

Important Information

All permit application forms must be printed on legal size paper (8 1/2" x 14"). Reduced size copies (printed on letter paper) are not acceptable because ample room is needed for handwritten notations on the applications by office staff.

Any forms that have a colored background must be printed in color.

Color printouts are necessary because the Division uses a color coding system.

Type in information on screen and print out. Print page 6 in color on letter size paper, and pages 7 and 8 in color on legal size paper.

Sign and have notarized where required.

Applications are not accepted by email.

Checklist for Building Permit Application for Additions and/or Alterations

Residential and Non-Residential

The following is required for Zoning review and approval:

- SURVEY MAP (aka PLOT PLAN):** Two (2) copies of a Class A-2 survey prepared by a Connecticut licensed land surveyor must be submitted with every Add/Alter Building Permit Application when an addition or additional floor area is proposed. The addition must be drawn to scale on the survey map/plot plan and all setback distances to the front, rear and side yards indicated. All must be shown clearly. Any survey maps/plot plans drawn by anyone other than a Connecticut licensed land surveyor or civil engineer will not be accepted. The Town of Greenwich reserves the right to require a new updated survey map/plot plan at its discretion. Flood Zones as determined by the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps must be shown on the survey map/plot plan when applicable.
- COASTAL SITE PLAN APPROVAL:** An application for Coastal Site Plan approval must be submitted and approved by the Planning and Zoning/Coastal Area Management (CAM) office prior to filing an Add/Alter Permit Application if any portion of the property is within the Flood Hazard Overlay Zone.
- FLOOD HAZARD OVERLAY ZONE ELEVATION:** A minimum elevation as shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps must be shown for the basement floor and the first floor by a Connecticut licensed land surveyor or professional engineer when applicable.
- GRADE PLANE CALCULATION:** A grade plane calculation prepared by a Connecticut licensed land surveyor or civil engineer. The report must contain the basement floor elevation, the first floor elevation (not sill elevation), the grade plane elevation, and the percentage of the finished floor above the basement which is more than 5'-0" above the final grade at the wall of the building. Accompanying that report there must be a graphic representation illustrating the existing foundation, proposed foundation additions, and the grade plane envelope and elevations which were used to calculate both grade plane and foundation wall elevations. (See Sec. 6-6 (a) (26) and diagram appendix - diagram 1, Building Zone Regulations).
- SOIL EROSION AND SEDIMENTATION CONTROL AND TREE PROTECTION PLAN:** A soil erosion and sediment control plan shall be submitted to the Planning and Zoning Commission for any development when the disturbed area of such development is one-half acre or more. In the event that such development requires the submission of an application under site plan, special permit, subdivision or inland wetland regulations, then the soil erosion and sedimentation plan shall be submitted as part of that application. Development activities accessory to the construction of a single family dwelling, such as but not limited to tennis courts, swimming pools, driveways and septic systems, shall require the same soil erosion and sedimentation control plan submission.
- FLOOR AREA RATIO (F.A.R.):** The applicant must complete the Zoning F.A.R. calculations on the back of the application. The square feet of building area is determined by physical measurement of all existing buildings on the property. The Town's Tax Assessor card information is not acceptable. When the proposed F.A.R. equals or exceeds 90% of the maximum allowable F.A.R. detailed information is required. Floor plans for each level of the structure prepared at 1/4" = 1' scale bearing full dimensions and illustrating (by overlaid red line quadrangles) the calculated areas must be provided. The F.A.R. for a property includes accessory structures such as sheds, barns, and garages and the size(s) of those building(s) must be provided.

