

Town of West Hartford Building Department Checklist COMMERCIAL/BUSINESS/INDUSTRIAL, ETC.

Address of Job: _____

Date of Application: _____

Description of Work: _____

- Application – Computer generated at counter at time of application.
- Site Plan.
- Payment of fees \$0-\$1000 = \$36.26, each additional \$1000 or Fraction Thereof is \$17.26. (\$5 Certificate of Occupancy Fee if required) Fee is based on market **value of work** which **must include labor component**.
- Insurance – Supply proof of insurance with workers compensation, or if applicant does not carry workers compensation insurance, then a form must be completed and notarized at time of application. (Town supplies forms)
- Code information noting Use Group, Construction Type, mixed, or separated use, egress plan, occupant loads, sprinklered or non-sprinklered, etc. Refer to designer for additional required information.
- Signature – If person signing application is not the owner in fee, then letter of authorized agent required. This letter to be signed by owner of property.
- 3 sets of plans required as Fire Marshal must also review for all projects for business, mercantile, commercial, industrial, etc.
- Statement of Special Inspections 2 copies with signature/seals of PE and owners name signed and printed below signature. (if applicable)
- Elevator plan approval by state. (If applicable)
- If new building or large addition on state road, State Traffic Commission approval certificate required. (if applicable)

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

Once all required documentation is submitted the following departments must review and approve.

- Building Department code review and approval.
- Zoning Department code review and approval.
- Fire Safety code review and approval.
- Health Department review and approval if under Health District jurisdiction. This includes stores stocking food, restaurants, caterers, etc.

In the event all required approvals are not obtained within 30 days permit application must be denied in accordance with 2005 Connecticut State Building Codes.

EFFECTIVE DATE	TITLE OF CODE IN EFFECT	CODE REFERENCED INCLUDED DOCUMENTS
Permits applied for on or after December 31, 2005	2005 State Building Code	2003 International Building Code 2003 International Residential Code 2003 International Existing Building Code 2003 International Mechanical Code 2003 International Plumbing Code 2006 International Energy Conservation Code 2005 National Electrical Code NFPA 70-2005 ICC/ANSI A117.1-2003 December 31, 2005 Connecticut Supplement

APPLICANTS SIGNATURE: _____

PRINT NAME: _____

COMPANY/JOB TITLE: _____

DATE: _____