NEW STRUCTURE PERMITS
Submit Applications to All Departments Simultaneously

Foundation Permit

1. Ledge Light Health District
   - well permit (application & $75 fee)
   - well completion report
   - plot plan with septic designs
   - septic permit ($175 fee)

2. Zoning Department
   - complete application with $60 fee
   - survey to A-2 standards including locations of all structures (2 copies)
   - site inspection

3. Building Department
   - completed application
   - complete construction plans (2 sets)
   - fee based on cost of construction

Structure Permit

1. Zoning Department
   - surveyor’s certificate - as-built foundation (2 copies of survey if different from above)
   - site inspection

2. Building Permit
   - completed application
   - water test for potable water
   - separate permits ($15 each plus fee based on any costs not previously included) for plumbing electric fireplace/chimney heating/a.c. alarm/security system
   - inspections required for:
     - footings
     - footing drains/damp-proofing
     Permit must be issued before inspection can be scheduled

Certificate of Occupancy

Health Department
- septic completion & as-built plans
- water test

Zoning Department
- site inspection & Certificate of Zoning Compliance
  (elevation certificate if in flood zone)
  (as-built site plan for S.D.P. and S.E. applications)

Building Department
- final inspection for compliance with State Building Code check with Building Official for any application specific requirements

Note: Permits must be issued in order, but review may take place simultaneously. Building Permits must be retained onsite.

- If on town road, driveway permit from First Selectman’s office ($20 fee)
- If within Coastal Management Boundary, coastal site plan review unless exempt ($100 fee)
- If in flood zone, elevation certificate (obtained from surveyor)
- If in Historic District, Certificate of Appropriateness from Historic District Commission
- Site Development Plan/Special Exception approval is required
- If within 100 feet of an inland wetland, permit from Conservation Commission ($60 fee)
- inspections required for:
  - footings
  - footing drains/damp-proofing
- Permit must be issued before inspection can be scheduled
- Reinspection fee: $25 minimum

- inspections required for:
  - framing
  - rough mechanicals
  - chimney throat
  - insulation
  - sheet rock
  - Certificate of Occupancy
- Permit must be issued before inspection can be scheduled
- Reinspection fee: $25 minimum