

**DIVISION OF BUILDING INSPECTION
DPW
TOWN HALL
GREENWICH, CONNECTICUT**

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OFFICE HOURS

8:00 am - 4:00 pm, Mon.- Fri.

PUBLIC HOURS

8:00 am - 2:30 pm

8:00 am - 12:00 pm Wednesdays

Codes Enforced

1999 CONNECTICUT STATE BUILDING CODE

INCLUDES:

1996 BOCA NATIONAL BUILDING CODE

1996 INTERNATIONAL MECHANICAL CODE

1997 INTERNATIONAL PLUMBING CODE

1995 CABO ONE AND TWO FAMILY DWELLING CODE

1995 MODEL ENERGY CODE

1999 NATIONAL ELECTRICAL CODE - NFPA 70

1998 ICC/ANSI A117.1 - ACCESSIBLE AND USABLE
BUILDINGS AND FACILITIES

COPIES AVAILABLE FROM BOCA INTERNATIONAL
800-214-4321 EXT-371 OR WWW.BOCAL.ORG

1999 CT SUPPLEMENT W/2000 AMENDMENTS

COPIES AVAILABLE FROM LEGAL PUBLICATIONS
STATE OF CT 860-741-3027

**TOWN OF GREENWICH BUILDING ZONE
REGULATIONS (Zoning Ordinance)**

COPIES AVAILABLE FROM PLANNING AND ZONING OFFICE
203-622-7894

How to use this booklet

On page seven of this booklet you will find a graphic diagram of the Building Permit Process. Each step is numbered on this diagram and starting on page 8 you will find a corresponding detailed explanation of each step in the process. These are the basic steps and procedures and are not intended to cover every possible scenario. If you have any questions regarding any procedure or if you feel your situation is not explained clearly, please do not assume anything. It is better to contact this office and ask questions than to proceed on an assumption.

Glossary of terms

A/C - Air conditioning

BZR - Building Zone Regulations (Zoning Ordinance)

C.O. - Certificate of Occupancy/Compliance. This is the final step in the permit process and verifies that all inspections, conditions and agency approvals were satisfactorily completed and indicates code compliance.

CSBC - Connecticut State Building Code

Cstone - Abbreviation for Cornerstone, Division's automated permit management system (computer software)

DPW - Department of Public Works (Town Department)

HVAC - Heating, Ventilating and Air Conditioning

IVR - Interactive voice response system (Inspection request line)

IWWA - Inland Wetlands and Watercourse Agency (Town Department)

P & Z - Planning and Zoning (Town Department)

PZBA - Planning and Zoning Board of Appeals

Permittee - The person responsible for supervision of work, compliance with approved plans and specifications and all codes and ordinances. Also, the person responsible for arranging for all required inspections.

Trigger - When the status of a permit application is changed from pending to active allowing for the permit to be printed out and issued.

ZEO - Zoning Enforcement Officer

NOTICES

Homeowners and Contractors

Issuance of a building permit **shall not** be construed as authorization to perform any work or regulated activity on any Inland Wetlands. If wetlands are on any property, **separate** approval and permit are required from the Inland Wetlands and Watercourses Agency (IWWA) **prior** to commencing work. Obtaining IWWA approval is the **responsibility of the building permit applicant** and issuance of a building permit in no way constitutes an IWWA approval.

Occupancy of a building (or addition) prior to the issuance of a C.O. is a violation of Section 118.1, CSBC and Section 6-18 of the Greenwich BZR. Anyone who violates these is subject to penalties as stated in Chapter 541, Part III, CT. General Statutes.

NOTICE TO PERMITTEE:

The Division of Building Inspection is responsible for administering the CSBC for the Town of Greenwich. This responsibility includes assisting architects, professional engineers, contractors and homeowners in interpreting and complying with the Code.

The legal responsibility for compliance with all code requirements falls on the permittee whose name and signature appears on the building permit application. Acceptance of this responsibility requires this person to have adequate knowledge in the construction field and the ability to supervise the proposed work for a specific building permit.

Most construction projects require continuous or part-time supervision (depending upon the size of the project) by a person experienced in construction to oversee the work. Not only does this person check for code compliance (which is the minimum standard for safety) but also for the hundreds of other details that must be worked out with the trade mechanics to insure a complete, functional and well coordinated project.

