



TOWN OF MONROE.

OFFICE OF THE CHIEF BUILDING OFFICIAL
7 FAN HILL ROAD MONROE, CONNECTICUT 06468
PHONE : 203-452-2805 FAX : 203-261-6197

TOWN OF MONROE BUILDING DEPARTMENT

GENERAL **REQUIREMENTS FOR BUILDING PERMIT**

PLEASE CALL WITH ANY QUESTIONS : 203-452-2805

Building Permit – (Not the same procedure as for mechanical permit)
(This is only to increase understanding of the process)

To assist applicant in planning their project.
Review application for completeness and add any other forms applicable to the work proposed. –

SOME Other Forms :

- 1.P&Z Compliance Certificate application (see the Planning and Zoning site)
- 2 Smoke and carbon monoxide detector memorandum
- 3 Plot Plan (may need three copies of site and septic plan OR one hand drawn plan on the supplied generic form)
- 4 Air make up calculation form
- 5 Drive way application
- 6 Fireplace form
- 7 Wood stove form
- 8 Fireplace chimney sweeps certificate
- 9 Statement of Special Inspection
- 10 Demolition forms (see demo application)
- 11 Geotechnical report
- 12 Engineered floor joist system framing plans (TJI)
- 13 Copies of licenses
- 14 Workers compensation insurance certificate or notarized letter
- 15 Historic Commission Certificate of Appropriateness
- 16 Notarized letter of approval from the Condo Association if applicable
- 17 State Boiler Certificate
- 18 State Approved Elevator Plans
- 19 State Elevator Certificate
- 20 State STC State Traffic Commission approvals of both proposed & completion
- 21 State DOT Department of Transportation approvals
- 22 Above and Below ground Sprinkler test Certificates

Signatures –

Signatures are by the owner and the applicant. The owner may be an applicant but is assuming more responsibility and are forfeiting their right to use the State's Attorney and Consumer Protection if problems. May accept a notarized letter from owner or contractor authorizing another person to be their agent.

Supply owner & applicant's numbers

PHONE, FAX, MOBILE, E-MAIL numbers and BUD number (call before you dig) needed on all applications when a shovel is placed

FILL IN ALL sections that apply – including name of store, size of space or addition and unit number if a commercial application.

DETAIL description top of page 2. Applicant estimates cost of work on page 3. Have the applicant address both sets of plans for the address where the work is to be performed.

SEND applicant to Tax Department, and Assessors Office for a copy of Assessors double sided field card which describes, lot, unit, suite number – Assessor's ID number, zone

Then send applicant to Town Clerk, or Library to have workers comp form notarized.

May use any Notary of their choice. OR SUBMIT COPY OF WORKERS COMPENSATION INSURANCE CERTIFICATE

Copy of applicants (if not owner) Home Improvement Registration OR New Home Contractor's Registration. If application is for a new dwelling. OR a Major contractor's registration if over the threshold limits.

Upon return of the applicant another Building Department review of the application is conducted. The building drawings are looked over for correct building code compliance.

Determine exact nature of work and the cost of the proposed work.

Stamp the application with the stamp for date received and stamp all pages of both full copies of drawings with the date stamp and the disclaimer stamp. Write in red on both sets of drawings all concerns and corrections needed. On large projects a Plan Review Letter is generated and can be up to twenty pages.

When review is completed the file information is typed into the computer as a new record and a cover scratch sheet is generated. List on the scratch sheet the cost of work, the fees, any large concerns or additional paper work and forms, when called with the fee amounts. Add the date when the applicant is called and told of the fee amounts and concerns.

When fee amounts are received (we also type on the computer record date fees are received) We GIVE BACK ONE COPY OF THE REVIEWED BUILDING PLAN, All checks shall be made out to the TOWN OF MONROE. Once fees are received the P&Z checks are attached to application. We then enter this application on the computer application FIND PERMITS to start a new tracking record listing address, work to be done and dates each department receives and returns the application.

PERMITS, Building RECEIPTS ARE Not Given FOR THE fees paid for by checks. BUILDING PERMIT APPLICATIONS (ONLY FOR THE CASH ONES) AT THE TIME OF RECEIVING - MUST WAIT UNTIL PERMISSION OF ALL DEPARTMENTS IS GIVEN. Then RECEIPTS ARE Given FOR THE fees paid. Permits are recorded as a new record permit reason.

When Historic Commission is needed have the Commissioner sign all pages of three copies of the plans, one for the Commission, one for the owner and one for the Building Department

Call for checks - total the amount of checks needed. if Zoning is required to have a compliance the three checks are to be asked for made out to the Town of Monroe. While on the phone with the applicant tell them of all concerns and other items needed. Also take this time to answer any questions they may have and explain that the application must go through the process to seek approvals from the other permit departments after the checks for payment come in.

When – money comes in –we give back one plan, the building is NOT taken until Permit reviews and approval signatures are achieved. If there are zoning checks they are paper clipped to cover sheet, we go to FIND PERMITS on the computer and start a new tracking record listing address, lot number, work to be done and dates when each department receives and returns the application.

