

**TOWN OF WEST HARTFORD BUILDING DEPARTMENT APPLICATION
CHECKLIST
FOR 1 AND 2 FAMILY PERMIT APPLICATIONS**

- Application – Computer generated at counter at time of application. Payment of fees \$0-\$1000 = \$32.26, each additional \$1000 or Fraction Thereof is \$17.26. (\$5 Certificate of Occupancy Fee if required) Fee is based on market value of job which includes labor even if no labor is charged or performed by owner.
- Site/Plot Plan. Zoning or Building Departments can supply copy of plot plan for residential projects. Commercial projects you may go to zoning to check if they will require a site plan.
- Insurance – Supply proof of workers compensation insurance or if applicant does not carry workers compensation insurance then a form must be completed and notarized at time of application. (Town supplies forms).
- 2 sets of drawings/plans are required, drawn to scale showing all structural details, and sufficient additional information to allow code review.
- Show compliance with Model Energy Code for new construction and additions.

Once all required information is received the following departments must review for compliance.

- Building Department code review and approval.
- Zoning Department code review and approval.
- Health Department [**please advise if you have a septic or well**], if not Health Department approval is not required

Other requirements may apply. This checklist is to assist you through the permit application process and cannot possibly cover all permit applications situations.