Please note that members of the Division of Building Inspection are not responsible for and shall not be expected to perform any supervision of a project. Field inspectors' duties include inspection of work performed by the permittee (including trades) for code compliance **only** and do not include any on-site supervision or coordination of work.

When are permits required?

Building Permits: Section 107.1, CSBC

Building permits are required for all of the following:

- All new buildings over 6'-0" in height regardless of floor area, including sheds. (Separate buildings require separate permits.)
- Additions to existing structures.
- Interior alterations to kitchens, bathrooms, basements and attics, etc.
- Exterior alterations:
 - Roof shingle replacement exceeding 25% of existing roof area
 - Replacement of wall siding: stucco, shingles etc.
 - Installation of replacement windows
- Demolish or relocate a building.
- Change the occupancy classification of a building
- Move a lot line that affects an existing structure
- Outdoor swimming pools (inground & above ground)
- Outdoor spas, hot tubs, etc.
- Tennis courts
- Signs
- Special events (tents, fairs, carnivals, etc.)
- Exterior decks
- Structures over 6'-0" in height including:
 - Fences
 - Walls (free standing and retaining)

Permits are not required for ordinary repairs. The following are NOT considered ordinary repairs and DO require permits:

- Cutting away of any wall partition or portion thereof
- Removal or cutting of any structural beam or load bearing support
- Removal or change of any required means of egress
- Rearrangement of parts of a structure affecting egress requirements
- Addition, alteration, replacement, or relocation of any of the following:
 - Standpipe
 - Water supply
 - Sewer line
 - Drainage pipe
 - Drain leader
 - Gas line
 - Soil, waste or vent piping
 - Electric wiring
 - Mechanical work

See next page.

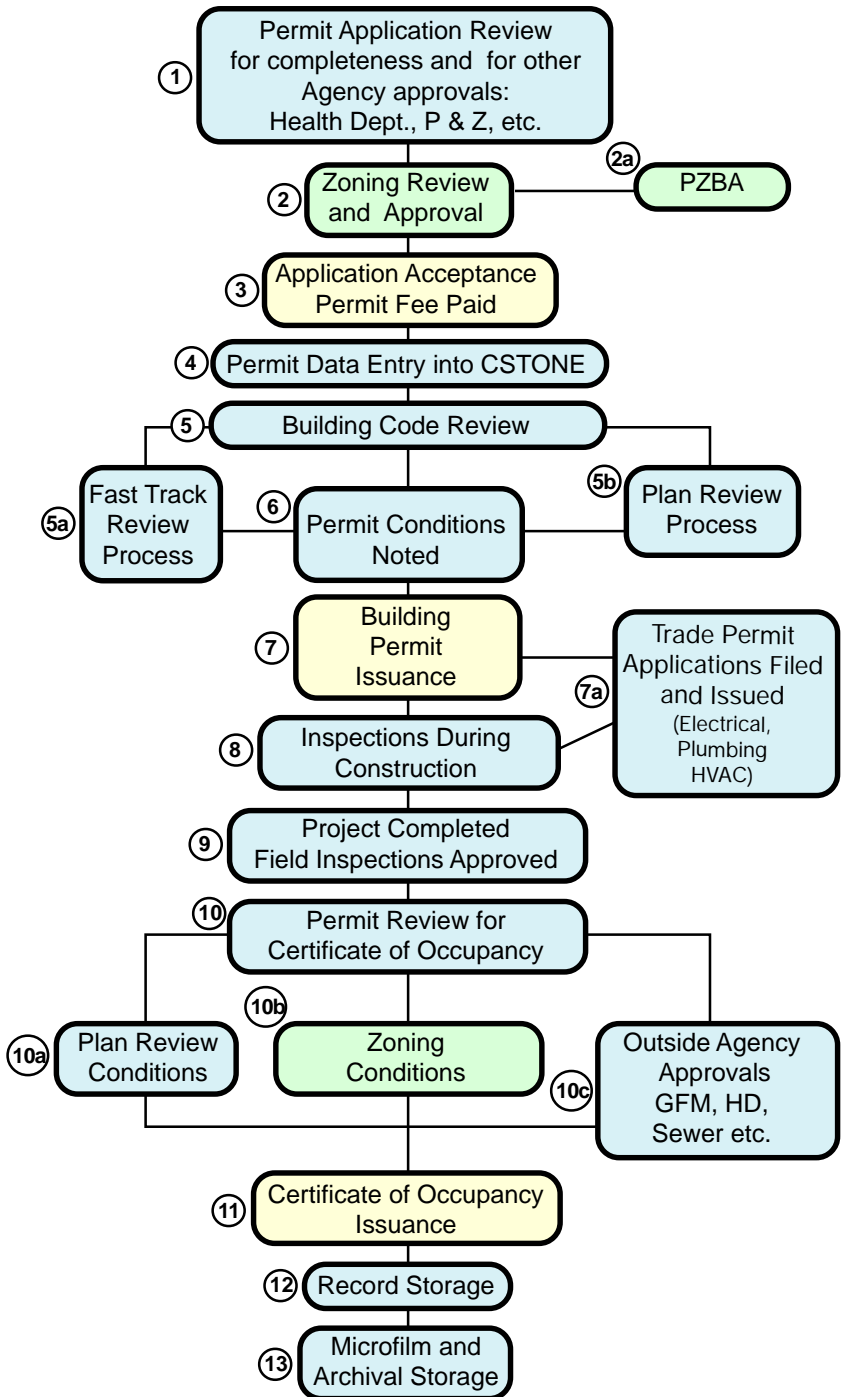
When are permits required?

