



TOWN OF PRESTON
Building Department
 389 Route 2
 Preston, CT 06365

FOR TOWN USE ONLY
Permit _____
Completed Application Received

Admin Assistant building@preston-ct.org • 860-887-5581 x103 • Building Official lacombe@preston-ct.org • 860-887-5581 x130

Building Permit Application

___ New Construction ___ Addition ___ Renovation ___ Residential ___ Commercial

Building site address _____ Lot/Map # _____

Is above address within an Historic District area? ___ Yes ___ No Within the floodplain? ___ Yes ___ No

Property Owner Information	Applicant Information (if different than Owner)
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____

Contractor	License #	Expiration Date

Project Information

Describe proposed work: _____

Area of Project _____ sq.ft. Building Area _____ sq.ft. Building Height _____ ft. # of stories _____

Check for associated trade permits: ___ Plumbing ___ Electrical ___ HVAC ___ Gas

Estimated Cost of Labor + Materials: _____

Signature of owner or authorized agent

The applicant certifies and agrees as follows: (1) ___ I am the owner of record of the named property or ___ that the proposed work is authorized by the owner of record and/or I have been authorized to make this application as an authorized agent (2) that the information is correct; (3) that the project will comply with all regulations of the Town of Preston which are applicable hereto; (4) that they will only perform work on the above property specifically described in this application; (5) that they grant Town officials the right to enter onto the property for the purpose of inspecting the work permitted

Owner or Authorized Agent (print) _____

Signature _____ Date _____

Zoning Information

Application is hereby made for a Zoning Permit for the purposes described herein and shown on the accompanying plans.

Work is to commence no earlier than 7:00am Weekdays and 9:00 am Weekends.

Applicants for permitted residential dwellings or additions of such buildings shall submit a plot plan, **drawn to scale**, on a separate piece of paper. (See example provided as part of this application.)

Zoning Enforcement Officer Use Only

Approved _____

ZEO Signature _____ Date _____

A permit issued on the basis of this application certifies conformance with the Zoning Regulations of the Town of Preston

ZEO Comments: _____

Town Use Only

Valuation _____ Permit Fee _____ Education Fee _____

Total fee due _____ Payment received by _____ Date _____

Special Conditions if any _____



TOWN OF PRESTON

Building Department
389 Route 2
Preston, Connecticut 06365

Residential Building Permit Plan Supplemental Attachment

For One and Two Family Dwellings including New Construction, Alterations, Additions, Decks and detached Structures

Two (2) copies of the following **must be submitted** or the application will be considered as incomplete and will not be processed until the application is complete.

Site address of proposed work: _____

All construction plans must be in compliance with 2012 IRC as amended by the State of Connecticut and are required on all new residential structures including single family dwellings, additions, accessory structures and other remodeling and repair jobs. Plans must be drawn to scale.

Building permit fees are based on fair market value of construction. The permit fee, must be paid at the time of permit pick-up. Fees are also assessed upon submittal of revised plans.

Trade and utility contractors must hold current State of Connecticut licenses.

<u>Attached</u>	<u>Not Applicable</u>	<u>Required Submittal (Confirm 2 copies of each below) Specifications on page 2.</u>
___	___	1. Building Permit Application
___	___	2. Site Plan
___	___	3. Floor Plans
___	___	4. Elevation Views
___	___	5. Wall Section
___	___	6. Foundation Plan
___	___	7. Framing Plan
___	___	8. Door and Window Schedule
___	___	9. Building Sections
___	___	10. Braced Wall Plan and Calculations
___	___	11. Engineered Lumber Data
___	___	12. Headers
___	___	13. Portal Walls adjacent to garage doors
___	___	14. Res Check or Energy Compliance Submittal
___	___	15. Load Path Connection Information

I attest that the above plans/forms are either attached or are not required as noted above.

Applicant signature _____ Date _____

No work may begin until you have received your building permit.

