

City of New Britain
HISTORIC PRESERVATION COMMISSION



Return Form to:

Dept. of Municipal Development
27 West Main Street, Suite 311
New Britain, CT 06051

APPLICATION FOR CERTIFICATE OF SUITABILITY

IMPORTANT: HISTORIC COMMISSION APPROVAL MUST FIRST BE OBTAINED BEFORE ANY BUILDING PERMIT WILL BE ISSUED FOR WORK ON HISTORIC PROPERTIES. NO WORK MAY BEGIN UNTIL A BUILDING PERMIT IS ISSUED.

PROPERTY

Property Address: _____ New Britain, CT Zip: _____

Property Owner: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Owner is: Individual Co-partnership Corporation
(supply name of individual contact person)

CONTRACTOR INFORMATION

Contractor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

ARCHITECT/PLAN PREPARER INFORMATION (if applicable)

Architect Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

APPLICANT - Check appropriate box below. Fill out completely if information is not supplied above.

Applicant is: Owner Contractor Architect Other (specify)

Applicant Name: _____ File Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PLEASE CONTINUE ON REVERSE

For Office Use Only:	
Application Number	Date Received

PROJECT INFORMATION

Description of Work:

(Include which features will be altered, and on which side (North, South, East, West)

Does submission include plans or drawings? No Yes

Are federal or state funds being used in this project? No Yes

Proposed work includes: *(Check all that apply)*

<input type="checkbox"/> Repairs	<input type="checkbox"/> Addition	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition	<input type="checkbox"/> Other (specify)
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Current materials being repaired/replaced: _____

Materials/products being used in work: _____

Expected start date: _____ Expected end date: _____

By signing below, applicant attests that, if not the owner of this property, he/she has obtained the permission of the property owner to make application.

Signature: _____ Date: _____

ADDITIONAL REQUIREMENTS:

To be considered complete, all applications must include the materials listed below. Photos may also be submitted by email to: sschiller@newbritainct.gov.

- Photo of front of property
- Photo of side of property that work will be performed on
- Photo of streetscape, including adjacent buildings
- Close-up photos of all features being worked on

Other items, such as architectural drawings, manufacturer's literature, location sketches, and product samples should also be submitted if available. If not submitted with application, these items may be requested during the review process.

All applications for new construction and building additions must include scaled drawings of the same quality and type as are required for site plan review.

Failure to supply necessary materials or information will impede the review process, and could delay the issuance of your permit.