(Continued)

Trade Permits: Sections 107.1 (5), 2703.1, 2804.1 and 2904.1, CSBC

Trade permits are required for the following work:

- Electrical work including:
 - High voltage wiring
 - Low voltage wiring
 - Alarm system
 - Telephone systems
 - Computer systems
 - Fire alarm systems
 - Audio visual systems
 - Services (new, changed, or temporary)
 - Control wiring for boiler/furnace/AC units
 - Generators
- Plumbing work including:
 - Water distribution (including water main)
 - Waste and vent systems
 - Sprinkler systems
 - Gas piping
 - Fire extinguishing systems (kitchen hood)
- HVAC work including:
 - Heating systems
 - A/C and refrigeration systems
 - Duct work
 - Commercial kitchen hood systems (including ductwork)
 - Oil and propane tanks



STEP 1: Application Review

This step is to check that all applicable forms are filed and properly filled out by the applicant. This review is performed by the Plan Examiner on duty at the front counter. Also, this step ensures that other appropriate Town Departments have reviewed and approved the proposed project. The following is a list of types of permits and the appropriate forms and Town Departmental approvals required for each:

New Buildings:

- New Building or Structure application form (white)
- Workman's Compensation form (orange)
- IWWA Questionnaire (green)

Addition and/or Alterations:

- Additions and/or Alterations application form (yellow)
- Workman's Compensation form (orange)
- IWWA Questionnaire (green)

Outdoor Swimming Pools, Spas or Hot Tubs:

- Outdoor Swimming Pool, Spa or Hot tub application form (blue)
- Workman's Compensation form (orange)
- IWWA Questionnaire (green)

Signs:

- Sign application form (pink)

Special Events:

- Special Event form (green)

Demolitions (entire structures only):

- Demolition application form (orange)
- IWWA Questionnaire (green)
- Affidavit of notification (white)

Applications are also checked for the following:

- Owner's notarized signature (if not owner filing)
- Tax Account # and Tax Collector stamp
- Proper construction value to assess permit fee
- Contractor's registration numbers when applicable

Town Department Approvals:

- Department of Environmental Health
- Greenwich Fire Marshal's Office
- DPW, Highway Division (including all applicable permits)
- DPW, Sewer Division (including all applicable permits)
- Planning and Zoning (Land Use Agencies)

Note: incomplete application forms will not be accepted.

IMPORTANCE NOTICE: The person who signs as the permittee on the application form is responsible for compliance with all codes and regulations and is responsible for requesting and arranging for all inspections at the appropriate times and in the proper sequence.

STEP 2: Zoning Review and Approval

Application is reviewed for compliance with the Greenwich BZR. This review is performed by the ZEO or a Zoning Inspector at the front counter. Items reviewed for residential properties are use, setbacks, lot coverage and floor area ratios (FAR). Commercial properties are reviewed for all of the same as well as use, occupancy and P&Z conditions placed on the project during the P&Z review and approval process. This P&Z approval process always takes place **prior to the building permit application acceptance**. P&Z often places conditions on their approval that are required to be satisfied prior to building permit issuance. This review is to insure that these conditions have been met.

STEP 2a: Planning & Zoning Board of Appeals

Variances from the BZR are granted through the PZBA. Applications are available from and submitted to the ZEO along with the fee. The Board meets once a month and the decisions are administered by the ZEO. All PZBA meetings are open to the public. Once a variance is approved by the Board there is an approximate 30 day waiting period before a building permit can be filed.