The following are descriptions that should be utilized as a tool to complete the required list as noted on the previous page. Per the adopted State of Connecticut Building Code requirements please use this checklist as a reference to insure each component of the structure, to be renovated has been shown on the submitted designs. Not all items indicated on the checklist will pertain to your specific project. Please reference only those items you intend to utilize for your project.

A permit is required for all interior residential alterations to a single-family dwelling including repairs. This also includes alterations to accessory structures to include garages and sheds that have an area in excess of 200 square feet.

General Requirements

Two complete sets of construction plans including existing floor plan and proposed changes.

- All plans must be accurate, ready for construction, legible, with dimensions drawn to a standard scale: (single line drawings not accepted).
- A site plan is not required for interior alterations that do not increase the footprint of the structure.
- Photographs of existing conditions within the residence provide a benchmark for the renovations and extent of work.

Floor Plans

- Show thickness and types of walls.
- Show window and door sizes. (including R value and SHCG on glazing as well as size and net clear opening)
- Show room names (such as master bedroom, bathroom, closet, etc.).
- Show width of stairs, height of riser, tread depth and handrails
- Show finished ceiling height for projects where new living space is being created in previously unfinished space (such as attic, basement, etc.).

Framing - Structural details are required when removing, adding or modifying building structure components.

- Specify size and type of new structural components including Columns, Girders, Beams (provide engineered lumber information for LVL's) Headers, Joists and Rafters
- Trusses (include engineering data).
- Interior footing and foundations
- Show detailed layout, including size and spans, of all rafters, ceiling joists, floor joists, posts, studs, headers, beams, etc., as necessary for the structural support of the building

Miscellaneous

- Replacement of any insulation and r-value.
- Show location of smoke and carbon monoxide detectors.
- Method of draft stopping on top of wall in basement.
- Photographs of existing conditions provide a benchmark for the proposed renovations.

Trade work

- Provide information on any changes to the electrical system including product information
- Provide information on any changes to the plumbing system. including product information
- Provide information on the proposed heating system including combustion air requirements, if alteration will be done in the space where the heating equipment is located including product information


Sample 1: PLOT PLAN FOR RURAL PROPERTY I

CHECKLIST

- ✓ Size: No smaller than 8.5" X11"
- ✓ North arrow
- ✓ Plot Plan Scale (if required)
- ✓ Existing buildings
- ✓ Proposed buildings
- ✓ Location of septic tank, leach field, propane tank and/or water well
- ✓ Owner name and legal description
- ✓ County road or street names
- ✓ Access and driveway dimensions

↕ Use arrows to show measurements and distances from proposed buildings to other structures and property lines

