

COMMERCIAL AND MULTI-FAMILY PROJECT CHECKLIST

These items shall be addressed for commercial and multi-family construction projects. Some items might not apply to your project. The Building Department will guide you with understanding the requirements.

Commercial Building Permit requirements:

- Planning & Zoning approval
- Permit application
- Fee
- 3 Sets of plans
- Worker's compensation insurance certificate
- Special inspections form
- Threshold building third party review
- State Traffic Commission certificate
- Plan review conference
- Building Department approval of plans
- Fire Marshal approval of plans
- Health Department approval of plans
- Zoning approval of plans
- Engineering approval of plans
- CT Light and Power service notification
- MDC sewer and water service notification
- CT Natural Gas service notification

Commercial Certificate of Occupancy requirements:

- Zoning sign-off
- Engineering sign-off
- Health District sign-off
- Fire Marshal sign-off
- Special Inspections completion letter
- Architect or Engineer of record substantial compliance letter
- Contractor of record substantial compliance letter