STEP 3: Application Acceptance

After the Zoning review is completed and approved the ZEO or the Zoning Inspector will sign the application form in the lower left corner. The plan examiner on duty will then check to see if the application requires that construction plans be submitted. If the scope of the work requires architectural plans, he/she will determine if they are sufficiently detailed for the plan review process. If not, the application may be rejected until adequate plans are submitted. If the plans are adequate, the value of the work on the application form will then be checked. If this value is appropriate for the scope of work, the building permit fee will be assigned and the applicant will be required to pay the fee (fee schedule posted in office and on website). Once the applicant receives a receipt for the fee, the application has been **“officially accepted”** by the Division and will be stamped as received. **NOTE: Your submission at this stage is still just an application for a permit. NO WORK is authorized to begin until you have received a building permit (see step 7).**

STEP 4: Permit Data Entry in Cstone

This process is performed by the Division of Building Inspection staff. It involves entering the permit application data into Cstone (Division's automated permit management system) as a **"pending"** permit application. The applicant can access information on the status of their application from a touch tone phone by calling 203-622-7772. After you have listened to the menu, press 5 on your touch tone phone. You need to know two numbers. The permit application number (top left corner of your receipt) and the house number. **Note: you must use the prefix number in front of the receipt number (i.e.; 2-1234).**

STEP 5: Building Code Review (Plan Review)

The Plan Examiner on duty at the counter will decide how to route the application through the plan review process. If it is a small project that can be reviewed quickly it will be sent to the "Fast-Track" process. Otherwise it will be routed to the regular plan review process. The plan review process in either case involves the review of the application and the plans and specifications submitted for compliance with the CSBC and all referenced standards contained therein. **This process is of benefit to the owner and contractor because it identifies code violations prior to the actual construction, therefore avoiding costly changes after construction.** During this plan review if any code violations are found or if the plans lack any details or information, the applicant will be notified of same. This is done in two different ways.

Plans "red marked": Code violations on plans can be corrected by the plan examiner by noting the violation and supplying the correct code requirement. If the plan is lacking in specific information, the proper code requirement will also be supplied. In either case the information will be supplied by a hand written note or stamp in **"red ink"**. The plans will then be noted as approved and returned to the applicant with the building permit. **Note: it is important that the permittee read these notes because it is his/her responsibility for compliance with all "red-marked" notes on the plans.**

Plan Review Letter: If the code violations or lack of details are numerous or require a revision to the plans, a **plan review letter** will be sent to the applicant detailing the issues. It will be the responsibility of the permit applicant (permittee) to respond to these items. Once a satisfactory response to all items on the letter has been received the plans will be noted as approved and returned to the applicant with the building permit.

STEP 5a: Fast-Track Review Process

This process is for small applications that can be reviewed while the applicant waits. However, if the plan examiner has several other applicants waiting or has many other applications that have not yet been reviewed, the application, although identified for “fast-track”, may have to be reviewed later that day or the following day. The applicant will be notified of this at the time of their application.

STEP 5b: Plan Review Process

All applications not identified as eligible for the “fast-track” process are routed through the regular plan review process. Those applications that are sent through this route are usually the larger or more complicated projects. Therefore, the review is more involved and usually takes longer. These reviews can take from several days to four weeks depending on the project. Plan review letters are usually sent out to the applicant noting additional information required or code violations. Failure to respond to this plan review letter will hold up issuance of a building permit. It is the responsibility of the permittee to respond to all items listed therein.

STEP 6: Permit Conditions Noted

After the plan review is complete and the **plan review letter** is satisfactorily answered the permit application is eligible for issuance. The project is then reviewed and assigned permit conditions, if appropriate for the project. There are two types of conditions. Some are directives to the permittee to comply with certain code requirements such as providing sanitary facilities or flag men at the site. These types of conditions do not require any response from the permittee, however, the permittee is responsible for compliance with the condition.