Tracking we use the Find Permits computer program and create a new record. Enter address, lot and reason for permit into tracking program by creating new tracking file put N/A into required sign off boxes, next to that N/A septic whatever the permits needs be enter date permit application is sent to P & Z take to P & Z place in the box. Update tracking record as permits, c/o's are received and sent on to other Dept. and then returned again.

If a driveway to a new structure is also being planned or if there may be a large drainage issue add Public Works and if on a STATE ROAD ADD (DOT) Department of Transportation

If a new Accessory Apartment, Any Condominium or Commercial – structure, Commercial alteration, Commercial remodeling, Commercial addition is being planned add Fire Marshal and the Condominium Board

If proposed work is exterior and is in the Historic zone add Historic Commission

If a new Commercial – structure, Commercial alteration, Commercial remodeling, Commercial addition is being planned add Architectural Review Board before any other.

MECHANICAL PERMITS Are Not the same procedure as Building Permits

“MECHANICAL” PERMIT FEES: HOW TO CALCULATE

ALL others (EXCEPT FOR COMMERCIAL, use the Means Square Foot Cost Manual.)
All others use the applicant’s cost of labor and materials (Cost of Work)

RECEIPTS ARE GIVEN AT THIS POINT IN TIME (Mechanical permits maybe related or non-related)

NEED TANK INSTALLATION PERMIT FIRST BEFORE A REMOVAL IS ISSUED
MECHANICAL INCLUDE :

ELECTRIC	OIL / PROPANE TANK INSTALLS and REMOVALS
PLUMBING	GAS PIPING (GAS TEST LETTER NEEDED)
HEATING	AIR CONDITIONING
COOK HOOD	SPRINKLER
ALARM	LOW VOLTAGE
ELEVATOR	

NOTE COST OF JOB: E.G., \$1300

\$5 PER \$100 UP TO \$1000	= \$50.00
\$10 FOR EACH ADD \$1000 OR FRACTION THEREOF	= \$10.00
SUBTOTAL	= \$60.00
PLUS STATE TAX @ .18c PER THOUSAND	= .23
TOTAL:	= \$60.23

GENERAL INFORMATION:

CALL BEFORE YOU DIG 1-800-922-4455

- A. **452-2805 MICHELLE (MAIN NUMBER)**
- B. 452-2805 JAMES
- C. 452-2805 GUNNAR
- D. 452-2818 HEALTH DEPT (TRUMBULL MONROE HEALTH DISTRICT) PHONE: **452-5195** @ 5892 MAIN ST. TRUMBULL
- E. 452-2812 PLANNING AND ZONNING (P & Z)
- F. 452-2816 ZONING ENFORCING OFFICER
- G. 452-2814 PUBLIC WORKS
- H. 452-2809 INLAND / WETLANDS
- I. 452-2803 ASSESSOR'S OFFICE
- J. 452-2807 FIRE MARSHAL
- K. 452-2800 FRONT DESK
- L. **261-6197 OUR FAX NUMBER**

- 1 NON-RELATED APPLICATIONS -- FILED BY DATE.
 - APPLICATIONS THAT PERTAIN SOLELY TO WORK DESCRIBED ON THE APPLICATION AND IS NOT RELATED TO ANY OTHER WORK.

- 1 1 RELATED APPLICATIONS -- FILED BY PERMIT NUMBER.
 - APPLICATIONS PERTAIN SOLELY TO WORK DESCRIBED ON THE PAGE TWO UNDER DETAILS OF THE APPLICATION.
 - APPLICATIONS SHOULD START AFTER INFORMATION IS GATHERED FROM MONROE AND THE APPLICANT CALLS FOR AN APPOINTMENT WITH THE HEALTH DEPT. (TRUMBULL MONROE HEALTH DISTRICT) PHONE: **452-5195** @ 5892 MAIN ST. TRUMBULL TO GET THEIR SIGNATURE OF APPROVAL. THE APPLICANT BRINGS BACK TO MONROE THE APPLICATION AND TWO CHECKS (IF APPLICABLE) FOR PLANNING AND ZONING. THE APPLICATION IS TRACKED THROUGH ALL OF THE PERMIT REVIEW DEPARTMENTS. ONCE THE SIGNATURE OF APPROVAL IS ACHIEVED FROM ALL THE APPLICABLE DEPARTMENTS AND AGENCIES THE BUILDING DEPARTMENT WILL CALL FOR THE THIRD CHECK. THIS CHECK IS FOR THE BUILDING PERMIT, CERTIFICATE OF OCCUPANCY OR USE, STATE FEE, DRIVE WAY PERMIT AND DRIVE WAY BOND.

