

## **INSTRUCTIONS TO APPLY FOR A BUILDING/ZONING PERMIT**

(additions, barns, decks, gazebos, garages, pools, porches, sheds)

**\*\*Due to the diversity of permits applied for, this document serves as an outline and does not cover every regulation or ordinance that may be involved and may require additional documentation or discussions with involved departments.**

### **STEP 1 IN THE REVIEW PROCESS:**

#### **Eastern Highland Health District Sanitarian or WPCA**

##### **Sanitarian (Eastern Highland Health District) (Fee Range \$40-50)**

- Complete, sign and date B-100
- Identify location of septic and well on site plan

##### **WPCA**

- Reviewed only when activity is in sewer area

**\*\*Initial review time: 5-10 working days**

**After EHHD review process, the remaining review process (Steps 2-4) can take up to an additional 5-10 working days.**

### **STEP 2 IN THE REVIEW PROCESS:**

#### **Zoning (Fee Range \$25-100)**

- Complete, sign and date building/zoning application
- Provide distances of property lines on site plan
- Provide 2 copies of plot plan (See attached instructions for additional zoning requirements.)

### **STEP 3 IN THE REVIEW PROCESS:**

#### **Inland Wetlands Agent/Agency (No Review Fee)**

- When activity is proposed within 75' of a wetland or watercourse or 150' of a major watercourse, an application to conduct the regulated activity must be completed (See attached instructions for further IWA approval.)

### **STEP 4 IN THE REVIEW PROCESS:**

#### **Building Department (Fees= \$15 per \$1000 of Materials & Labor)**

- Complete, sign date building/zoning application
- Provide copy of license and insurance (proof of Workers Compensation or Waiver)
- Submit building plans (2 for residential/3 for commercial construction)

**\*\*Under State of CT Building Code, the Building Official has the right to take up to 30 days for review (typically takes 5-10 working days).**

\*Only complete packets with materials mentioned in Steps 1-4 on pg.1 will be accepted.

\*\*The Town of Coventry has an ordinance (§209) that states that "all building permits will be withheld when taxes or sewer charges are delinquent"

## **INSTRUCTIONS and REQUIREMENTS**

### **SANITARIAN:**

- Minimum distances required for proposed structure to septic tank and/or leach field:
- 15' from leach field for building additional with no footing drains
- 10' from septic tank for building addition with no footing drains
- 10' from structure with a frost wall or above-ground pool
- 25' from in-ground pool or structure with footing drains
- 5' from structure with piers or no foundation

### **ZONING:**

- The site plan must identify horizontal accuracy of the survey such as A-2, B or C. The site plan need not be based upon an A-2 survey if the proposed activity:
  - does not involve the construction or alteration of a principle building, full foundation or frost wall
  - is not located within five (5) feet of any required minimum yard.
- Site plan must include: lot boundaries and dimensions, setbacks to property lines, proposed structure, driveway, accessory structures already existing, North arrow, scale and date of drawing.
- In the Lake Residential Zone, if applying for a permit to build a principal building or accessory structure, complete a coverage worksheet.

### **WETLANDS:**

- A review of the site plan will be conducted by the Wetlands Agent or Agency and will make the determination whether a proposed activity will have significant impact on a wetland or watercourse.
- If the activity is a regulated activity, an application fee and payment for a Legal Notice is associated with the Agent or Agency application.

### **BUILDING:**

- Structures under 600 sq.ft. do not require a permanent foundation, but must be anchored to provide wind resistance.
- All mechanicals can be paid for on the building permit. This must be noted in the proposed activity area of the permit application. Mechanical contractors would still be responsible for submitting permits with required paper work, but will not need to pay a fee.

**ANY INFORMATION NOT INCLUDED IN THE APPLICATION AND/OR PLOT PLAN WILL CREATE A DELAY IN THE PERMIT ISSUANCE.**

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