Checklist for Building Permit Application for Additions and/or Alterations

Residential and Non-Residential

The following is required prior to the acceptance of the Building Permit fee and Permit Application:

- ADDITION/ALTERATION PERMIT APPLICATION FORM (printed on yellow paper):** The current property owner must sign the back of the application. If the property owner chooses someone other than themselves to be the Builder/Permittee/Owner's Agent, then the property owner must have their signature notarized, authorizing the owner's agent to act on his behalf. If the property owner will be the Builder/Permittee, then the property owner's signature does not need to be notarized. Anyone other than the owner who is listed as the permittee (for 1 or 2 family dwellings only) is required to have a State of CT Home Improvement Registration number.
- WORKER'S COMPENSATION COVERAGE AFFIDAVIT:** This affidavit must be filed with every Add/Alter Permit Application. It must be filled out by the Permittee listed on the Building Permit Application form and the signature on the affidavit must be notarized. The affidavit required is available only through the Town's Building Inspection Division. Certificates of Insurance are not acceptable.
- CONSTRUCTION PLANS:** Two (2) complete sets of plans must be submitted with every Add/Alter Permit Application. Construction plans must include elevations, floor plans including attics and basements (labeling all rooms with proposed use), a foundation plan, framing plan, a section or sections through the proposed structure and specifications and dimensions of materials. All plans must be drawn to scale, fully dimensioned, and of sufficient clarity to indicate the nature and extent of all work proposed. The Town of Greenwich reserves the right to require the applicant to provide additional information at its discretion and may require that plans be certified and stamped by a Connecticut registered architect or Professional Engineer. All plans prepared and designed by a professional engineer are required to bear the seal of a CT registered P.E.
- ENERGY CONSERVATION:** The applicant for any new, heated addition must submit evidence of compliance with the Model Energy Code, 1995 edition, Council of American Building Officials, with his/her application for an Add/Alter Permit. MECheck analysis are acceptable.
- SEWER PERMIT:** A sewer connection permit must be obtained from the Sewer Division of the Town's Department of Public Works prior to filing an Add/Alter Building Permit Application when connecting/re-connecting to Town sewers when additional living units are proposed.
- DEPARTMENT OF HEALTH:** Approval by the Department of Health must be obtained prior to filing any Add/Alter Permit Application, regardless of the location or type of structure proposed, if the property is served by a septic system or a well.
- INLAND WETLANDS AND WATERCOURSES AGENCY QUESTIONNAIRE:** An Inland Wetlands and Watercourse Agency questionnaire must be filed with every Add/Alter Permit Application when an addition to the building is proposed. The questionnaire is not an authorization to proceed with work nor is issuance of a Building Permit an authorization to begin work. If wetlands, as determined by the IWWA are present, separate wetlands approval is required. If an IWWA application has been previously submitted and approved by the IWWA, copies must be submitted with the Add/Alter Building Permit Application. This IWWA approval can be submitted in place of the IWWA Questionnaire.
- STREET OPENING PERMIT:** A street opening permit must be obtained from the Town's Highway Maintenance Division for any new driveways or changes to any existing driveway entering/exiting from a public street prior to filing an application for an Add/Alter Permit.
- TAX ACCOUNT NUMBER:** Available from the Tax Assessor Office for the property listed on the Add/Alter Building Permit Application.
- TAX COLLECTOR:** You must receive approval of the Tax Collector's Office (Permit Application Forms will be stamped by the Tax Collector) that there are no unpaid property taxes prior to filing an Add/Alter Building Permit Application.

Checklist for Building Permit Application for Additions and/or Alterations

Residential and Non-Residential

- CONTRACTOR'S REGISTRATION CARD:** Any addition/alterations to a dwelling requires that either the current property owner or a Connecticut Home Improvement contractor be the permittee. Contractors with New Home Builders Licenses may not file for an Add/Alter permit. The actual license or current copy thereof must accompany each and every application for a Permit.

- BUILDING PERMIT FEE:** The valuation of work stated on the Add/Alter Application is based on fair market value of all construction costs, including labor, materials, electrical, plumbing/HVAC, etc. The fee is \$12.00 per \$1,000 of valuation (value is rounded to the nearest \$1,000). The minimum fee is \$40.00. The Town of Greenwich reserves the right to adjust the stated valuation of work, if, in the opinion of the Town's Building Official, the work proposed is under-valued. It is recommended that the permit fee check not be filled in until the Town determines that the valuation is acceptable. All checks must be payable to the Town of Greenwich. Exact amount in cash is acceptable. Credit cards are not accepted.