The second type does require a response. They can be conditions requiring the submittal of additional information, test reports from testing laboratories, or engineers, special inspection reports, or certifications required from architects or engineers. The Certificate of Occupancy will not be issued until satisfactory responses are submitted to these conditions. The permittee is notified of all conditions by a letter that is placed in the permit package when the permit is issued. **It is critical that the permittee review this letter immediately upon receipt of the permit because there may be conditions, that unless complied with, will hold up the issuance of a C.O. (see Step 10a).**

STEP 7: Building Permit Issuance

Once the plan review is complete and the conditions (if applicable) are noted the plans are stamped with an approval stamp and the permit is triggered (issued) through Cstone. A permit package is then prepared and mailed to the applicant, unless the applicant checked the box on the back of the permit application form requesting that they be called for permit pick-up. In this case they will be called for pick-up. This permit package includes the permit, the condition letter (if applicable), the approved plans and various notices regarding permit and inspection procedures.

STEP 7a: Trade Permits

Most construction projects require not only building permits but trade permits. Trade permits are required for all electrical, plumbing and HVAC work. These permits are filed by the licensed trade contractor doing the work. **After the building permit is issued** these contractors are required to file their respective trade permit. These permits are filed under the building permit number and there is no permit fee required because the cost of the work was included in the construction value submitted with the building permit application. **Note: all work covered by trade permits is not authorized to begin until after the respective trade permit has been issued.**

The following are examples of work that require trade permits:

- Electrical:** High voltage wiring
Low voltage wiring:
 Alarm systems
 Telephone systems
 Computer systems
 Fire alarm systems
 Audio visual systems
Services (new, changed or temporary)
Control wiring for boiler/furnace/AC units
Generators
- Plumbing:** Water distribution (including water main)
Waste and vent systems
Sprinkler systems
Gas piping
Fire extinguishing systems (kitchen hood)
- HVAC:** Boiler/furnace (new and replacements)
AC and refrigeration units (new and replacements)
Ductwork for forced hot air systems
Hood systems (kitchen cooking equipment including ductwork)
Oil or propane tanks

Step 8: Inspections of Construction

In accordance with Sections 113, CSBC (BOCA 1996 and CABO 1995) this office is required to make inspections of the construction as it progresses. **It is the responsibility of the permittee to manage and arrange for these inspections at the proper time and to insure that the Inspection Record Card is properly posted and accessible during inspections. See page 18 for details on how to request inspections and page 22 for inspection codes.**

There are three basic stages of inspections for most projects: **site work / foundation, rough stage and finals**. All of these inspections and their results are recorded on the **Inspection Record Card**. This card will be delivered to the job site by an inspector from this office and it is required to be kept at the job site **at all times** (typical card is shown below). After the permittee has requested each required inspection and an inspector has made the inspection he will sign the **Inspection Record Card** in the appropriate place. This card is the permittee's record of all inspections and shall be posted on the job site at all times for easy access by the inspectors from the Division of Building Inspection. Failure to post this card may result in refusal of inspection. If at any time this card is lost or destroyed a duplicate must be obtained from this Division.



**TOWN OF GREENWICH
DIVISION OF BUILDING
INSPECTION
DPW**

PERMIT NO. _____

OWNER _____

ADDRESS _____

INSPECTION RECORD CARD

BUILDING	ELECTRICAL	PLUMBING	HVAC
SOIL BEARING	UNDER GROUND OR FLOOR	UNDER GROUND OR FLOOR	UNDER GROUND OR FLOOR
FRAMING	SERVICE ROUGH	ROUGH	ROUGH
FRAMING COMPLETED	ROUGH COMPLETED	ROUGH COMPLETED	ROUGH COMPLETED

PERMISSION TO INSULATE _____

INSULATION INSPECTION _____

PERMISSION TO COVER _____

FINAL INSPECTIONS

BUILDING	ELECTRICAL	PLUMBING	HVAC

NOTICE: THIS CARD **SHALL** BE POSTED ON THE JOB SITE AT ALL TIMES
 FAILURE TO COMPLY WILL RESULT IN REFUSAL OF INSPECTION

INSPECTION REQUEST LINE: 203-623-7772
 (SEE BACK OF CARD FOR INSPECTION CODES)

SITE WORK / FOUNDATION

UNDERGROUND INSPECTIONS:

Description:

All utilities placed underground on the site require inspection. These include all piping/conduit containing any electrical, water, gas or oil lines and sewer piping up to the property line. **All exterior piping to septic systems are inspected by the Division of Environmental Health (622-7838). All underground electrical services are required to be inspected by both the Division of Building Inspection and CL&P and you are not permitted to backfill until both agencies have inspected and approved the installation. In all cases the permittee is responsible for arranging for these inspections at the appropriate times with each department.**

When to request:

When the trench containing the utility has been excavated, the pipe/conduit has been laid and all fittings have been properly connected and ***before you backfill the trench.*** **Covering any portion that has not been inspected or approved will result in excavation of this area to permit the required inspection.**

FOOTING INSPECTIONS (soil bearing):

Description:

All new foundations require a soil bearing inspection. This includes foundations for new buildings and additions.