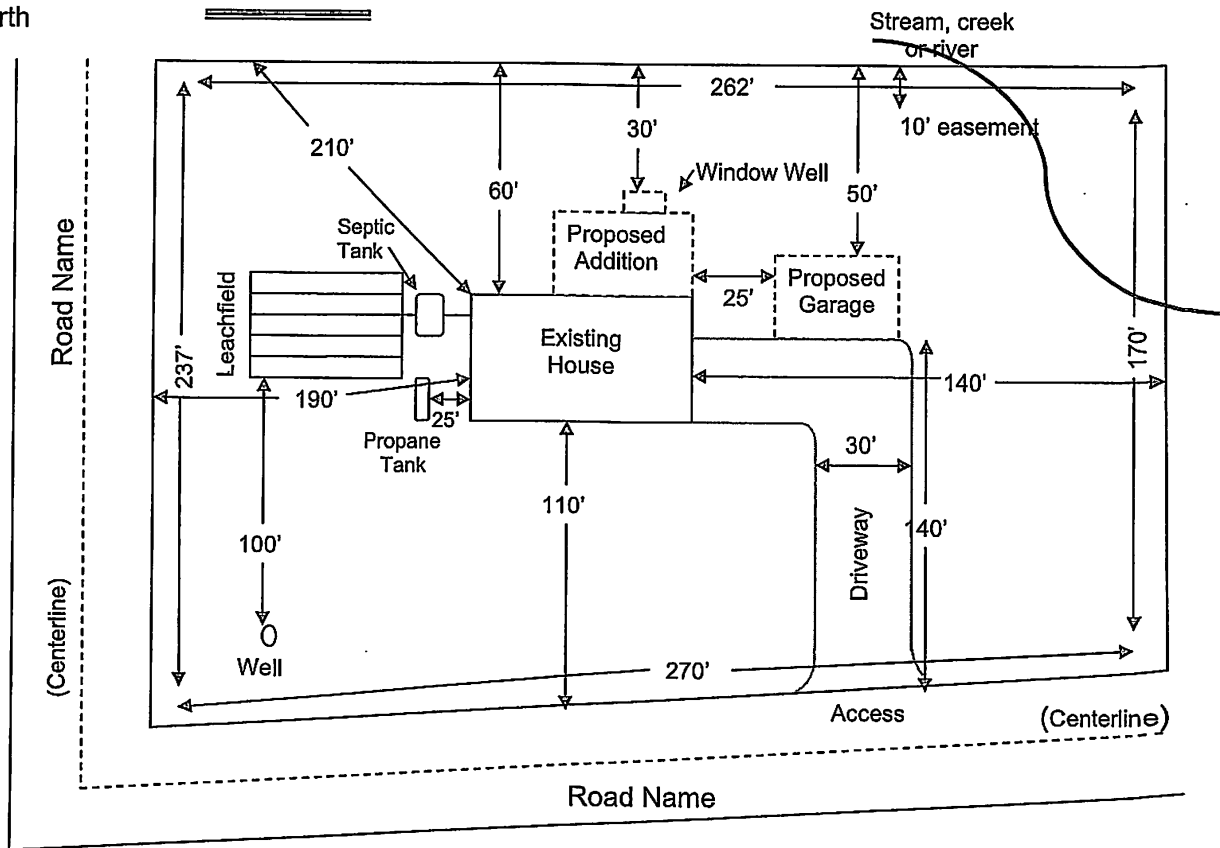
 Use solid lines to indicate existing structures

 Use dashed lines to indicate proposed structures



Scale: 1 inch = 50 ft
0 25 50

John Smith Residence
PT SE1/4 31-7-66 Lot A RE-1223





TOWN OF PRESTON

Building Department
389 Route 2
Preston, Connecticut 06365

860-888-5581 x103 Administrative Assistant
860-887-5581 x130 Building Official

building@preston-ct.org
lacombe@preston-ct.org

PLOT PLAN

Many land use authorization or building permit applications for the Town of Preston require plot plans. This handout has been prepared to assist applicants in preparing plot plans. It lists the information that must appear on the plot plan and shows a sample plot plan for your reference.

What is a Plot Plan?

A plot plan is an accurate drawing or map of your property that shows the size and configuration of your property and the size and precise location of most man-made features (i.e. buildings, driveways, utility lines and walls or fences) on the property. Plot plans show both what currently exists on the property and what the desired physical changes are, that will change the physical appearance of the land and man-made features.

When do you need to draw a Plot Plan?

Plot plans are required to accompany most applications that change how the property will be used or that are needed in order to construct something on the property. For example, plot plans are required when you apply for:

- Building permits to building an addition, construct a new structure, alter an existing structure or do other exterior work such as installing pools, sheds and decks.
- A variance for Zoning Compliance
- A change of use of the structure
- Septic Design and/or revisions as mandated by the Sanitarian

A plot plan is also helpful to have when you have questions about what you can and cannot do on your property. It will help Town personnel to see the specific and unique conditions of your site. They can then provide you with specific rather than general information. This is particularly important when what you are doing involves Zoning Compliance and Building Code requirements.

What does a Plot Plan show?

