization – Homeowner/Property Owner to Sign: *Homeowner/Property Owner giving authorization to the Contractor permission to pull a permit at the Homeowner's/Property Owner's address of where the permit scope of work will be performed.*

Newtown Building Department
3 Primrose Street
Newtown, CT 06470

To the Town of Newtown Chief Building Official:

I _____, give _____ permission
to obtain a building permit for a/an _____ permit at my property
location of: _____.

Sincerely,

Date:

APPLICATION FOR DRIVEWAY PERMIT

Date: _____

Definite Location of Proposed Work (Street Address):

Assessor's

Map: _____ Block: _____ Lot: _____

Developer's

Lot # _____

Approximate time required to complete work:

Desired date of starting work:

Issued Permit to:

(Name)

(Address)

Check No.: _____

OK'd By:

Initials _____ Date: _____

Before permit is issued, I agree to furnish a \$1,000.00 or \$_____ Cash Bond, \$50 permit application fee and a Certificate of Insurance for bodily injury and property damage liability in the type and amount required to reimburse the Town of Newtown for expenses and damages caused by the work execution, and to perform the work according to the regulation for permit work as stipulated in the current driveway Ordinance/Regulation of the Town of Newtown.

I understand that if improvements are not completed within **1 1/2 years** from date of issuance, said bond shall be forfeited to the Town and a new application fee and bond must be filed. It is the applicant's responsibility to arrange for an inspection when the work is complete.

Print: _____

Signed: _____
(Applicant)

Telephone No.: _____

The owner of the property for whom this work is being performed agrees to accept all future maintenance responsibility for the work as described herein.

Print: _____

Signed: _____

ATTACH A PLAN OF PROPOSED WORK

Notes:

**Town of Newtown Building Department
Structural Design Criteria**

Girder Type and Species

Dimension lumber	Micro-Lam or LVL	Steel	Other
Number of Members	Size	Species & Grade	
Lally Column Spacing		Diameter of Columns	

Floor Joists

Species & Grade:		Size & Spacing
Longest Span for Non- Sleeping Rooms		Longest Span for Sleeping Rooms
TJI'S	Mfg's Model Number	TJI Layout Submitted?
Other Type of Floor Joists		Describe

Ceiling Joists

Species & Grade	Size & Spacing
Longest Span	Other (Trusses ect.)

Exterior Walls

Species & Grade	Size & Spacing
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Rafters

Species & Grade	Size & Spacing
Trusses	Truss Certification Submitted?
Other	Other

Comments

Job Location | **Address**

Contractor

Phone Number

3 Primrose Street
Newtown, Connecticut 06470

Tel. (203) 270-4370
Fax. (203) 270-1528



TOWN OF NEWTOWN
Office of the Fire Marshal

To: All Building Contractors
From: Richard Frampton
Subject: Outside Burning at Construction Sites

Section 22a-174 of the Connecticut General Statutes is the enabling legislation which governs the administrative regulations for the control of open burning. These regulations empower the local open burning official to only issue permits to any resident of the Town to dispose of brush on property where he resides. This means that if there is no residential structure occupied on the property, a permit cannot be issued. Owners or contractors wishing to burn brush on vacant land or construction sites cannot be issued permits. In such circumstances, the brush should be piled to one side of the property and burned when there is an occupied residential structure on the site. Burning permits for brush only are issued by the Fire Marshal's Office from November 1 through April 1. Owners or contractors should contact the Fire Marshal's Office for conditions of burning as set forth in the regulations.

No burning of construction materials at construction sites in the Town of Newtown is permitted. Debris should be piled into a dumpster and disposed of properly.

Should the fire department be called to a construction site for a fire it will be extinguished, and the contractor may be arrested for burning without a permit. The contractor will also be billed a set amount by the fire department for the responses and extinguishment.

Your signature on this letter acknowledges your receipt of the above information.

Printed Name

Date

Signature

Tel. Phone Number

Job Location

Proudly serving the
towns of Bridgewater,
Newtown and Roxbury



3 Primrose Street
Newtown, CT 06470
P: (203) 270-4291

www.newtown-ct.gov/health-district

**NEWTOWN DISTRICT DEPARTMENT OF HEALTH
APPLICATION FOR BUILDING PERMIT APPROVAL / SIGN OFF**

This is not a Building Permit - A permit from the Building Department is required prior to construction.

Street Address of Proposed Project		Town	
Owner	Phone	Email	
Contractor Name	Phone	Email	
Contractor Address	Town	State	Zip Code
Lot Size	Septic and Well Information Provided:		Yes No

This application must be accompanied by:

- A sketch/drawing showing relative distances to septic systems and wells and a code-complying area, if required
- A check made payable to Newtown Health District in the amount of:

FEES: circle appropriate fee:

- | | |
|----------|--|
| \$ 15.00 | Accessory Structure (on ground or sonotube) shed, deck, gazebo, etc. |
| \$ 25.00 | Addition/Structure (requiring foundation/slab) not habitable |
| \$ 50.00 | Additions, habitable space |
| \$ 50.00 | Commercial Building/Space, per 1,000 square feet |
| \$ 25.00 | Commercial Building Fit-out |
| \$ 25.00 | Finished Basement, without potential BR |
| \$ 50.00 | Finished Basement, with potential BR |
| \$100.00 | New Residential/Per Single Family Unit |
| \$ 10.00 | Properties on public sewer |
| \$ 10.00 | Residential Renovations/Change of Use |
| \$ 25.00 | Swimming pool, above ground |
| \$ 50.00 | Swimming pool, in-ground |

Description of Building/Addition/Structure: _____

Owner or Applicant Signature: _____ Date: _____

A letter of Authorization is acceptable in place of Owner's Signature.

Health District Use Only

APPROVED _____ DENIED _____ Fee Paid: _____ Check #: _____ Cash: _____

Comments: _____

Sanitarian: _____ Decision Date: _____



Address for Land Use Files

**TOWN OF NEWTOWN
APPLICATION FOR ZONING PERMIT**

1. Owner _____

2. Applicant _____

3. Project Address: _____

4. Phone _____

5. Email _____

6. Permit for (Specify use below selection):

a) ____ New Building or Structure

b) ____ Enlarged Building or Structure

c) ____ Structural Alteration (no increase in area)

d) ____ Landscape Work (includes ¼ acre ponds)

e) ____ Change in Use

f) ____ Temporary Use

g) ____ Other Use

Description of Activity: _____

7. Present use of lot (i.e. Single Family Residence)

8. Attached Plans: ____ yes ____ no

____ not necessary

8. Will any topsoil or earth materials other than

topsoil be removed from the lot or onto the

lot? ____ yes ____ no

*I declare under penalties of false statements that
the statements of the foregoing application are
complete and true.*

*This is a decision of a Zoning officer and may be
appealed to Zoning Board of Appeals in accordance
with §8.7 of the CT General Statutes within 15
days.*

Owner/Applicant

Date

ZEO Notes: _____

ZEO Signature

Date

Fee \$ _____ By _____ Date _____