

# Town of West Hartford Building Department Checklist

## Commercial/Business/Industrial, Etc.

- **Application:** Building application can be downloaded from our website or obtained at the Building Department between hours of 8:00 am and 4:00 pm. Signature of applicant is considered to be authorized agent, for most applications, if not signed by the owner of the property.
  - Applications for all building, electrical, plumbing, HVAC, fire alarm, etc. are separate permits and are paid for separately. Fees are based on cost including labor and materials for that trade.
  - Payment of fees between \$0.00 and \$1000.00 = \$32.26, each additional \$1000.00 or fraction thereof is \$17.26. \$5 Certificate of Occupancy Fee if required. Payment of permit application fees is due at time of application.
- **Site Plan:** For new construction, please submit two sets of site plan, otherwise one copy is usually sufficient.
- **Insurance:** Supply proof of insurance with workers compensation. If applicant does not carry workers compensation insurance, then a 7B form must be completed and notarized at time of application. The Building Department can supply forms and several of our staff members are Notary Publics.
- **Code information:** Required noting Use Group, Construction Type, mixed or separated use, egress plan, occupant loads, and note if building has sprinklers. Refer to designer for additional required information based on scope of project proposed. If a multi-tenant building, show a key to verify the location within the building where work is proposed.
- **Plans:** 3 sets of plans required for all permit applications as the Fire Marshal must also review for all projects that are businesses, mercantile, commercial, industrial, etc. Plans are to be drawn to scale showing the nature and scope of all proposed work with code block as noted above.
  - Please be advised the Office of the Fire Marshal has a separate plan review application and plan review fee. You may contact them directly for additional information at 860-561-8320. The Office of the Fire Marshal is located in same building as the police station at 103 Raymond Road. (Last door on right side in front of the building)
  - Building plans (architectural and structural) must be submitted separately from all mechanical permit applications. Separate plans and applications are required for electrical, plumbing, heating, sprinkler, grease exhaust hoods, and fire alarms.
- **Statement of Special Inspections:** If applicable, two copies with signature and seal of Structural Engineer of Record with owners name signed and printed below signature.
- **Elevator Plan Approval:** If applicable, Elevator plan approval is required by the State. Building department will verify elevator shaft, required electrical and HVAC work for elevator and elevator machine room, however the State will inspect and approve the actual elevator installation, as well as issue approval for plans. Application to the State for elevator is responsibility of applicant.
- **State Traffic Commission:** If new building or large addition on state road, State Traffic Commission approval certificate required. Other requirements may apply. Check with your design professional to verify if STC approval is required.

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

Once all required documentation is submitted the following departments to review:

- Building Department code review and approval
- Zoning Department code review and approval
- Fire Marshal review and approval

All three departments must approve plans in order to issue permit. (And STC approval required if applicable)

- In the event any food is sold, (even pre-packaged) and / or food is prepared in the proposed occupancy then Health District approval is required prior to issuance of building permit as well as three above listed departments. Please be advised applicant is responsible for all submissions to the Health District. The Health District phone number is 860-561-7900.

In the event that all required approvals are not obtained within 30 days, permit application must be denied in accordance with the 2016 Connecticut State Building Codes.

## **Applicable State Building Codes as of October 1<sup>st</sup>, 2016**

2012 International Building Code\*

2012 International Existing Building Code\*

2012 International Plumbing Code\*

2012 International Mechanical Code\*

2012 International Residential Code\*

2012 International Energy Conservation Code\*

2014 National Electrical Code\*

2009 International Code Council/ANSI A117.1 – Accessible & Usable Building & Facilities

\*with Connecticut amendments and General Statute requirements

Connecticut amendments to these model codes can be found here:

[http://www.ct.gov/dcs/lib/dcs/2016\\_ct\\_state\\_building\\_code.pdf](http://www.ct.gov/dcs/lib/dcs/2016_ct_state_building_code.pdf)

**Town of West Hartford, Building Department, Room 208, 50 South Main Street, West Hartford, CT 06107,  
Phone: 860-561-7530 Fax: 860-561-6939**

*The Town of West Hartford Building Department is offering this handout as a service to our customers. The Town assumes no responsibility for any errors or omissions. The designer and installer are required to follow all applicable codes. Please refer to 2016 State Building Code as amended. Refer to your code book and the State Building Inspectors web site for all amendments. No handout can possibly cover all permit application situations.*

*Revised June 28<sup>th</sup>, 2017*