NOTES:

The building permit and one (1) set of approved plans will be mailed to the permittee or the permittee will be called to pick up the permit, depending on which is selected by the permittee. No work is permitted until you receive the building permit and the approved plans. The building permit must be posted conspicuously on site and the approved plans must be available on site at all times for inspection until a Certificate of Occupancy / Compliance is obtained. Failure to have the original approved plans on the site may result in refusal of inspection(s).

Some permits for additions/alterations are issued with the condition that a new survey map/plot plan bearing the seal of a Connecticut licensed land surveyor be submitted to the Building Inspection Division indicating the as-built location of the new foundation prior to the beginning of framing in accordance with Section 6-12 of the Town's Building Zone Regulations. Failure to comply will result in refusal of inspections and issuance of a stop work order. After the new as-built foundation survey map/plot plan is approved a full permit will be issued and framing may proceed.

An Excavation, Filling, & Removal of Earth Material Permit must be obtained from the Engineering Division of the Town's Commissioner of Public Works for any fill/removal in excess of five hundred (500) cubic yards of material whether generated off-site or on-site. This permit is only required when the excavation or fill operation is not associated with the construction of a building or structure.

All permit applications must be presented in person only. Mailed, faxed, emailed etc. applications will not be accepted.

Please direct any questions, to the Building Inspection Division, 2nd Floor, Town Hall, 101 Field Point Road, Greenwich, CT 06830 – telephone: (203) 622-7754 or fax: (203) 622-7848.



Town of Greenwich
Department of Public Works, Building Inspection Division
Town Hall - 101 Field Point Road, Greenwich, CT 06836-2540
Phone 203-622-7754 - Fax 203-622-7848

WORKERS' COMPENSATION COVERAGE AFFIDAVIT

In accordance with Public Act 96-216, Section 4, effective June 4, 1996 and as Permittee on the project listed below I hereby choose the following option to verify compliance with the above stated Connecticut Workers' Compensation Laws (Select ONLY one):

PROJECT IDENTIFICATION:

PROPERTY OWNER(S) _____
 STREET ADDRESS _____
 APT/UNIT NO. _____ SECTION OF TOWN _____ CT _____
 DESCRIPTION OF WORK _____

HOMEOWNER:
 I, _____, the owner of the above described property will be acting as General Contractor on this project, and hereby swear and attest that I will require proof of Workers' Compensation Insurance from each and every subcontractor or other worker before he/she engages in work on my property for this project.

SOLE PROPRIETOR:
 I, _____, the contractor working on the above referenced project claim exemption from Public Act 96-216 as a sole proprietor and do not intend to act as a general contractor or principal employer on this project. I understand that this means I am not engaging anyone to work under me on this project.

CONTRACTOR:
 I, _____, intend to act as a general contractor on the above referenced project and hereby swear and attest that I will require proof of Workers' Compensation Insurance from all subcontractors and all other workers employed on this job site. I understand it is my responsibility to insure compliance with the CT Workers' Compensation Laws on this project.

CORPORATE OFFICER OR BUSINESS PARTNER:
 I, _____, claim exemption for myself from the CT Workers' Compensation Laws by obtaining a certificate of exemption from the Workers' Compensation Commission. I am submitting verification of same by the following:

- Certificate of Insurance (must be attached)
- Commission's exemption certificate (must be attached).

I understand this exempts only myself and I hereby swear and attest that I will require proof of Workers' Compensation Insurance from all subcontractors and all other workers employed on this project.

In accordance with Public ACR 96-216, Section 4, I hereby state that I fully understand that every person employed or engaged to perform services on this construction site (including sole proprietors, independent contractors, and both owners and employees of subcontracting companies), are required to have Workers' Compensation Insurance. I also understand that there are new significant penalties under the Workers' Compensation Laws for misrepresenting one's employer status.

