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

■ 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.

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