When to request:

When the excavation is complete and any concrete forms, reinforcing rods (if used), or pins (in ledge) are in place and ***before the concrete is placed.***

NOTE:

In winter months, during below freezing weather, precautions shall be taken by the permittee to protect the soil of the excavation from freezing prior to the placement of the concrete. Also, precautions shall be taken to protect the concrete after placement and during curing. Please be advised that if there is no evidence of a method to accomplish this on the site during the inspector's visit, it may be cause to not approve the inspection, and therefore not grant permission for placement of concrete.

IN-SLAB INSPECTIONS:

Description:

All mechanical trade piping/conduit (i.e.; plumbing, HVAC or electrical) or any HVAC ductwork that will be placed inside the foundation footings or within any concrete slab.

When to request:

When the piping/conduit/ductwork is in place, all fittings are properly connected and all work is adequately supported and **prior to the placement of the concrete. Covering of any of the above without inspection or approval will result in the excavation of same to permit the required inspection.**

NOTE:

If you received a "Foundation Only" permit and your permit contained a condition that Sec, 6-12 of the BZR applies (Step 2) you are required to have a CT licensed surveyor prepare a survey of the property indicating the "as-built" location of the foundation. This survey is required to be submitted to this office for review and approval prior to any work (framing) proceeding beyond the foundation. Once this survey is submitted and approved the full building permit will be sent to the applicant and framing can begin.

ROUGH STAGE INSPECTIONS

ROUGH TRADE INSPECTIONS:

Description:

All trades (including plumbing, HVAC, and electrical work) require an inspection of the work that will eventually be covered by wall or ceiling finishes or as described below:

Plumbing: Includes installation of all water distribution, wastes lines and vents. This includes piping in basements, crawl spaces and attics or other inaccessible areas.

HVAC: Installation of all ductwork, water or steam lines and oil, gas or propane lines.

Electrical: Installation of all circuit wiring from all electrical panels to the individual boxes serving outlets, switches and fixtures. Includes all low voltage wiring (i.e.: alarm systems, computer or telephone wiring, etc.)

When to request:

Inspections shall be requested when the "rough-in" work is completed which includes the proper connecting of fittings and supporting of all piping, conduit, ducts and wiring. Electrical wiring shall be spliced in all boxes and properly supported or stapled.

NOTE:

All rough trade inspections shall be requested prior to the request for a structural framing inspection and prior to the installation of the insulation. Check the inspection record card to make sure that all trade rough inspections have been "signed-off" as completed prior to requesting the framing inspection.

ROUGH STAGE INSPECTIONS (Continued)

ROUGH FRAMING INSPECTION

Description:

All structural framing including floors, walls, and roofs, including framing of all non-load bearing partitions and non-structural furring members. Also includes inspection of all fire-stopping materials.

When to request:

Inspection shall be requested when all framing is completed and properly nailed, bolted or secured. Unless prior approval is granted by a building inspector the framing inspection shall be requested only after all the rough trade inspections have been made, approved and the trade inspectors have **signed your inspection record card indicating the rough inspection is complete.**

IMPORTANT NOTICE:

When the building inspector signs your record inspection card that the framing is complete and approved, he will then sign the card granting permission to insulate. **You do not have permission to insulate until this portion of the inspection record card is signed.** This ensures that all building elements that are required to be inspected have been inspected and approved prior to insulating. If you insulate prior to this you will be required to remove all insulation to allow this office to make all required rough inspections.

INSULATION INSPECTION

Description:

All insulation materials shall be properly installed and secured in place along with an adequate vapor barrier. This includes insulation in all exterior and interior walls, floors and roof/ceilings assemblies. Also, at this time this inspection will include checking for proper ventilation of all areas of confined spaces of roof/ceiling assemblies.

When to request:

Inspection shall not be requested until all insulation, vapor barriers, and all soffit, ridge or other type vents have been installed.