(Signed) _____ date _____

Subscribed and sworn to before me on this _____ day of _____, 20_____

 (Notary, Commissioner of the Superior Court, Justice of the peace)

Inland Wetlands & Watercourses Agency Questionnaire

Before obtaining any building permit, as a requirement, you will need to fill out a “Green Sheet” Questionnaire and submit it to the Wetlands Department. This form can be found in the Land Use Department, 2nd Floor of Town Hall or by visiting the Inland Wetlands website link below.

http://greenwichct.virtualtownhall.net/Public_Documents/GreenwichCT_Wetland/forms/index



Town of Greenwich
 DPW, Building Inspection Division
 Town Hall - 101 Field Point Road
 Greenwich, CT 06836-2540
 Phone: 203-622-7754 - Fax: 203-622-7848

OFFICE USE ONLY

PERMIT NO.

ISSUE DATE:

COMPLETED BY APPLICANT

PARCEL ID

BUILDING PERMIT APPLICATION FOR ADDITIONS AND/OR ALTERATIONS

The undersigned owner or authorized agent applies for a permit to add to or alter an existing building in accordance with the laws and ordinances of the State of Connecticut and of the Town of Greenwich and as set forth in the accompanying plans and specifications insofar as the same shall be found not to conflict with the aforesaid State and Town laws, and also for a certificate of occupancy for the use of the altered part of the building or addition.

OWNERS AND AGENTS

(PLEASE TYPE OR PRINT)

PROPERTY OWNER _____ ADDRESS _____

TENANT / LESSEE _____ ADDRESS _____

AUTHORIZED BUILDER / PERMITTEE

[PERSON RESPONSIBLE FOR SUPERVISION OF WORK, COMPLIANCE WITH APPROVED PLANS AND SPECIFICATIONS AND ALL CODES AND ORDINANCES]

NAME [TYPE] _____ ADDRESS _____

CT REGISTRATION NO. _____ TELEPHONE NO. _____

PLANS AND SPECIFICATIONS BY _____ ADDRESS _____

ARCHITECT OR PROF. ENG. _____ CT REG. NO. _____

BUILDING LOCATION

BUILDING ADDRESS _____ on the NORTH SOUTH EAST WEST side

APPROXIMATELY (DISTANCE) _____ N S E W FROM THE INTERSECTION WITH _____

SECTION OF TOWN

CENTRAL OUTLYING BYRAM PEMBERWICK GLENNVILLE COS COB RIVERSIDE OLD GREENWICH

BUILDING INFORMATION

Addition Alteration Repair Add and Alter Accessory

Present use _____ If changed, proposed use: _____

No. of family units: _____ If addition: _____

Existing _____ Area of addition _____ sf Existing area _____ sf

Proposed _____ Dimensions _____ X _____ Total area _____ sf

Total _____ No. of new rooms added _____ New bath rooms _____

DESCRIPTION OF WORK 1996 BOCA 2003 IRC Flood Zone

VALUE OF WORK _____ PERMIT FEE DUE _____

INVESTIGATION FEE _____

Certificate of Occupancy may be withheld until final valuation of work has been established and fee adjusted and paid. Issuance of this permit shall not be construed as a permit to perform any regulated activity on any inland wetlands.

CODE INFORMATION

ZONING REGULATIONS

Building Zone _____

Flood Zone _____ Elev. _____ NGVD

PROPOSED SETBACKS

Front _____ Side _____

Rear _____ Side _____

BUILDING CODE

Use group _____ Const. type _____

Stories _____ Height _____

AREA (LARGEST FLOOR)

Addition _____ sf Total _____ sf

All buildings, except 1 & 2 family dwellings not exceeding 4800 sf per floor, require the applicant to complete the height and area calculation on the back of this form.

TYPE OF SEWAGE DISPOSAL

Town Sewer Septic System

AMENDMENTS:

OFFICE USE ONLY

Tax Stamp

ZONING REVIEW

PRIOR TO C.O.

