

## Important Information

Please refer to the “How to fill out a Plumbing Permit Application” on the following page when filling out your form. Plumbing permits must be filled out completely. If some sections do not apply, N/A should be noted in the proper locations. Keep in mind, if a permit is not filled out completely, it may be accepted at the counter but returned upon further review by the Plumbing Inspector.

**This is a sample application, displayed for informational purposes only. It is not meant to be printed off this web page and filled out.** The actual application forms are printed on scored cardstock due to frequent handling by inspectors in the field and are only available in the Building Inspection Office, Town Hall, second floor.

## Inspections

Plumbing inspections must be done at the rough stage of construction, before the work is covered by walls or ceilings. **Inspections will be made only when the work is 100% complete.** The Permittee on the building permit is responsible to insure that work is complete prior to requesting an inspection.

# How to Properly Fill Out a Plumbing Permit Application

Below is a sample of a Plumbing Permit Application with notations as to how to properly fill out parts of the form where errors or omissions are most common.

**Application must be filled out completely or it will not be accepted.**

Side 1

- 1 If the proposed trade work is part of a larger project and if there is a building permit issued, you must obtain the building permit number from the owner or General Contractor and enter it here.
- 2 Complete all building owner and location information.
- 3 Flood zone information available at Building Division front desk. Ask to see flood map if not sure.
- 4 Complete all building occupancy information.
- 5 Indicate if there is a Building Permit and indicate the General Contractor. (If the G.C. is the owner, list owner name.)
- 6 List value of work proposed under this application. Permit fee is based on this value (\$12 per \$1000 value. (Min. fee \$40.00) **There is no fee**, and value of work does not have to be noted if there is a Building Permit for the project and it is listed on the application under #1.
- 7 The Permittee can only be the owner or a CT Licensed Contractor with an appropriate license for the proposed work. (Authorized Agents filing for Licensed Contractors **do not** place name here. See #11.)
- 8 Must be the signature of Permittee listed on #7 above. **Cannot** be signature of Authorized Agent from #11. This line can be left blank when an authorized agent signs for the licensed contractor on line #11.

**DIVISION OF BUILDING INSPECTION, DPW**  
101 FIELD POINT ROAD, GREENWICH, CT  
PHONE - 203-622-7754

**APPLICATION FOR PLUMBING WORK**

The undersigned in accordance with the Connecticut State Building Code hereby applies for a permit to perform plumbing work as listed herein and agrees to conform strictly to the applicable codes and to promptly give notice to this office when work is ready for all required inspections.

PLUMBING PERMIT NO. \_\_\_\_\_  
BUILDING PERMIT NO. \_\_\_\_\_  
DATE ISSUED \_\_\_\_\_  
FINAL APPROVAL \_\_\_\_\_

1 Building Owner \_\_\_\_\_ Owner's Address \_\_\_\_\_  
2 Building Location \_\_\_\_\_ Feet ( N S E W ) Side of nearest cross street \_\_\_\_\_  
3 Tenant name \_\_\_\_\_ Address \_\_\_\_\_ Is this Building in a Flood Zone?  Yes  No Zone \_\_\_\_\_

4 Building occupied as \_\_\_\_\_ If changed, new occupancy \_\_\_\_\_ No. of Dwelling units: Current \_\_\_\_\_ Proposed \_\_\_\_\_

5 Is there a building permit on this job?  Yes  No  
6 General Contractor \_\_\_\_\_  
7 Value of Work \$ \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_  
8 Amend No \_\_\_\_\_ Amend Fee \$ \_\_\_\_\_  
9 Application Approved By \_\_\_\_\_

Permittee (Print) \_\_\_\_\_  
Permittee (Signature) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

LICENSING INFORMATION  
10 CT Lic. # \_\_\_\_\_ 11 Cont. Authorized Agent \_\_\_\_\_

ATTACH LETTER PER P.A. 91-95

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**PROPOSED WORK** (to be filled out by permittee)      Unless all work is new, indicate new, moved or replaced      New = N      Move = M      Replace = R      Example 

2	N
1	R

	W. C	TUB	BASIN	SHOWER	SINK	LAUNDRY TUB	CLOTHES WASHER	DISH WASHER	BIDET	URINAL	FLOOR DRAIN	HOSE BIBS
12 BASEMENT												
1st FLOOR												
2nd FLOOR												
3rd FLOOR												
4th FLOOR												

13 Remarks : \_\_\_\_\_

- 9 Address and phone number of Permittee listed on #7 above.
- 10 CT Trade License number of Permittee listed on #7 (required to be appropriate license for proposed work).
- 11 Authorized Agents filing permits for licensed contractors sign here and attach authorization letter from licensed contractor per Public Act
- 12 This section is important and is required to be filled out completely. You should indicate the number and type of fixtures to be moved or replaced (means same location)
- 13 Remarks section allows the applicant to list work that is not listed under section #12. (Example would be: install fire sprinkler system or gas lines, water heater etc.)

Side 2

**If section is not applicable, enter N/A in space.**

- 14 A brief but concise description of work is required. (Example: install, or renovate 2 bathrooms on 2nd floor, renovate kitchen and 1/2 bath on first floor). **Filling this section out does not eliminate the requirement to fill out section #12. Must be filled out even if section #12 is completed.**
- 15 Owner authorization is **ONLY** needed if this Trade Permit is not filed under a Building Permit, in which case a permit fee is required.
- 15a Owner's name must be printed to ensure correct spelling.

- 15b Owner's signature required. Application will not be accepted without this signature.
- 15c Same as permittee on #7 above. Print name.
- 15d Permittee signature same as #8 above.
- 16 Indicate persons performing work. This shall be filled out for **ALL** applications. **Note:** If owner is permittee and is not doing the work, the person doing work must be indicated. In this case the person must have the appropriate CT Contractor's License.

**LOCATION AND DESCRIPTION OF WORK**  
Required to be filled out by the permittee as listed on the front of this application.  
Incomplete forms will not be accepted. (Please Print)

14 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15 **OWNER AUTHORIZATION**  
(Only required if not filed under a Bldg. Permit (SEC 29-263 CGS))  
I hereby state that I am the owner of the property listed on the front of this application and hereby authorize the agent listed below to act on my behalf to complete and file this application for the work listed herein.

15a OWNER: \_\_\_\_\_ (print)  
15b OWNER: \_\_\_\_\_ (signature)  
15c AGENT (contractor): \_\_\_\_\_ (print)  
15d AGENT (contractor): \_\_\_\_\_ (signature)

16 **PERSONS PERFORMING THE WORK**  
Project Supervisor/Foreman: \_\_\_\_\_  
CT License #: \_\_\_\_\_ License Type: \_\_\_\_\_  
List other employees on job with license information  
1. \_\_\_\_\_  
CT License #: \_\_\_\_\_ License Type: \_\_\_\_\_  
2. \_\_\_\_\_  
CT License #: \_\_\_\_\_ License Type: \_\_\_\_\_

**TAX STAMP**      Trade Permits not filed under Building Permits require a permit fee and must have a "tax stamp" from the Tax Collector's Office on the application. To obtain this stamp you must have the Parcel I.D. number from the Tax Assessor's Office.

NO DELINQUENT SEWER OR REAL ESTATE TAXES DUE  
PROP. I.D.# \_\_\_\_\_  
DATE: \_\_\_\_\_

**See other side for important information about inspections.**