- 2 OIL TANK INSTALLS and REMOVALS (NON-RELATED PERMITS)
 - COPIES OF THESE PERMITS ARE PLACED IN THE FIRE MARSHAL'S TRAY.
 - NEED INSTALL PERMIT BEFORE ISSUING A REMOVAL PERMIT

3 “WAITING” and COMPLETED APPLICATIONS”

- (1) WAITING: SEVERAL POSSIBILITIES
 - a. FOR MONEY
 - b. FOR SIGNATURES
 - c. FOR LETTERS OF INTENT
- (2) COMPLETED APPLICATIONS
 - a. APPS ARE COMPLETE
 - b. READY FOR COMPLETION OF FINAL STEPS LEADING TO ISSUANCE OF PERMIT(S)

4. OTHER OFFICE FEES

- A. COPIER -- 50 CENTS PER PAGE

5. STATE FEE - HOW TO CALCULATE

- A. DIVIDE COST OF PROJECT BY 1000, THEN MULTIPLY PRODUCT BY .16.
EXAMPLE: FINISHED BASEMENT COSTING \$5,000

- (1) $5,000 \text{ divided by } 1,000 = 5.00$
- (2) $5.00 \times .18 = .90 \text{ cents State Fee}$

6. COMMON QUESTIONS FROM PUBLIC AND BUILDERS

- A. SHED SETBACKS –HOW FAR FROM PROPERTY LINE, HOW FAR FROM SEPTIC?
- B. FENCES AROUND POOLS – HOW HIGH? -- SUGGEST THEY COME IN AND GET A HANDOUT ON THE SUBJECT (HANDOUTS ON WALL)
- C. FINISHED BASEMENTS –DO I NEED A PERMIT?
- D. COPY OF PLOT PLAN
- E. SEPTIC—WHERE ON MY PROPERTY

7. LEGAL NOTICES

- A. FILED IN CONN POST and MONROE COURIER
 - (1) CONN POST CONTACT PERSON –
 - a. PHONE #
 - b. FAX #
 - (2) COURIER CONTACT PERSON –
 - a. PHONE #
 - b. FAX #

8 INSPECTIONS

- A. SCHEDULING
 - (1) SCHEDULE BOARD
 - (2) GROUPING INSPECTIONS BY NEIGHBORHOOD
 - (3) USE ALTERNATING INK COLORS FOR EASE OF UNDERSTANDING
 - (4) NOTE: WHILE CUSTOMER IS ON PHONE, BRING UP HIS “FILE” ON THE COMPUTER OR RELATED REQUESTED INSPECTION ADDRESS TO SEE WHAT OTHER PERMITS AND/OR INSPECTIONS ARE MISSING AS WELL AS PREVIOUSLY FAILED ITEMS THAT NEED CORRECTION. ALWAYS ADD ANY NEW PHONE NUMBERS TO THE COMPUTER CONTACT FILE

- (5) KEEP FEW AMOUNT OF LARGE INSPECTIONS LIMITED FOR EACH DAY
 A LARGE INSPECTION IS A NEW HOME OR A COMMERCIAL
 STRUCTURE FULL ROUGH OR FINIAL C/O. WE TRY TO GAT TO
 TWENTY TWO INSPECTIONS TOTALING FOURTEEN LOCATIONS
 PER DAY
- (6) SEE THE INSPECTION CHECKLIST FOR HELPING YOU COMPLET
 YOUR PROJECT

A LIST OF SOME PROJECTS NEEDING PERMITS

Residential (new)	Additions	Alterations	Garages	Condo Building (units)
Business (new)	Additions	Alterations		
Industrial (new)	Additions	Alterations		
Public Buildings (new)	Additions	Alterations		
Industrial (new)	Additions	Alterations		
Public Buildings (new)	Additions	Alterations		
Private Institutional (new)	Additions	Alterations		
Swimming Pool	Sheds		Signs	
Demolitions	Re-Inspections		Misc.	
Electrical	Plumbing		Heating	
Tanks	Driveway		Street Opening	
Driveway Bond				

GENERAL INFORMATION

Attached garage	Fireplace gas insert	Accessory Apartment
Detached garage	Fireplaces	Finished basement
.20 per sq ft New structure over 400sq ft	P&Z process	Remodel
Barn/shed	New home	Alteration
Garage overhead door	Roof	Renovation
Related mechanicals	Windows	Restoration
Dot permit on State rd	Siding	addition
Driveway permits	A/G POOL	Gas Test Letter

Sprinkler	I/G POOL	(TJI engineered lumber)
Cook Hood	Deck & (pool)	re roof
Septic ejector electrical permit is separate	Deck ask if pool on property	Propane tank
Circulation Process	Demo	oil installation permit before a removal is issued
P & Z	Demo with delay ordinance	oil tank removal
Health	Shed > 400 sq. ft. need ftg	water heater replaced
Public Works		furnace replaced
Fire Marshal	New Commercial Prices by Means Square foot cost book	boiler replaced
Historic Commission	Addition	repair fire damage
Historic Society	Alteration, remodel	C/O .20
Town Historian	Renovation, etc.	25.00
ARB (Architectural review board)	Change of use	P & Z .045
Inland Wetlands	Change of occupancy	.015
Geotechnical Report	Sign permit	Tenant fit up permit
Special Statement of Inspections	Finished basement	bldg min. 30.00
Handouts	Chimney cleaning certificate	mech \$5.per 100 up to 1000
cost of work is the labor and material for owner or contractor	.16 cents per 1000 cost of work of fraction thereof	then \$10. for any 1000 additional or fraction thereof
Site and septic plan with deep hole reports		