

REQUIRED INFORMATION ON BUILDING PERMIT APPLICATIONS

CGS Sec. 20-338b. Building permit applications. Who may sign. Any licensed contractor who seeks to obtain a permit from a building official may sign the building permit application personally or delegate the signing of the building permit application to an employee, subcontractor or other agent of the licensed contractor, provided, the licensed contractor's employee, subcontractor or other agent submits to the building official a dated letter on the licensed contractor's letterhead, signed by the licensed contractor, stating that the bearer of the letter is authorized to sign the building permit application as the agent of the licensed contractor. The letter shall not be a copy or a facsimile, but shall be an original letter bearing the original signature of the licensed contractor. The letter shall also include: (1) The name of the municipality where the work is to be performed; (2) the job name or a description of the job; (3) the starting date of the job; (4) the name of the licensed contractor; (5) the name of the licensed contractor's agent; and (6) the license numbers of all contractors to be involved in the work.

CGS Sec. 29-263. Permit to construct or alter. Education fee. (a) After October 1, 1970, no building or structure shall be constructed or altered until an application has been filed with the building official and a permit issued. Such permit shall be issued or refused, in whole or in part, within thirty days after the date of an application. No permit shall be issued except upon application of the owner of the premises affected or the owner's authorized agent. No permit shall be issued to a contractor who is required to be registered pursuant to chapter 400, for work to be performed by such contractor, unless the name, business address and Department of Consumer Protection registration number of such contractor is clearly marked on the application for the permit, and the contractor has presented such contractor's certificate of registration as a home improvement contractor. Prior to the issuance of a permit and within said thirty-day period, the building official shall review the plans of buildings or structures to be constructed or altered, including, but not limited to, plans prepared by an architect licensed pursuant to chapter 390, a professional engineer licensed pursuant to chapter 391 or an interior designer registered pursuant to chapter 396a acting within the scope of such license or registration, to determine their compliance with the requirements of the State Building Code and, where applicable, the local fire marshal shall review such plans to determine their compliance with the Fire Safety Code. Such plans submitted for review shall be in substantial compliance with the provisions of the State Building Code and, where applicable, with the provisions of the Fire Safety Code. (b) On and after July 1, 1999, the building official shall assess an education fee on each building permit application. During the fiscal year commencing July 1, 1999, the amount of such fee shall be twenty six cents per one thousand dollars of construction value as declared on the building permit application and the building official shall remit such fees quarterly to the Department of Administrative Services, for deposit in the General Fund.

CGS Sec. 29-265. Certificate of occupancy. (a) Except as provided in subsection (h) of section 29-252a, no building or structure erected or altered in any municipality after October 1, 1970, shall be occupied or used, in whole or in part, until a certificate of occupancy, as defined in the regulations adopted under section 29-252, has been issued by the building official, certifying that such building, structure or work performed pursuant to the building permit substantially conforms to the provisions of the State Building Code and the regulations lawfully adopted under said code. Nothing in the code or in this part shall require the removal, alteration or abandonment of, or prevent the continuance of the use and occupancy of, any single-family dwelling but within six years of the date of occupancy of such dwelling after substantial completion of construction of, alteration to or addition to such dwelling, or of a building lawfully existing on October 1, 1945, except as may be necessary for the safety of life or property. The use of a building or premises shall not be deemed to have changed because of a temporary vacancy or change of ownership or tenancy.

CGS Sec. 31-286b. Proof of workers' compensation coverage prior to issuance of building permit, condition. (a) Prior to issuing a building permit pursuant to section 29-263 to any person other than a sole proprietor or property owner unless such sole proprietor or property owner is acting as a general contractor or principal employer, a local building official shall require proof of workers' compensation coverage for all employees, as defined in section 31-275, who are employed by an employer, as defined in said section, who are engaged to perform services on the site of the construction project for which the permit was issued. (b) As used in subsection (a) of this section, "proof of workers' compensation coverage" means (1) a written certificate of insurance provided by the general contractor or principal employer, (2) a certificate from the Workers' Compensation Commissioner indicating that the general contractor or principal employer has properly chosen not to obtain workers' compensation coverage pursuant to section 31-275, or (3) if a property owner or sole proprietor intends to act as a general contractor or principal employer, a written certificate of insurance or a sworn notarized affidavit, which he shall provide, stating that he will require proof of workers' compensation insurance for all those employed on the job site in accordance with the provisions of this chapter. A local building official shall require proof of workers' compensation coverage only at the time of the general contractor's or principal employer's initial application.

