

TOWN OF MONROE DEVELOPMENT DEPARTMENTS
GENERAL REQUIREMENTS, INSTRUCTIONS & INFORMATION

Town Hall Business Hours are from Labor day to Memorial day weekdays, 9 AM to 5 PM. Else 8 AM to 4 PM Should you need to meet with representatives of development departments it is recommended that you call ahead or come to the offices during morning hours.

**OUTLINE OF THE
BUILDING PERMIT/ZONING
COMPLIANCE APPLICATION REVIEW &
APPROVAL PROCESS**

- 1) Applications for Building Permit and Zoning Compliance Certificates are available to prospective applicants as a package in the Building Inspection Department Office.
- 2) Upon completion of all requisite applications and other related forms the entire package is returned to the Building Dept. for processing and review. Together with the completed forms should be included other supporting information upon which a review might be based, including but not limited to site plans, architectural details, schedules and specifications, and engineering data. The reviewers may also rely on relevant information in town and other records and conditions existing in the field.
- 3) Upon receipt of the application and materials it is circulated by the Building Dept. to the following for review and approval: Planning & Zoning Dept., Dept. of Public Works, Inland Wetlands Administrator, Sanitarian, Fire Marshal, Tax Collector. The permit process will take a minimum of 10 working days from the date fees are paid. Responses to phone or other inquiries as to the status of permit processing will not be answered until the expiration of that period.
- 4) At any point in the review stops, the application may be held up or returned for additional information or may be outright rejected. The failure to gain approval from any single reviewer is cause for rejection. It is also important to note that the building permit may not be issued without specific zoning approval per 8-3(f) of the Connecticut General Statutes.
- 5) Reasons for disapproval on the part of any reviewer may be returned directly to the applicant or forwarded to the Building Dept.
- 6) Rejected applications and materials may be returned to the applicant or retained by the Building Dept. at the convenience or agreement of the parties.
- 7) Once all approvals have been made. applications and materials are returned to the Building Dept. which completes its final review and issues or rejects the permit.

ZONING SURVEY REQUIREMENT - LOCATION OF PROPERTY LINES AND IMPROVEMENTS

Each application for Provisional Certificate of Zoning Compliance shall be accompanied by three blue or black line copies of an A-2 (or equivalent) survey of the lot or parcel for which the Certificate is requested. Each copy shall bear the original seal and signature of the land surveyor, registered and licensed to practice in the State of Connecticut. The minimum acceptable scale for such surveys shall be 1" = 40'. The minimum information to be provided shall include:

- a) All lot dimensions
- b) Location of all structures. Both existing and proposed and their dimensions, showing the closest dimensions to each property line; all stone walls
- c) Significant other improvements, approximate septic areas, wells & in-ground storage tanks
- d) Current adjacent property owners e) Inset location map. zoning district f) Title block and north arrow
- g) Approximate wetland lines and/or Flood Zone lines (as may be applicable)
- h) Such other information or declarations as may be relevant

APPLICABILITY: This requirement applies to all new construction, all occupiable floor area exceeding 200 square feet (except second story additions which do not have overhangs exceeding 24"), all porches and decks or other outbuildings or accessory structures requiring building permits exceeding 100 square feet, all in-ground swimming pools, such other structure which may be deemed to require locational information based upon the permanency of the structure or inexact property line information.

EXEMPT: Any design residential type zone structures where an approved construction site plan exists, damage and casualty repair not increasing the footprint of the existing structure, renovations, alterations or other improvements which do not increase the habitability or occupiable floor area of a structure; signs, above ground pools.

PERMANENT RECORD: A mylar copy of the survey shall also be prepared and recorded in the Town Clerk's Office. In the case of new construction requiring an "as-built" survey, a mylar copy of that map shall be recorded.

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DEVELOPMENT
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GENERAL REQUIREMENTS, INSTRUCTIONS & INFORMATION

(continued)

No building or structure maybe constructed, altered, changed in use or occupancy, repaired, removed, relocated, renovated, remodeled, or demolished until a completed application is filed with the Building Inspection Department and a permit issued.

