

Building Permit Instructions

SPECIAL INSTRUCTIONS FOR DOING BUSINESS WITH THE CITY OF WEST HAVEN BUILDING DEPARTMENT DURING THE COVID19 EMERGENCY RESPONSE:

City Hall is closed to the public, but Building Department staff are working Monday – Thursday, Closed Fridays. The Building Department is working with reduced staff.

Inspections are performed in the afternoons, Monday – Thursday by appointment.

At the inspector's discretion, some inspections may be delayed until the social distancing restrictions are lifted.

To apply for a permit, you can download the application form from Building Department web site <http://cityofwesthaven.com/245/Forms-Downloads>. We advise you to print the form in "landscape" orientation. We can only print limited applications and 11 x 17 documents, so if you have a large submission email is not appropriate.

Complete the form and either mail it or scan it and email it.

Email Address: buildingdept@westhaven-ct.gov

Postal Mail and Courier: Building Department

City of West Haven

355 Main Street

West Haven, CT 06516-4310

There is also a drop box on the Main St. entrance to City Hall (facing the green).

You may mail in checks made payable to: "City of West Haven", or our secretary can call you for a credit card payment over the phone.

When in doubt please call Monday – Thursday 9:00 am to 12:00 pm 203.937.3590 for additional guidance.

When scheduling inspections, please be prepared to observe social distancing guidelines. Our inspectors will be wearing personal protective gear appropriate for the interaction. If someone in the building is sick, has been recently sick or exposed to a sick person, or has travelled to Fairfield County, New York City, other disease hot spots, or foreign travel, please alert the Building Department Staff when making the inspection appointment so that appropriate arrangements can be made.

Although we will endeavor to review your application expeditiously, bear in mind that the Governor has extended the legal review time for submitted permits to 90 Days.

1. Provide two complete sets of plans and specifications or proper drawings (blue line, photocopies or otherwise indelible). Swimming pools require an engineered manufacturer's specification sheet. Fill out the Building Permit Application in ink and completely.

2. Provide copies of your “plot plans” showing all buildings (existing and new), proposed grades, accurate boundary lines.
3. For all construction, provide a list of all contractors hired to work at site and current copies of their workers’ compensation coverage (or the signed affidavit form). A copy of the home improvement contractor’s registration or new home contractor license as required by law.
4. Include copies of any federal, state or historic district permits with application, if required.
5. Take all items to the Zoning Department; for help with filling out the Zoning Compliance Application and to gain Zoning approvals only. A filing fee will be charged. (Note: Zoning action may apply — verify with Zoning). The department will issue a receipt and stamp the Building Permit Application.
6. Take all items to the Engineering Department to be reviewed for flood zones and new sewer connections of any kind. The department will stamp the Building Permit Application.
7. All taxes must be paid before a permit will be issued.
8. One- and two-family dwellings, garages, sheds, etc., go to step 9.
All other permit applications, see A and B below:
(A) Fire Marshal’s approval is required on all other building permit applications and plans. (Three separate fire districts)
(B) Health Department will review for all business licenses (restaurant, barber, grocery, etc.) septic system approvals and wells.
9. Pay filing fees. ([Fee Schedule \(PDF\)](#))

Additional Information as Required

- (A) Architect and/or engineer’s seal and signature on all plans required by Connecticut General Statutes.
- (B) Special Inspection statements as required by State Building Code, Section 1705.
- (C) Plans to show: Use groups; type of construction; dimensions of all elements; uses of all room; materials used; fire resistance ratings with tested design sources.

Permit Application Checklist

- Planning and Zoning Approval.
- City Fire Marshal Approval: For everything other than one- and two-family dwellings and their accessory structures.
- Sewer Commission Department Approval: If the structure is on or going to be connected to public sewers.
- City [Health Department](#) Approval: For food establishments, connection to a septic tank, etc.
- Tax Clearance Certificate: No permit will be issued until a certificate has been obtained from the tax collector’s office.
- Workers’ Compensation Certificate: Proof of workers’ compensation insurance certificate valid in CT (Or, if a homeowner or sole proprietor, a workers’ compensation affidavit form.)
- Please be sure that Building Permit Applications are properly filled out in their entirety. If a person other than the owner applies for a Building Permit Application, it must be signed on the back by the owner authorizing the applicant to do the proposed work. Where applicable, a State of Connecticut license/registration number must be presented with your application.

In addition to any other requirements, the State of Connecticut Building Code requires the following information:

- 2 sets of construction plans.
- Application for permit.
- Description of work.
- Site plan.

The West Haven building official is allowed a period of 30 days to review all permits before issuance once all the proper information is provided.