IMPORTANT NOTICE:

After the building inspector has made the insulation inspection and it has been approved he will sign the **inspection record card** next to “**insulation inspection**”. He will also sign below that next to “**permission to cover**”. This gives you permission to proceed with covering the walls and ceilings with your wall covering (gypsum board, paneling, ceiling tile, etc.).

NOTE:

If you cover walls or ceilings prior to receiving permission to cover you will be instructed to remove all such coverings to allow this office to make the required insulation inspection. You will know when you've received this permission *when the inspection record card is signed granting permission to cover.*

At this stage of the project no other inspections are required until the job is completed (**see “out of sequence inspections” for exceptions**). When the project is complete you are required to request final inspections for all trades (electrical, plumbing and HVAC) and a final building inspection. These inspection requests can be requested **in any order**.

NOTE:

You are reminded to check your permit condition letter (step 6) for permit conditions and to check with the Building Inspection Division staff to see if any other Town agency inspections (approvals) are required. If so, you are required to schedule these inspections.

OUT OF SEQUENCE INSPECTIONS

The following inspections can be requested at any time during the project:

Electrical: Temporary or permanent service

Plumbing/HVAC: Check to fire equipment

Building: Pool fence

FINAL INSPECTIONS

Description:

When all the work is completed final inspections for all trades that required trade permits will be required and a final building inspection will also be required. A final zoning inspection may be required.

When to request:

When each trade is completed a final inspection shall be requested. Unlike the rough stage inspections where the building (framing) inspection is the last inspection, these inspections can be requested in any sequence. When each trade is complete the final inspection for same shall be requested. If a final zoning inspection is required this shall be requested after all the final trade inspections and final building inspection have been completed and approved.

HOW TO REQUEST INSPECTIONS

Our automated permit management system (Cstone) is equipped with an interactive voice response (IVR) feature. This feature allows you to call from a touch tone phone and connect directly to Cstone to request inspections and also check not only the status or result of an inspection but also the status of a building permit application. Instructions are included with every building permit package on how to request an inspection by phone and with each permit is included a list of inspection codes. Not every project will require every inspection on this list. The permittee only needs to request those inspections that are applicable to their job. See page 22 for inspection request codes.

NOTICE:

If you have received a foundation only permit be sure to use the “F” at the end of the permit number when using the IVR system (example 2-999F not 2-999). If you are requesting an electrical, plumbing or HVAC inspection you request it by using the **building permit number**. Use 2-999 **not** 2-999E (electrical permit), 2-999P (plumbing) or 2-999H (HVAC).

Inspections called in prior to 2:00 pm on any given day are posted on the inspection list for the next scheduled work day. This posting does not necessarily mean that the inspection will be done on that next work day. Inspections are made basically in the order in which the request was received with a few exceptions. Due to the volume of inspection requests it may take our inspectors a few days before they can respond to a request. Again, this will depend on the number of inspection requests ahead of your request.

Step 9: Project Completed Field Inspections Approved

Once all of the required final inspections have been made and approved the inspection portion of the process is complete. This **does not** mean that the permit is now eligible for a Certificate of Occupancy (C.O.) or that the building can be occupied. It only indicates that **all field inspections** are completed and no further field visits are required by the Division of Building Inspection. There may be other inspections required by other Town agencies (see Step 10c for examples). The permittee is now responsible for checking with the Division’s staff to review the permit for issuance of the C.O. **This shall be done prior to any permittee telling their owner/tenant that they can legally occupy any building.**

Step 10: Permit Review for Certificate of Occupancy

After all field inspections have been approved, each permit file is reviewed for issuance of the C.O. This is a three step process and is outlined in Steps 10a, 10b and 10c.

Step 10a: Plan Review Conditions

If you received a permit “condition letter” (see Step 6) when the building permit was issued this is the step where the conditions will be reviewed for a satisfactory response. As explained in Step 6 some conditions do not require a response, but those conditions that do will be reviewed. Failure to submit **this information or response will hold up the issuance of the C.O.**

Step 10b: Zoning Conditions

The Zoning Enforcement Officer (ZEO) at this stage will review the project for zoning conditions. There are two types of zoning conditions. First are general conditions applicable to all properties and construction projects arising from the Town’s Building Zone Regulations. Second are Planning and Zoning Commission conditions applicable to a specific property or development project as part of a specific P&Z approval. Either or both of these types of conditions may require compliance before construction, during some stage of construction or prior to issuance of the C.O. **Failure to comply with any of these conditions will hold up the issuance of a C.O.**