SECT. 6-12, APPLIES SECT. 6-12 APPLIES
 P&Z COND. APPLY GRADE PLANE AS BUILT
 EXEMPT FROM CAM P&Z CONDITIONS APPLY
 ZONING INSP. REQUIRED

BUILDING CODE REVIEW

PLAN REVIEW COND. APPLIES PROOF OF FLOOD ELEV. REQ'D PRIOR TO CO
 SITE DRAIN. COND. APPLIES GFM APPROVAL
 LOAD TABLES FOR TRUSS
 20% HC UPGRADE
 STATE ELEVATOR APPROVAL

REVIEWED BY _____ PROOF OF LOC. SUBMITTED CK. BY: _____ REVIEWED BY _____ APPROVED FIELD PLAN GIVEN TO BLDG/OWNER
 PERMIT PICKUP REQUESTED
 MAIL PERMIT

BUILDING PERMIT APPLICATION FOR ADDITIONS AND/OR ALTERATIONS

AFFIDAVIT

THE UNDERSIGNED PROPERTY OWNER, BEING DULY SWORN, DEPOSES AND SAYS:

1. That he/she is the current owner of premises described on this application for a building permit.
2. In accordance with the CT General Statutes, that the below said agent / builder is duly authorized on behalf of the owner to execute and complete this application.
3. That the work described in this application is duly authorized by the current owner.
4. That the undersigned agent / builder is hereby designated as the owner's representative with whom the Division of Building Inspection, DPW may deal with in respect to the work under this application.
5. That this authorization shall continue unless revoked by the owner by giving written notice of revocation to the Division of Building Inspection, DPW.

AUTHORIZED BUILDER/PERMITTEE INFORMATION

CURRENT OWNER NOTARIZED AUTHORIZATION

CT Reg. No _____

Name (type) _____

Name (type) _____

Signature _____

Signature _____

Subscribed and sworn to, before me on this

Phone _____

_____ day of _____, 20_____

Permit pickup requested

Mail permit

Notary Public signature _____

Contact name (type) _____ Phone _____

AMENDMENTS:

CT Reg. No. _____ Phone _____ Date: _____

Name (type) _____

Signature _____

Address _____

AMENDMENTS:

CT Reg. No. _____ Phone _____ Date: _____

Name (type) _____

Signature _____

Address _____

ZONING F.A.R. CALCULATION SQUARE FEET OF BUILDING AREA

	Existing Space	New Space	Existing & New Total
Full basement			
First floor			
Second floor			
Third floor			
Attic			
Garage			
Actual total building area =			

Building Zone _____

Permitted F.A.R. (FAR) = _____ %

Total Area of Property (TAP) = _____ S.F.

Maximum permitted building area

FAR X TAP = _____ S.F.

Calculations prepared by:

Name (Print) _____ Phone _____

Signature _____

(Invalid without signature)

BUILDING CODE HEIGHT AND AREA CALCULATION (PER TABLE 503, 1996 BOCA)

Use group _____ Const. type _____

Bldg. height (actual) _____ No. of stories (actual) _____

Area (largest floor) _____

Allowable tabular area (ATA) =	+ _____ S.F.
Reduction for height (Sect. 506.4)	
_____ % X _____ sf (ATA) =	- _____ S.F.
Subtotal =	_____ S.F.
Street frontage increase (Sect. 506.2)	
Total Building Perimeter (TBP) = _____ ft.	
Open Perimeter: North elev. _____ ft.	
South elev. _____ ft.	
East elev. _____ ft.	
West elev. _____ ft.	
Total open perimeter (TOP) = _____ ft.	
_____ ÷ _____ = _____ %	
TOP TBP OP (open perimeter)	
2 X (_____ % - .25%) = _____ %	
(OP) Allowable increase	
_____ % X _____ s.f. =	+ _____ S.F.
Allowable increase (ATA)	
Subtotal =	_____ S.F.
Sprinkler increase (Sect. 506.3)	
_____ % ÷ 100 X _____ s.f. =	+ _____ S.F.
Increase (ATA)	
Total allowable area (TAA) final total =	_____ S.F.
Actual area (largest floor) required to be ≤ (TAA) =	_____ S.F.