1. A plot plan must contain the following information:
2. Name and address of the owner of the property
3. Address of the property (if different from the owner's address)
4. The location and dimension of driveways (existing and proposed)
5. Identification of adjacent streets
6. Any easement that crosses the property or other pertinent legal features
7. A north arrow
8. Identification of the drawings scale (1/8" = '0")
9. The property lines and property dimensions
10. Locations, sizes and shape of any structures presently on the site and proposed for construction
11. Dimensions showing: front, side and rear yard setbacks, size of structures, porches, pools and decks
12. Creeks, shorelines, drainage ditches and wetlands
13. Contour lines as may be required

How to prepare a simple Plot Plan

- Step 1 – Access the Preston GIS website and search for your property (http://www.prestongis.com/ags_map/)
- Step 2 – Search for your property and from there you can print a quick map to scale
- Step 3 – Verify that all of the man-made structures are noted as listed above
- Step 4 – Add/ Draw onto the map the proposed structures (to scale) and include the relevant dimensions to the new structure(s)
- Step 5 – Make at least two copies to drop off with your application



TOWN OF PRESTON
 Health Department
 389 Route 2
 Preston, Connecticut 06365
 860-887-5581 x131 voice 860-204-0021 facsimile

Application Fee \$
Check/cash
Date Paid

APPLICATION FOR APPROVAL TO CONSTRUCT A SUBSURFACE SEWAGE DISPOSAL SYSTEM

Application / Permit # _____

To the Director of Health - Town of: _____ Date _____

Application is hereby made for a permit to construct a sewage disposal system for a:

(Residential Building, Restaurant, Retail Building, etc.)

Located at: _____
 Street Address

Lot # _____ Map # _____ Block # _____ Subdivision Name _____

New System _____ Addition _____ Repair _____ Other _____

Owner's Name (as it appears in Land Records)

Street Address _____ Town _____ State _____ Zip _____

Daytime Phone () _____ Evening Phone () _____

Installer: _____ License #: _____

Street Address _____ Town _____ State _____ Zip _____

Daytime Phone () _____ Evening Phone () _____

In accordance with detailed information stated below:

Application fee paid \$ _____ Signed _____
 (Owner or duly authorized representative)

GENERAL INFORMATION

Soil Tests Conducted (Date): _____ Lot Size _____ sq. ft.

Area of Special Concern (Y/N): _____ If yes, Reason(s): _____

Basis of Design (# of Bedrooms, Restaurant Seats, Building Size, etc): _____

Engineered Plan Required (Y/N): _____ If yes, Name of Engineer: _____

Address of Engineer: _____

Design Plan Approved (Y/N): _____ Date of Approved Plan: _____ Revision Date: _____

Type of Water Supply _____ If well, has location been approved (Y/N): _____

Well Driller's Name: _____

Address: _____

OFFICE USE ONLY

Approval to Construct is hereby issued by: _____ Date _____
 Print Name

Signature _____ Title _____

Note: Approvals to construct can only be issued by the Local Director of Health or Registered Sanitarian



State of Connecticut
Workers' Compensation Commission

7B

Please TYPE or PRINT IN INK

Proof of Workers' Compensation Coverage When Applying for a Building Permit for a Sole Proprietor or Property Owner who WILL act as General Contractor or Principal Employer.

APPLICANT FOR BUILDING PERMIT

Name of Applicant for Building Permit _____

Property located at _____

In the City/Town of Preston, Connecticut

ATTEST

If you are the owner of the above-named property or the sole proprietor of a business doing work on the site of the construction project at the above-named property and you **WILL** act as the general contractor or principal employer, you must provide proof of workers' compensation insurance coverage for all employees.

Complete this form and, if applicable, sign the Affidavit below in the presence of a Notary Public or a Commissioner of the Superior Court.

CHECK ONE (1) BOX ONLY, provide the appropriate information, and sign:

I am the **OWNER** of the above-named property. I **WILL** act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the above-named property.

Signature of **OWNER** Applicant _____

I am the **SOLE PROPRIETOR** of a business doing work at the above-named property. I **WILL** act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the above-named property.

Signature of **SOLE PROPRIETOR** Applicant _____

I am the **OWNER** of the above-named property or the **SOLE PROPRIETOR** of a business doing work at the above-named property. I will not personally submit proof of workers' compensation insurance coverage, but I will attest to the statement at the end of the page.



