

Town of West Hartford Building Department Checklist For Commercial/Business/Industrial, Etc.

- **Application:** Building applications can be obtained at the Building Department between 8am and 4pm Monday through Friday or downloaded from our website. The signature of the applicant is considered to be the 'authorized agent' unless the property owner is the applicant.

Applications for building, electrical, plumbing, HVAC, fire alarm, etc. are separate permits and are calculated separately. Fees are based on the estimated cost of the job to include labor and material for that trade.

For an estimated construction value between \$0.00 and \$1,000.00 the fee would be \$32.26. Each additional \$1,000.00 or fraction thereof is an additional \$17.26. A Certificate of Occupancy Fee is \$5.00 if required. Payment of the permit application fee is due at the time of application. We accept check or cash.

- **Site Plan:** For new construction, please submit (2) site plans, otherwise (1) copy is usually sufficient.
- **Code Information:** Required noting Use Group, Construction Type, mixed or separated use, egress plan, occupant loads, and note if building has sprinklers. Refer to designer for additional required information based on scope of project proposed. If a multi-tenant building, show a key to verify the location within the building where the work is proposed.
- **Plans:** (3) sets of plans are required for all permit applications for all projects that are business, commercial, industrial, mercantile, etc. Plans are to be drawn to scale showing the nature and scope of all proposed work with code block as noted above.
 - Architectural and structural building plans must be submitted separately from all mechanical plans. Separate plans and applications are required for electrical, plumbing, HVAC, sprinkler, grease exhaust hoods and fire alarms.
 - Please be advised the Office of the Fire Marshal has a separate plan review application and plan review fee. You may contact them directly for additional information at 860-561-8320. The Office of the Fire Marshal is located at 103 Raymond Road.
- **Statement of Special Inspections:** If applicable, (2) copies with signature and seal of Structural Engineer of Record with owners name signed and printed below signature.
- **Elevator Plan Approval:** If applicable, elevator plan approval is required by the State. The Building department will verify elevator shaft, required electrical and HVAC work for elevator and elevator machine room, however the State will inspect and approve the actual elevator installation, as well as issue approval for plans. Application to the State for the elevator is the responsibility of the applicant.
- **State Traffic Commission:** If new building or large addition on a State road, the State Traffic Commission approval certificate is required. Other requirements may apply. Check with your design professional to verify if STC approval is required.
- **Insurance:** Supply proof of insurance with an insurance certificate showing workers compensation. If applicant does not carry workers compensation insurance then a 7B form must be completed and notarized at the time of application. The Building Department can supply forms and several of our staff members are Notary Publics.
- Once all required documentation is submitted the following departments will review:
 - Building Department;
 - Zoning Department;
 - Fire Marshal.

All (3) departments must approve plans in order to issue permit. (And STC approval is required if applicable)

- In the event any food is sold (even pre-packaged) and/or food is prepared in the proposed occupancy then Health District approval is required prior to issuance of the building permit as well as the (3) above listed departments. Please be advised the applicant is responsible for all submissions to the Health District. The Health District phone number is 860-561-7900.

In the event that all required approvals are not obtained within 30 days, permit application must be denied in accordance with the 2016 Connecticut State Building Codes.

Applicable State Building Codes as of October 1st, 2016

2015 International Building Code

ICC/ANSI A117.1 – 2009

2015 International Existing Building Code

2015 International Plumbing Code

2015 International Mechanical Code

2015 International Energy Conservation Code

2017 NFPA 70 National Electric Code

2015 International Residential Code

The Connecticut amendments to these model codes can be found here:

http://www.ct.gov/dcs/lib/dcs/2016_ct_state_building_code.pdf

**Town of West Hartford, Building Department, Room 208, 50 South Main Street, West Hartford, CT 06107,
Phone: 860-561-7530 Fax: 860-561-6939**

The Town of West Hartford Building Department is offering this handout as a service to our customers. The Town assumes no responsibility for any errors or omissions. The designer and installer are required to follow all applicable Codes. Please refer to 2016 State Building Code as amended. Refer to your Code Book and the State Building Inspectors web site for all amendments. No handout can possibly cover all permit application situations.

Revised June 17, 2020