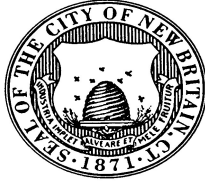


**City of New Britain**  
**HISTORIC PRESERVATION COMMISSION**



**Return Form to:**

Dept. of Economic Development  
27 West Main Street, Suite 208  
New Britain, CT 06051

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**APPLICATION FOR CERTIFICATE OF SUITABILITY**

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**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:	<input type="checkbox"/> Individual	<input type="checkbox"/> Co-partnership	<input type="checkbox"/> Corporation (supply name of individual contact person)
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**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:	<input type="checkbox"/> Owner	<input type="checkbox"/> Contractor	<input type="checkbox"/> Architect	<input type="checkbox"/> Other (specify)
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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))*

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Does submission include plans or drawings? <input type="checkbox"/> No <input type="checkbox"/> Yes	Are federal or state funds being used in this project? <input type="checkbox"/> No <input type="checkbox"/> Yes
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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: [jacob.colbath@newbritainct.gov](mailto:jacob.colbath@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.