State of Connecticut
Workers' Compensation Commission

7C

Please TYPE or PRINT IN INK

Proof of Workers' Compensation Coverage When Applying for a Building Permit for the Sole Proprietor or Property Owner who WILL NOT act as General Contractor or Principal Employer.

APPLICANT FOR BUILDING PERMIT

Name of Applicant for Building Permit _____

Property located at _____

In the City/Town of Preston, Connecticut

ATTEST

If you are the General Contractor or Principal Employer of a business doing work on the site of the construction project at the above-named property and you have properly excluded yourself from workers' compensation coverage by filing one of the appropriate forms listed below with the Workers' Compensation Commission, complete this form and, if applicable, sign the Affidavit below in the presence of a Notary Public or a Commissioner of the Superior Court.

FIRST — CHECK ONE (1) BOX:

I am: an Officer of a Corporation a Manager or Member of an LLC a Partner in a Business

THEN — CHECK ONE (1) BOX, provide the appropriate information, and sign the Affidavit at the end of the page:

I have filed the following certificate with the Workers' Compensation Commission:

Form 6B (for an Officer of a Corporation, a Manager of an LLC, or a Member of a Multiple-Member LLC)

Form 6B-1 (for a Partner in a Business)

AFFIDAVIT

I hereby swear and attest that I will require proof of workers' compensation insurance for every contractor, subcontractor, or other worker before he or she does work on the site of the construction project at the above-named property in accordance with Section 31-286b of the Workers' Compensation Act.

Signature of **OWNER** or **SOLE PROPRIETOR** Applicant _____

Name of Business—*if applicable* _____

Federal Employer ID# (FEIN)—*if applicable* _____

Subscribed and sworn to before me this _____ day of _____, 200 _____

Signature of Notary Public / Commissioner of the Superior Court _____



State of Connecticut
Workers' Compensation Commission

7A-7B-7C DIRECTIONS

Building Permit Requirements for Workers' Compensation

Section 31-286b of the Workers' Compensation Act requires anyone who requests a building permit to first submit "proof of workers' compensation coverage for all of the employees who are engaged to perform services on the site of the construction project for which the permit was issued.

The only exceptions to this law are the sole proprietor or property owner who will not be acting as general contractor or principal employer.

What to give to the Building Official to obtain a Building Permit:

1. The General Contractor or Principal Employer must provide a written certificate of workers' compensation insurance for all of the employees on their project. This certificate may not be for liability, disability or any other type of insurance.
2. The Sole Proprietor or Property Owner who will not act as a general contractor or principal employer is not required to have workers' compensation coverage. In order to obtain the building permit, a FORM 7A should be completed and given to the building official.
3. The Sole Proprietor or Property Owner who will act as a general contractor or a principal employer must provide a written certificate of workers' compensation insurance for all of the employees on their project and must file a FORM 7B with the building official — OR he will sign a sworn notarized affidavit on FORM 7B, stating that he will require proof of workers' compensation insurance for all those employed on the job site.
4. The General Contractor or Principal Employer who has properly excluded himself from coverage using the appropriate WCC form (see NOTE below) must file the FORM 7C with the building official. This form certifies that they have properly excluded themselves, and attests that they will require proof of workers' compensation insurance from every employee that works on the designated job site.

NOTE: The general contractor or principal employer may exclude himself from workers' compensation coverage by filing one of the following forms with the appropriate Workers' Compensation Commission district office:

- :Form 6B for employees who are Officers of a Corporation or Managers / Members of an LLC
- Form 6B-1 for employees who are Members of a Partnership



State of Connecticut
Workers' Compensation Commission

7A

Please TYPE or PRINT IN INK

Proof of Workers' Compensation Coverage When Applying for a Building Permit for the Sole Proprietor or Property Owner who WILL NOT act as General Contractor or Principal Employer.

APPLICANT FOR BUILDING PERMIT

Name of Applicant for Building Permit _____

Property located at _____

In the City/Town of Preston, Connecticut

ATTEST

If you are the owner of the above-named property or the sole proprietor of a business doing work on the site of the construction project at the above-named property and you WILL NOT act as the general contractor or principal employer, you must provide proof of workers' compensation insurance coverage for all employees.