Step 10c: Other Agency Approvals

At this stage the permit is reviewed to insure that other Town agency approvals have been satisfied. The following are agencies whose approval **may** be required and the format in which this approval is accomplished:

Greenwich Fire Marshal: 622-3950

This office has fire inspectors that will inspect the work done under the permit. The permittee is responsible for scheduling this inspection directly with the Fire Marshal’s office. When this inspection has been made and approved the Fire Inspector will notify the Division of Buildings directly. This approval does not apply to one and two family dwellings. *(Continued on next page.)*

DPW, Sewer Division: 622-7760

New buildings that are connected to the Town sewer system require the submission of a **Notice of Sewer Connection** (Sewer Final). This notice is issued by the Sewer Division after their inspection of the sewer line and connection. The permittee is responsible for arranging for all inspections by the Sewer Division. **Failure to submit this notice will hold the issuance of a C.O.**

DPW, Engineering: 622-7767

P&Z conditions often require approval from this Division prior to C.O. If Engineering approval is required, then this Division will send a memo to the Division of Building Inspection stating they have no objections to the issuance of a C.O. **It is the responsibility of the permittee to follow-up on this approval and supply Engineering with the required information.**

Health Department, Division of Environmental Health: 622-7838

All buildings that involve any of the following will require approval from this Division prior to the issuance of a C.O:

- Serving or preparation of food for the public
- Buildings that discharge into a private septic system
- Buildings that are supplied with water from a well
- Irrigation wells
- Child care facilities
- Cosmetology facilities (nail/beauty salons, etc.)
- Variety/food stores (including mini-marts)
- Public pools (including private clubs)

This Division will issue a memo to the Division of Building Inspection stating their approval. It is the responsibility of the permittee to obtain all inspections and approvals from this Division. **Failure to obtain this approval will hold up the issuance of the C.O.**

Step 11: Issuance of the Certificate of Occupancy

After all required inspections have been approved, and all conditions have been met, the permit process is complete and a C.O. will be issued. This C.O. is generated through the automated permit management system (Cstone) and printed out within a few days of the permit process completion. This certificate permits legal occupancy of the building and is mailed to the permittee with a copy to the owner.

NOTE:

There is no separate Zoning C.O. The C.O. issued by the Division of Building Inspection acts as a building code and zoning ordinance final approval and bears the signatures of both the Building Official and Zoning Enforcement Officer.

NOTE:

Occupancy of any building or altered portion of a building without first obtaining a C.O. is a violation of Section 118.1, of the CT State Building Code.

Step 12: Record Storage

All permit and inspection records are stored in the Division of Building Inspection storage room. The original “hard copy” records are stored for up to 10 years. These records are “public records” and are available for review and copying.

Step 13: Microfilm & Archival Storage

All permit and inspection records are eventually copied onto microfilm aperture cards. These records are available to the public for viewing on a microfilm reader-printer machine. The Division’s permit records date back to 1926. Also, computer records of archived permits date back to 1988 and are accessible through the public access computer in the front lobby of our office.

See next page for Inspection Codes.

INSPECTION REQUEST LINE: 622-7772

INSPECTION CODES

Building Inspections:

Type	Description
110	Footing (soil bearing)
115	Partial footing
121	Foundation/slab insulation
130	Framing
131	Partial framing
136	Ceiling grid
140	Insulation
145	Partial insulation
150	Pool fence
165	Party or fire wall separation
170	Demolition final
199	Final building

Plumbing Inspections:

Type	Description
310	Plumbing underground
315	Plumbing underfloor
320	Rough plumbing
321	Partial rough plumbing
340	Water pipe
350	Water service
360	Lawn sprinkler
370	Sprinkler system
399	Final plumbing

Electrical Inspections:

Type	Description
210	Temporary electrical service
215	Underground electrical
220	Rough electrical
221	Partial rough electrical
225	Rough walls electrical
229	Rough ceiling electrical
240	Electrical service
245	Rough electrical service
246	Final electrical service
250	Well pump
255	Generator
260	Pool bonding
270	Pool underground & grounding
280	Pool apron grounding
299	Final electrical

HVAC Inspections:

Type	Description
410	HVAC underground
415	HVAC underfloor
420	Rough HVAC
421	Partial rough HVAC
441	Check to fire equipment
460	Ventilation-kitchen exhaust
475	Gas pipe inspection
485	Oil inspection
490	Hydronic/Hot water
499	Final HVAC