

BUILDING PERMIT GUIDELINES FOR COMMERCIAL AND MULTI-FAMILY RESIDENTIAL PROJECTS IN BLOOMFIELD

All planning, zoning, and inland wetlands approvals must be obtained before applying for a building permit.

A certificate from the State Traffic Commission per Section 14-311 of the CT General Statutes must be obtained before applying for a building permit.

Apply to Connecticut Light and Power if the project includes a new electrical service or service change. Their approvals can take many weeks so it is advisable to apply as early as possible. The phone number is 860-947-2121.

Apply to the Metropolitan District Commission for sewer and water permits, if applicable. The phone number is 860-278-7850.

Apply to the West Hartford-Bloomfield Health District if the project involves a septic system, a well, or a regulated activity such as food service. The phone number is 860-561-7900.

Connecticut Natural Gas Corporation services Bloomfield with natural gas. The phone number is 860-727-3229.

Provide three (3) sets of plans and specifications for review. The Building Department will retain a copy as the record set for the permit application per Section 106 **Construction Documents** of the 2003 IBC portion of the 2005 CT State Building Code. A copy will be distributed to the appropriate fire district fire marshal per Section 105 **Permits** of the 2003 IBC portion of the 2005 CT State Building Code. The third copy will be distributed to the West Hartford-Bloomfield Health District, if applicable. Per the Connecticut General Statutes, each set must have the appropriate seal and signature of the CT registered architect and/or engineer on every page. The specifications must be signed and sealed on the cover.

The plans must be legible. A comprehensive code analysis must be included, preferably on the first design page in table form, addressing the requirements of the CT State Building Code and the CT State Fire Safety Code including a list of all the code documents referenced. Examples of code information include type of construction, use group, means of egress information, actual and allowable total area and area of each use group, actual and allowable occupant load, seismic, wind, and structural analysis, soil bearing capacity, sprinkler information and any other information required by the code necessary to ensure a full and timely review of the plans and specifications. Larger projects should include a separate fire safety plan page showing the location of all fire areas, fire walls, fire separation walls including corridors and exit access, and the rated assembly identifications (U.L. number or other identification). Also locate all exits.

Plans should be as complete as possible at the time of application. Structural plans must be complete before a building permit will be issued. Rare exceptions are made on large projects allowing a foundation only permit to be issued preceding the building permit per Section 105 (IBC 2003) of the CT Building Code. Mechanical and electrical plans must be complete before trade permits will be issued.

Please allow at least **30 days** after filing for the building official to review your permit application and revisions (Section 105.3.1 of the 2005 CT Amendments to the 2005 CT State Building Code). Building permits requiring zoning approval (Section 8-3 of the CT General Statutes) cannot be issued until such approval is granted. The same holds true for permits involving fire marshal approval (Section 105.3.1 of the 2005 CT Amendments to the 2005 CT State Building Code), wetlands approval and health district approval.

All permit fees must be paid in full before an application will be accepted. Permit fees can be paid as a blanket permit (building permit fee includes total cost of project including mechanical trade permits) or each type of permit paid separately at time of application. The permit fee is fifteen (\$15.00) per thousand dollars worth of construction and any portion of a thousand dollars. Separate mechanical trade permits are required to be obtained by the licensed contractor under a blanket permit even though the fee has been paid.

It is advisable to schedule a plan review conference with the Building Official and Fire Marshal at the time of application submittal. A conference can expedite the plan review process and clarify information on the plans.

Many projects include a Special Inspections requirement as described in Section 1704 (IBC 2003) of the CT Building Code. A Statement of Special Inspections must be included with the building permit application, if required. Inspection reports should be supplied to the building official on a regular basis as the project proceeds.

Larger projects that are above the “threshold limit” as defined in Section 29-276b of the CT General Statutes require independent structural engineering consultant review of the structural plans and specifications. Special contractor licenses are also required.

Projects defined in Section 29-276c of the Connecticut General Statutes require that plans and specifications for such structures and additions be signed and sealed by the licensed architect of record or professional engineer of record responsible for the design of the structure or addition. Such architect or engineer of record shall be retained and be responsible for the review of the implementation of the design of such structure or addition including review of shop drawings and observation of construction. Prior to the issuance of a Certificate of Occupancy, the architect or engineer of record and the general contractor are required to sign a statement affirming their professional opinion that the completed structure or addition is in substantial compliance with the approved plans and specifications on file with the building official.

A list of required inspections is attached. Inspections must be scheduled at least forty eight (48) hours in advance.