

BUILDING APPLICATION PROCEDURES

THE FOLLOWING PROCEDURES SHALL APPLY:

1. Any alteration – remodeling, replacing, additions, fences over 6’ high, accessory building, construction of driveway, curtain drains, septic repair or replacement, well repair or replacement, woodstove installation or replacement, swimming pools, underground tank installation or removal, change of use of a building requires a permit.
2. All required permits for a job must be completely filled out, signed by the required signatures and fee paid prior to the start of the project. Contractors must include their license numbers on all permits. Building plan and site plan must be submitted with application before it can be received for review.
3. Call before you dig number ticket number required prior to issuance of building permit, call 1-800-922-4455.

NOTE: BUILDING PERMITS MAY TAKE THIRTY (30) DAYS BEFORE
ISSUANCE.

4. All fees shall be paid to the Building Department at the time the permit is issued. Make checks payable to the Town of Andover.
5. ALL INSPECTIONS REQUIRE A FORTY-EIGHT HOUR NOTICE...NO EXCEPTIONS. ALL INSPECTIONS WILL BE MADE BY THE BUILDING INSPECTOR, INLAND WETLANDS AGENT, SANITARIAN, FIRE MARSHALL, ZONING ENFORCEMENT OFFICER.
6. No inspections shall be made on any of the following items unless the proper permits and plans are on file in the Building Department and approved by the Building Official, Sanitarian, Zoning Enforcement Officer and Inland Wetlands Agent.

INSPECTION SCHEDULE

- A. Inspection after excavation and before footings are poured.
- B. Foundations after sealing and before backfilling. If foundation drains are to be installed outside of foundation, an inspection is required before backfilling.
- C. Fireplace before first flue is met.
- D. Inspection after rough framing, electrical, heating and plumbing is complete.

- E. Insulation inspection before sheetrocking.
- F. Well site inspection before drilling. Permit required.
- G. Septic system inspection during installation and before covering or per Sanitarian's schedule.
 - 1. Permit is required prior to installation, a certified as-built plan submitted after completion may be required.
- H. Driveway apron (portion owned by Town) Permit required. Cash bond posted prior to issuance of Building Permit. Anti-tracking pad and required soil erosion control measures in place before other work is to begin.
- I. House number must be located on property to enable Inspector to locate site.
- J. Final Inspection for Certificate of Occupancy.
- K. Additional inspections as requested.

Consumer Information 1-800-842-2649

7. Required information for permits:

- A. Zoning Compliance
 - 1. Complete Application
 - 2. Site Plan Showing:
 - a. A2 Survey, if required
 - b. Proposed house location
 - c. Septic tank and 100% reserve area
 - d. Sedimentation and Erosion control plan
 - e. Easements
 - f. Town culverts and catch basins
 - g. Driveway cut
 - h. Setbacks
 - i. Accessory Buildings
 - j. Ponds, watercourses, Wetlands
 - k. Topographic, two foot contours
 - l. Curtain drains
 - m. Well location
 - n. Rock out-cropping

B. Alterations and Remodeling or Replacement

1. Detailed construction plans – 1 set for new dwellings, with location of smoke detectors noted.
 2. Compliance with Section 7.A of the application procedures.
8. Certificate of Occupancy – No one shall occupy any structure for which a building permit has been granted until a Certificate of Occupancy (C.O.) has been issued. Occupancy occurring prior to issuance of a C.O. is a violation of the Zoning Regulations, the State Building Code and the CT State Statutes. Occupants can be subjected to a \$ 100.00 a day fine for every day of violation, and a penalty of \$ 2,500 payable to the Town Treasurer.

ALL CERTIFICATE OF OCCUPANCY INSPECTIONS REQUIRE ONE (1) WEEK ADVANCE NOTIFICATION BEFORE DESIRABLE DATE OF ISSUANCE.

The following must be on file in the Building Department for a Certificate of Occupancy to be issued.

1. Zoning Compliance
2. Sedimentation and Erosion Control Plan, if necessary
3. Driveway permit
4. Building permit
5. Electrical permit
6. Heating permit – with heat loss calculations
7. Plumbing permit
8. Well drilling permit
9. Well Completion report
10. Water Test results
11. Septic Permit
12. “As built” plot plan, including any changes from proposed, if required. (1) includes Certified As-built including elevations, if required.

Demolition permit Requirements

1. License number of Demolition contractor.
2. Value of building to be removed (from assessors office).
3. Letter from utility companies, CL&P, SNET, Gas, Cable, etc. Stating site is in compliance with the Connecticut General statutes, section 29-401 through 29-415.
4. Notification of abutting home owners.
5. Call Before You Dig ticket number.
6. Certificate of Insurance.