

# *City of Torrington*

## **Building Department**

140 Main Street Torrington, CT 06790 (860) 489-2244

### Instructions for obtaining a **BUILDING PERMIT.**

1. Provide **Assessor office** with a copy of your building plan and they must sign top of the permit form.
2. If this is NEW CONSTRUCTION, get house number and driveway permit from **engineering dept.**
3. Call before you dig number, B.Y.D., must have on file or written on permit. 1-800-922-4455
4. Zoning permit with all sign offs needed; zoning, wetlands, water, sewer, septic, well, Fire Marshal {3 family and larger, all commercial}, driveway and engineering review. Our form has the sign offs on the backside of application with phone numbers and signature spaces above.
5. A completed **PERMIT APPLICATION** with Map, Block, and Lot numbers.
6. Provide two sets of plans in sufficient detail as that the plan review process can precede as fast as possible. It is to be drawn to scale, with sufficient detail and clarity to show the nature of the work to be performed. Show the footprint, cross-section, elevations, spans, materials to be used, etc.... If using engineered lumber or materials; provide engineered stamped drawings or manufacturer's specification sheets for this job. If required, a **Signed sealed** set of drawings will be provided from an architect or engineer. Building type of construction and use should be marked on plan and permit.
7. **State of CT. Workers Compensation Affidavit and proof of insurance.**
8. When acting as authorized agent for the owner; you must provide on contractors letterhead information clearly stating: location of work performed, contractor's registration/ license number on letter and copy for file, name, address and signature of **owner/contractor.**
9. Separate permits are required for all mechanicals, electrical, swimming pools, sewers, and water service.
10. It can take up to 30 {thirty} days to review an application, so the more information and completeness the faster it can be processed.

10/6/05