

**TOWN OF POMFRET  
BUILDING OFFICIAL'S OFFICE  
5 HAVEN ROAD  
POMFRET CENTER, CT 06259  
974-2972**

**STEPS IN APPLYING FOR A BUILDING PERMIT**

1. Applicant shall obtain a permit for septic system and well from:  
Northeast District Department of Health  
136 Main Street, Suite 301  
Danielson, CT 06259  
Phone: 774-7350
2. Approval from the Inland & Wetlands Commission whether or not wetlands are present.
3. To assure the building project conforms to the regulations of the Wetlands Commission Flood Insurance Program and Zoning Commission - an application for Zoning Compliance Must be completed. Applicants must submit a plot plan showing the following:
  - a. Location of lot and lot size.
  - b. Location of proposed construction - house, garage, driveways.
  - c. Measurements of front, side and rear setbacks.
  - d. Location of well, septic, drainage easements and waterways.
  - e. Dimensions of existing and proposed buildings (length, width, height).
  - f. Description of proposed use, ie: residence, home occupation, proposed sign, etc.
4. Building Permit application must be filled out in office during normal working hours. Applicant must submit the following:
  1. Plot Plan - same as Zoning
  2. N.E. District Department of Health report on septic and well.
  3. Permit for Driveway - obtain from State Bureau of Highways if your property is on

a state highway. State Department of Transportation, Norwich 823-3233.

If Town road obtain permit from the Town Highway foreman.

4. Copy of your property record card.

5. Building Plans

1 & 2 Family Dwellings and additions/renovations

Two sets of plans - one set will be returned to the builder to be kept at the job site.

One set will be retained by the Building Official for two years

And returned to owner at the owners request.

Commercial/Industrial

Provide two sets of plans for the Building Official one of which will be kept at the Town Hall

One set for the Fire Marshall.

One set for Water & Sewer if applicable.

One set for Public Works if applicable.

The Building Official will distribute plans to the proper authorities. These must be signed by and have a Connecticut Architect or Engineers Seal.

All plans whether Commercial, Industrial, Non-Residential or Residential will include:

Site Plan

Foundation Plan

Floor Plan w/windows and door schedules

Electrical and Plumbing plans

Elevations

Clear description of fire ratings

Sprinkler System if applicable

6. List of Trade people with their license numbers - includes home improvement contractors, plumbers and electricians.

7. Applicant must agree to conform to the Connecticut Building Code.

**PHASES OF CONSTRUCTION TO BE INSPECTED**

EXCAVATION AND LOCATION OF BOUNDARY PINS

PRIOR TO BACKFILLING:

UNDER SLAB  
FOOTINGS AND FOUNDATION  
COLUMN, CHIMNEY & FIREPLACE FOOTINGS  
CURTAIN DRAINS, WATER PROOFING

MODULAR HOMES NOTIFY INSPECTOR OF SET DATE

MAY BE DONE WITH ONE INSPECTION:

FRAMING  
ROUGH PLUMBING  
ROUGH ELECTRICAL

FIREPLACE BEFORE SMOKE CHAMBER IS CLOSED  
WOOD STOVE OR COAL BURNING STOVE

MAY BE DONE WITH ONE INSPECTION:

HEATING SYSTEM  
AIR CONDITIONING  
SOLAR SYSTEM  
VENTILATION SYSTEM

NOTE: NO INSULATION OR INTERIOR WALL COVERING SHALL  
BE APPLIED UNTIL THE ABOVE ARE APPROVED

INSULATION

**FINAL INSPECTION FOR CERTIFICATE OF OCCUPANCY**

PLEASE DO NOT CALL FOR THE FINAL INSPECTION UNLESS YOU HAVE ALREADY OBTAINED:

1. A CERTIFICATE OF COMPLIANCE ON THE SEPTIC SYSTEM FROM THE NORTH DISTRICT DEPARTMENT OF HEALTH. 774-7350
2. THE WELL WATER ANALYSIS APPROVAL
3. INSTALLATION OF THE DRIVEWAY APRON

**NOTE:** IT IS THE APPLICANTS RESPONSIBILITY TO NOTIFY THE BUILDING OFFICIAL 24 HOURS PRIOR TO THE INSPECTION NEEDED. \_\_\_\_\_

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**REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY**  
**SINGLE FAMILY RESIDENCE**

DRIVEWAY APRON INSTALLED OR CONTRACT WITH 50% NON-REFUNDABLE DEPOSIT.

HOUSE NUMBER VISIBLE FROM ROAD FOR 911 RESPONSE.

NDDH-WELL WATER TEST REPORT AND APPROVAL OF SEPTIC INSTALLATION.

HOUSE SYSTEMS:

HOUSE FULLY ENCLOSED

ELECTRIC SYSTEM COMPLETE - FOR EXPANSION HOUSES ALL WIRES TERMINATE CAPPED AND IN JUNCTION BOXES.

HEATING SYSTEM - IN PLACE AND OPERATING - MUST RUN UNIT FOR INSPECTION.

PLUMBING SYSTEM - COMPLETED - EXPANSION AREAS CAPPED OFF.

THE KITCHEN WILL BE COMPLETED.

ONE BATHROOM WILL BE COMPLETED.

BEDROOMS MUST BE COMPLETED.

FIRE RATED AREAS COMPLETED.

SMOKE DETECTORS INSTALLED EACH LEVEL AC/DC.

SITE MUST BE AT LEAST ROUGH GRADED AND SOIL EROSION CONTROL MEASURES LEFT IN PLACE UNTIL SOIL IS STABILIZED BY GROUND COVER.

THE OWNER IS RESPONSIBLE TO PROVIDE ALL APPLICABLE PAPERWORK.  
GIVE YOURSELF LEAD TIME TO ALLOW FOR CORRECTION OF DEFICIENCIES.  
A CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED IF DEFICIENCIES ARE PRESENT.