

Steps to follow in applying for a Building Permit

Town of Woodstock, CT Phone: 928-1388 x328

1. **Lot of Record:** The lot must be a legal lot of record in compliance with Subdivision & Zoning Regulations.

2. **Health Department Approval** (Wells, Septic System, B100a, B51d, Food Service Permit, etc.):

If in doubt, please contact NDDH for more info and to determine if permit is required.

- o Northeast District Department of Health
69 South Main Street Phone: 860-774-7350
Brooklyn, CT 06234 Fax: 860-774-1308

3. **Wetlands Permit:** Obtain approval from Inland Wetlands & Watercourses Agency for any activity within the following Upland Review Areas:

- o 100' from a wetland **and / or** 125' from a watercourse **OR**
- o Obtain a "sign-off" from the Wetlands Agent, Building Office, Woodstock Town Hall

*IWWC Regular meetings are held: 1st Monday of the month, (holidays may change schedule). Site Plan **MUST** show the Erosion & Sediment Control Measures.*

Fee: \$35.00 Residential Use + \$30 State Fee

Wetlands Enforcement Agent: Terry Bellman

Office Hours: M- F 9a.m. -11a.m.

4. **Driveway Permit:** If property fronts on a town road obtain a permit from Planning and Zoning Office with a site plan.

- o The decision will be made by the Highway Foreman and/or Zoning Enforcement Officer after inspection of site.
- o If property fronts on a State Highway obtain the permit from the **Bureau of State Highways** in Norwich, CT by calling: 860-823-3230.

5. **Zoning Permit:** A site plan, in compliance with Article IV, Section 3 of the Woodstock Zoning Regulations, is required for all new construction and additions which increase or change the area occupied by the buildings on the lot. An A-2 Survey plot plan may be required, especially for non-conforming lots. **Submit a complete application, the NDDH approval along with the zoning permit fees.**

NOTE: If part of an approved or conditionally approved subdivision, please obtain a copy of the approved mylar map from the Town Clerk.

Fee: Please see the "Ordinance Establishing Individual Cost-Based Fees for Municipal Land Use Applications" which became effective on September 12, 2009.

Town Planner / ZEO Phone: 860-963-2128 ext. 332

6. **Building Permit:** Building Plans should include the following information:
FOUNDATION PLAN, ELEVATIONS, CROSS SECTION, FLOOR PLAN WITH WINDOW & DOOR SIZES
Call Terry Bellman, Building Official at (860) 928-1388

NOTE: Commercial, Industrial, Institutional & Multi-family Housing applications require a CT Registered Architect or Engineer's seal on the plans.

Submit an extra set of plans for the Fire Marshal to review.

7. **BUILDING FEES:**

Step 1: To calculate estimated cost, the amounts below are multiplied by the square footage:

Dwelling		Barns & Sheds	\$10.67
(Living Space)	\$84.00	Deck	\$13.37
Garage – attached	\$17.34	Porch – Enclosed	\$22.67
– detached	\$20.00	– Covered	\$17.33
Basement Renovation	\$22.66	Pool – In-ground	\$20.00
		– Above-ground	\$13.37

Other: Electrical, Roofing, Woodstoves, & anything w/o a clear size = \$7.50/\$1,000 estimated cost

Minimums: Structures and Other: \$10.00 Pools: \$25.00

Step 2: Calculate Fee: multiply your estimated cost (from above) by 0.0075 to calculate the Building Permit Fee

Step 3: Add Education / State fee: $0.22 / \$1,000 \text{ cost} = \text{Total Building Fee}$
(above calculation does not include zoning permit fees)