

**TOWN OF WEST HARTFORD BUILDING DEPARTMENT APPLICATION
CHECKLIST
FOR 1 AND 2 FAMILY PERMIT APPLICATIONS**

Address of Job: _____

Date of Application: _____

Description of Work: _____

- Application – Computer generated at counter at time of application. Payment of fees \$0-\$1000 = \$32.26, each additional \$1000 or Fraction Thereof is \$17.26. (\$5 Certificate of Occupancy Fee if required) Fee is based on market value of job which includes labor even if no labor is charged or performed by owner.
- Site/Plot Plan. Zoning or Building Departments can supply copy of plot plan for residential projects. Commercial projects you may go to zoning to check if they will require a site plan.
- Insurance – Supply proof of workers compensation insurance or if applicant does not carry workers compensation insurance then a form must be completed and notarized at time of application. (Town supplies forms).
- 2 sets of drawings/plans are required, drawn to scale showing all structural details, and sufficient additional information to allow code review.
- Show compliance with Model Energy Code for new construction and additions.

Once all required information is received the following departments must review for compliance.

- Building Department code review and approval.
- Zoning Department code review and approval.
- Health Department [**please advise if you have a septic or well**], if not Health Department approval is not required

Other requirements may apply. This checklist is to assist you through the permit application process and cannot possibly cover all permit applications situations.

APPLICANTS SIGNATURE: _____

PRINT NAME: _____

Date: _____

Are you the property owner _____?

If other (please describe) contractor, name of company/title etc. _____