§ 324-1 Restriction of issuance. No employee or official of the Town of Windsor Locks shall issue a certificate of occupancy or any permit of any kind to any applicant or on any property by or on which any taxes and/or sewer fees are deemed to be delinquent.

By whom application is made. Pursuant to section 29-263 of the Connecticut General Statutes, application for a permit shall be made by the owner in fee or by an authorized agent. If the application is made by a person other than the owner in fee, it shall be accompanied by an affidavit of the owner or a signed statement of the applicant witnessed by the building official or such official's designee to the effect that the proposed work is authorized by the owner in fee and that the applicant is authorized to make such application. If the authorized agent is a contractor, such contractor shall follow the provisions of section 20-338b of the Connecticut General Statutes. The applicant shall include the full names and addresses of the owner, agent and the responsible officers, if the owner or agent is a corporate body.

Action on application. The building official shall examine or cause to be examined applications for permits and amendments thereto within 30 days after filing and either issue or deny a permit within such 30-day period. If the applicant or construction documents do not conform to the requirements of this code and pertinent laws, statutes, regulations and ordinances, the building official shall reject such application in writing, stating the reasons therefor. If the building official is satisfied that the proposed work conforms to the requirements of this code and applicable laws, statutes, regulations and ordinances, the building official shall issue a permit therefor as soon as practicable.

Zoning approval. Pursuant to subsection (f) of section 8-3 of the Connecticut General Statutes, no building permit shall be issued, in whole or in part, for a building, use, or structure subject to the zoning regulations of a municipality without certification in writing by the official charged with the enforcement of such regulations that such building, use or structure is in conformity with such regulations or is a valid nonconforming use under such regulations.

Expiration of permit. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official may grant, in writing, one or more extensions of time, for periods of not more than 180 days each. The extensions shall be requested in writing and justifiable cause shall be demonstrated.

Building permit valuations. The applicant for a permit shall provide an estimated permit value at the time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.

Exposure category. For each wind direction considered, an exposure category that adequately reflects the characteristics of ground surface irregularities shall be determined for the site at which the building or structure is to be considered. For a site in the transition zone between categories, the category resulting in the largest wind forces shall apply. Account shall be taken of variations in ground surface roughness that arises from natural topography and vegetation as well as from constructed features. For a site where multiple detached one- and two-family dwellings, townhouses or other structures are to be constructed as part of a subdivision, master-planned community, or otherwise designated as a developed area by the authority having jurisdiction, the exposure category for an individual structure shall be based upon the site conditions that will exist at the time when all adjacent structures on the site have been constructed, provided their construction is expected to begin within one year of the start of construction for the structure for which the exposure category is determined.

For any given wind direction, the exposure in which a specific building or other structure is sited shall be assessed as being one of the following categories:

Exposure A. Large city centers with at least 50 percent of the buildings having a height in excess of 70 feet (21336 mm). Use of this exposure category shall be limited to those areas for which terrain representative of Exposure A prevails in the upwind direction for a distance of at least 0.5 mile (0.8 km) or 10 times the height of the building or other structure, whichever is greater. Possible channeling effects or increased velocity pressures due to the building or structure being located in the wake of adjacent buildings shall be taken into account.

Exposure B. Urban and suburban areas, wooded areas, or other terrain with numerous closely spaced obstructions having the size of single-family dwellings or larger. Exposure B shall be assumed unless the site meets the definition of another type exposure.

Exposure C. Open terrain with scattered obstructions, including surface undulations or other irregularities, having heights generally less than 30 feet (9144 mm) extending more than 1,500 feet (457 m) from the building site in any quadrant. This exposure shall also apply to any building located within Exposure B type terrain where the building is directly adjacent to open areas of Exposure C type terrain in any quadrant for a distance of more than 600 feet (183 m). This category includes flat open country, and grasslands.

Exposure D. Flat, unobstructed areas exposed to wind flowing over open water, including inland waterways, for a distance of at least 1 mile (1.61 km). This exposure shall apply only to those buildings and other structures exposed to the wind coming from over the water. Exposure D extends inland from the shoreline a distance of 1,500 feet (457 m) or 10 times the height of the building or structure, whichever is greater.