Read these instructions carefully. When signing the application you will attest to the fact that you have read the material, understand it and provided correct and truthful information. **RETAIN THIS SHEET FOR FUTURE REFERENCE.**

COMPLETING THE APPLICATION
WHO MAY MAKE AN APPLICATION

ESTIMATED VALUE OF WORK CALL BEFORE YOU DIG

DEMOLITION OR CONSTRUCTION REFUSE/DEBRIS

ZONING APPROVAL PLANS AND SPECIFICATIONS

NEW STRUCTURE SITE INFORMATION

STRUCTURAL ADDITION SITE INFORMATION. GARAGES/ACCESSORY STRUCTURES, POOLS, OTHER

CHANGES IN PLAN OR CONSTRUCTION

ACTION ON APPLICATION
WORKMAN'S COMPENSATION
WHEN AN INSPECTION IS REQUIRED

All spaces must be completed in each section except those marked "For Official Use" and all requested information provided, otherwise the application will be returned without consideration. If any space is not relevant to the application, "N/A" shall be entered indicating "not applicable."

Application for a building permit may be made by (i) the owner or lessee of the building, structure or property, or (ii) their authorized agents; or (iii) by engineers or architects, licensed to practice in the State of Connecticut engaged by the owner to perform such work. If the application is submitted by an entity other than the owner, the owner's signature shall appear in the area provided thereby acknowledging and authorizing the application to be submitted by the applicant. If the applicant and/or owner is a corporate or similar entity, that information shall be indicated.

The applicant must provide his estimate of the total work to be performed. Please round to the nearest \$100.

The phone number for "Call Before You Dig" is 1 -800-922-4455. This service is provided to locate underground utilities and other infrastructure. You must call and receive an ID number (BUD #1) and provide it in the applications.

Waste resulting from construction or demolition must be removed to an approved landfill. Describe the nature of the material to be discarded and provide the destination.

A permit application requires zoning approval before consideration by any other department. Consult the Zoning Enforcement Officer for more specific information.

The completed application shall be accompanied by two (2) copies of specifications and plans drawn to scale. Additional copies shall be provided upon request of the Building Official. Sufficient clarity and detail dimensions shall show the nature of the work to be performed. When quality of materials is essential for conformity with the Building Code, specific information shall be given to establish such quality; in no case shall the Code be cited or the term "legal" or its equivalent be used as a substitute for specific information.

As required by the Health Department and P&Z Department, three (3) copies of a sewage system site plan shall accompany this application. The plans drawn to scale shall be blue line original prints, signed and sealed by a Connecticut Professional Engineer experienced in sewage system design. The plan shall show all design details, seepage rates (including dates performed), test hole locations and soil profiles; and shall locate all existing and proposed structures, tanks, driveways, property lines, watercourses, wetlands, flood zones, water supply lines and/or wells, and all subsurface utilities or other infrastructure. These plans may be coupled with the required property survey.

Consult the Town Sanitarian and Zoning Enforcement Officer for more specific requirements.

If prior to the initiation of, or during the course of construction, it is intended to deviate in any manner from the plans, specifications and terms of the approved and currently effective building permit, notice shall be provided in writing to the Building Official and his written authorization to proceed with the changes must be issued before the change is made.

The Building Permit Application will not be reviewed by the Building Official until the submission is complete and the required record of approvals on the face page is complete. Upon completion, the Building Official shall initiate and complete a review within thirty (30) days of the date of final acceptance. Should the permit application (i) remain incomplete and not approved by required development staff, or (ii) the application and related documentation do not conform to all requisite local, state and federal laws or regulations, he shall deny the application stating in writing the reasons for his action. If he is satisfied that the proposed work conforms to the Building Code and all requisite local, state, federal laws or regulations, a building permit will be issued as soon as is practical.

No permits or other certificates shall be considered until the required fees have been paid performed specifications or such other documentation upon which the permit approval was based performed

Workman's comp coverage is required to obtain a permit per CT State law and shall be maintained through the life of the permit.

Construction inspections are required before completion of the following activities. Consult the Building Official for specific requirements.

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| 1. Footing Forms - Soils | 9. Chimney—1st Flue |
| 2. Foundation Before Backfill | 10. Oil Tank |
| 3. Underslab - Behind Walls | 11. Electrical Services |
| 4. Rough Construction | 12. Insulation |
| 5. Rough Plumbing | 13. Septic System (Health Dept.) |
| 6. Rough Electric | 14. Site Inspection (Zoning) |
| 7. Heat/Air Conditioning (HVAC) | 15. Certificate of Zoning Compliance (Zoning) |
| 8. Chimney—Pre-Hearth | 16. Certificate of Occupancy |

SCHEDULING YOUR INSPECTIONS CALL 203-452-2805

Call 452-2805 a minimum of three (3) working days in advance to schedule the inspection which you require