

# Building Permit Instructions

*City Hall is open to the public Monday-Friday from 9 a.m. to 5 p.m. Permit hours are Monday-Friday from 9-11:30 a.m.*

*Inspections are performed in the afternoons, Monday-Friday, by appointment.*

*You are encouraged to download application forms from the Building Department website <http://cityofwesthaven.com/245/Forms-Downloads>.*

*We advise you to print the form in “landscape” orientation. Upon submission to us, bear in mind we can only print limited application forms, and 11 x 17 documents, so if you have a large submission email is not appropriate. Mail large submissions or send by courier.*

*Complete the application form and email to: [buildingdept@westhaven-ct.gov](mailto:buildingdept@westhaven-ct.gov)*

*Postal Mail and Courier:                      Building Department  
City of West Haven  
355 Main Street  
West Haven, CT 06516-4310*

*You may mail in checks made payable to: “City of West Haven,” or upon application approval, we will send you a link to pay by credit card or electronic check online.*

*If you are unsure on how to proceed, please call Monday-Friday from 9 a.m. to 5 p.m. at 203-937-3590 for additional guidance.*

*When scheduling inspections, please be prepared to observe social distancing guidelines. If someone in the building is sick, has been recently sick or has been exposed to a sick person, please alert the Building Department staff when making the inspection appointment so appropriate arrangements can be made.*

*Although we will endeavor to review your application expeditiously, bear in mind that CT State Building Code allows 30 days for document review.*

1. Provide two complete sets of plans and specifications or proper drawings. Manufactured kit type swimming pools require an engineered manufacturer’s specification sheet. Fill out the Building Permit Application in ink and completely.
2. Provide copies of your “plot plans” showing all buildings (existing and new), proposed grades, accurate boundary lines, and indicate distance from property line to proposed structure (setback).

3. For all construction, provide a list of all contractors hired to work at site and current copies of their workers' compensation coverage (or the signed affidavit form). A copy of the home improvement contractor's registration or new home contractor license where required by law.
4. Include information on Historic Building status, if applicable.
5. All applications must be reviewed by the Zoning Enforcement Officer for compliance with City Zoning, Inland Wetland and Flood Plain Management ordinances. Certain activities may require referral to the Planning Commission, City Engineer, Sewer Commission, Flood Plain Manager or Inland Wetland Commission.
6. Fire Marshal's approval is required on some building permit applications and plans. (3 separate fire districts)

The Health Department will review for all business licenses (restaurant, barber, grocery, etc.) septic system approvals and wells.

7. Pay filing fees. (Fee Schedule [PDF])

Additional Information as Required

(A) Architect and/or engineer's seal and signature on all plans required by Connecticut General Statutes.

(B) Special Inspection statements as required by the CT State Building Code, Chapter 17.

(C) Plans shall indicate: Use groups; type of construction; dimensions of all elements; uses of all rooms; commodities being stored; materials used; fire resistance ratings with tested design sources.

## Permit Application Checklist

- Planning and Zoning Approval.
- City Fire Marshal Approval is required for every application (other than Townhouses, one- and two-family dwellings and their accessory structures). Please apply separately and simultaneously to the Fire Marshal for your district.
- Sewer Commission Approval: If the structure is on or going to be connected to public sewers.
- City [Health Department](#) Approval: For food establishments, Licensed Health Care Establishments, connection to a septic tank, etc.
- Tax Clearance Certificate: The Building Department will look up the tax status of the parcel upon application. If the record shows a delinquency, applicant will be required to solve the issue with the Tax Collector's office, and obtain a tax clearance certificate.
- Workers' Compensation Certificate: Proof of workers' compensation insurance certificate valid in CT (Or, if a homeowner or sole proprietor, a workers' compensation affidavit form.)
- Please be sure that Building Permit Applications are properly filled out in their entirety. If a person other than the owner applies for a Building Permit Application, it must be signed by the owner authorizing the applicant to do the proposed work, or the applicant must sign a notarized statement indicating they have the owner's permission to apply. Where applicable, a State of Connecticut license/registration number must be presented with your application.

In addition to any other requirements, the State of Connecticut Building Code requires the following information:

- 2 sets of construction plans, with all relevant construction documents such as specifications and manufacturer's information sheets. Certain plans must be prepared by a Design Professional according to State Law.
- Application for permit.
- Written description of work.
- Site plan.

The West Haven building official is allowed a period of 30 days to review all permits before issuance, once all the proper information is provided.