

# Office of Building Department

## Town of Southington, Connecticut



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### **Procedure for obtaining Building Permits for one and two family structures, additions, or detached structures greater than 200 sq. ft.**

1. Applicant must supply five (5) plot plans (eight (8) plot plans if there is a septic system) for all new structures and additions and secure a zoning permit. Zoning Department will inspect site for compliance.
2. Applicant must complete building permit application and submit **two sets of complete building plans (three sets of plans if there is a septic system)**. One set will be retained by the Building Department, one to the Health Department and the other approved set will be returned to the applicant.
3. Town Sanitarian must approve plans where wells and/or on-site sewage disposal system are proposed or utilized. Preliminary site inspections may be required by Sewer Department where applicable.
4. The applicant must obtain Inland Wetlands and Flood Zone Development permits, where applicable.
5. **THE LICENSED CONTRACTORS OR THE PROPERTY OWNER SHALL SIGN THE PERMIT AND ASSUME THE RESPONSIBILITY FOR THE PROJECT.**
6. **FOLLOWING ISSUANCE OF A BUILDING PERMIT, THE ELECTRICAL, PLUMBING AND HVAC PERMITS CAN BE ISSUED.**