Complete this form and, if applicable, sign the Affidavit below in the presence of a Notary Public or a Commissioner of the Superior Court.

CHECK ONE (1) BOX ONLY and complete the following:

- I am the **OWNER** of the above-named property. I WILL NOT act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the above-named property.

Signature of OWNER Applicant _____

- I am the **SOLE PROPRIETOR** of a business doing work at the above-named property. I WILL NOT act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the abovenamed property.

Name of Business—if applicable _____

Federal Employer ID# (FEIN)—if applicable _____

Signature of SOLE PROPRIETOR Applicant _____



State of Connecticut
Workers' Compensation Commission

7B

Please TYPE or PRINT IN INK

Proof of Workers' Compensation Coverage When Applying for a Building Permit for a Sole Proprietor or Property Owner who WILL act as General Contractor or Principal Employer.

APPLICANT FOR BUILDING PERMIT

Name of Applicant for Building Permit _____

Property located at _____

In the City/Town of _____

Preston, Connecticut

ATTEST

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State of Connecticut
Workers' Compensation Commission

7C

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Proof of Workers' Compensation Coverage When Applying for a Building Permit for the Sole Proprietor or Property Owner who WILL NOT act as General Contractor or Principal Employer.

APPLICANT FOR BUILDING PERMIT

Name of Applicant for Building Permit _____

Property located at _____

In the City/Town of _____

Preston, Connecticut

ATTEST

If you are the General Contractor or Principal Employer of a business doing work on the site of the construction project at the above-named property and you have properly excluded yourself from workers' compensation coverage by filing one of the appropriate forms listed below with the Workers' Compensation Commission, complete this form and, if applicable, sign the Affidavit below in the presence of a Notary Public or a Commissioner of the Superior Court.

FIRST — CHECK ONE (1) BOX:

I am: an Officer of a Corporation a Manager or Member of an LLC a Partner in a Business

THEN — CHECK ONE (1) BOX, provide the appropriate information, and sign the Affidavit at the end of the page:

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AFFIDAVIT

I hereby swear and attest that I will require proof of workers' compensation insurance for every contractor, subcontractor, or other worker before he or she does work on the site of the construction project at the above-named property in accordance with Section 31-286b of the Workers' Compensation Act.

Signature of OWNER or SOLE PROPRIETOR Applicant _____

Name of Business—if applicable _____

Federal Employer ID# (FEIN)—if applicable _____

Subscribed and sworn to before me this _____ day of _____, 200 _____

Signature of Notary Public / Commissioner of the Superior Court _____



Building Permit Requirements for Workers' Compensation

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2. The Sole Proprietor or Property Owner who will not act as a general contractor or principal employer is not required to have workers' compensation coverage. In order to obtain the building permit, a FORM 7A should be completed and given to the building official.
3. The Sole Proprietor or Property Owner who will act as a general contractor or a principal employer must provide a written certificate of workers' compensation insurance for all of the employees on their project and must file a FORM 7B with the building official — OR he will sign a sworn notarized affidavit on FORM 7B, stating that he will require proof of workers' compensation insurance for all those employed on the job site.
4. The General Contractor or Principal Employer who has properly excluded himself from coverage using the appropriate WCC form (see NOTE below) must file the FORM 7C with the building official. This form certifies that they have properly excluded themselves, and attests that they will require proof of workers' compensation insurance from every employee that works on the designated job site.

NOTE: The general contractor or principal employer may exclude himself from workers' compensation coverage by filing one of the following forms with the appropriate Workers' Compensation Commission district office:

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Proof of Workers' Compensation Coverage When Applying for a Building Permit for the Sole Proprietor or Property Owner who WILL NOT act as General Contractor or Principal Employer.

APPLICANT FOR BUILDING PERMIT

Name of Applicant for Building Permit _____

Property located at _____

In the City/Town of Preston, Connecticut

ATTEST

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Name of Business—if applicable _____

Federal Employer ID# (FEIN)—if applicable _____

Signature of SOLE PROPRIETOR Applicant _____