

*NECESSARY DOCUMENTATION TO OBTAIN A BUILDING PERMIT *

What's Required?

- | <u>A.) Sign-off Approvals</u> | <u>Date</u> | <u>Plan Date</u> |
|---|-------------|------------------|
| 1.) Heath Department: (Any Structure or Renovation): | _____ | _____ |
| 2.) Land Use Inspection (Zoning): | _____ | _____ |
| 3.) Fire Marshal (Required only for commercial property): | _____ | _____ |
| 4.) Building Official: | _____ | _____ |

B.)

	<u>No</u>	<u>Yes</u>	<u>Received</u>
Owner Authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection Process Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Inspection Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worker's Compensation Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Registration or Contractor's License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Model Energy Code – M E C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Sets of Building Plans- dated: _____ rev: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan with all utilities shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior to issuance of Superstructure Permit:			
A-2 as-built and Zoning site inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inland Wetlands site inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate mechanical permits & fees required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delinquent taxes checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Zoning Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Certificate of Occupancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks: _____

Reviewed by: _____	Date submitted to Bldg Dept: _____
Bldg Permit#: _____	Date issued: _____
Bldg Foundation Permit#: _____	Date issued: _____
Bldg Superstructure Permit#: _____	Date issued: _____

TOWN OF PROSPECT – Building Permit Application

Job Location: _____ Lot Number: _____

Applicant Name: _____

Applicant Address: _____

Contractor’s License No.: _____

Home#: _____ Work#: _____ Cell#: _____ Pager#: _____

Owner Name: _____

Owner Address: _____

Home#: _____ Work#: _____ Cell#: _____ Pager#: _____

Description of Work: _____

Structure Dimensions: _____ feet width _____ feet length

Superstructure Height: Front: _____ Rear: _____ Right Side: _____ Left Side: _____

No. of bedrooms: _____ Living area: _____ sq. ft. Foundation type: _____

Applicant’s Estimated Value:

Footing and Foundation: \$ _____ Superstructure: \$ _____

Building Official’s Estimated Value: \$ _____

Building Permit Fee: \$ _____ **State Fee:** \$ _____

CERTIFICATION: I hereby certify that:

- I am the owner of record of the named property.
- I have been authorized by the own of the record to make application for this project.
- The project will conform to all applicable laws, regulations, and ordinances of the State of Connecticut and the Town of Prospect
- All information stated within is true & accurate to the best of my knowledge & belief.

Signature: _____

Date: _____

Owner/Applicant

The Foregoing instrument was acknowledged before me this _____ day of _____, 20 _____

Notary Public

BUILDING PERMIT #: _____

DATE ISSUED: _____