

Office of Building Department

Town of Southington, Connecticut

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PROCEDURE FOR OBTAINING BUILDING PERMITS

For

ONE- AND TWO-FAMILY STRUCTURES, ADDITIONS, ALTERATIONS, And DETACHED STRUCTURES LARGER THAN 200 sq. ft.

Southington, like most cities and towns in Connecticut, is making a transition to on-line permitting. Applications for building permits must be made on-line through the City Squared portal, which can be accessed from any device with Internet access at

<https://citysquared.com/#/app/map/SouthingtonTownCT>

The Building Department is separate from the Zoning Department. Building permits cannot be issued until the Zoning Department has approved the site plan and signed off on the application. **IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN ZONING APPROVAL BEFORE APPLYING FOR A BUILDING PERMIT.**

In addition to Zoning, if the site includes inland wetlands and/or flood plains, the applicant must obtain Inland Wetlands and/or Flood Zone Development approval before applying for a building permit.

BUILDING PERMIT APPLICATION PROCEDURE:

1. The permit application can be submitted by either the homeowner or the licensed contractor who will perform the work. To submit an application, log onto City Squared at the link provided above, complete the on-line permit application process, and then upload the following documentation:
 - a. Site plan (required by the Building Code)
 - b. Two (2) sets of plans showing the nature and extent of the proposed construction. (Three (3) sets if the structure will be served by a septic system.) For one- and two-family residences, plans do not need to be drawn by a licensed architect. However, the Building Code still requires that the plans

“...shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show **in detail** that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. When the quality or arrangement of materials is essential for conformity to this code, specific information shall be given to establish such quality or arrangement, and

this code shall not be cited, or terms such as ‘legal,’ ‘per code,’ or their equivalent used as a substitute for specific information.”

- c. A certificate of insurance showing Workers’ Compensation coverage or, if none, a State of Connecticut Workers’ Compensation waiver form
 - d. Contractor’s Home Improvement Contractor (HIC) or New Home Construction Contractor (NHCC) license/registration (must be current)
 - e. Concrete supplier form if the project involves concrete foundations (the form can be downloaded from the “Building Department Documents” link on the Building Department web page)
 - f. For new homes, submit a Whole House Ventilation Worksheet (the form can be downloaded from the “Building Department Documents” link on the Building Department web page)
 - g. Plans for new homes and additions must include braced wall calculations and diagrams
 - h. If the proposed work involves pre-fabricated trusses, submit the truss design data from the truss supplier
 - i. If the proposed work involves LVL beams or girders, submit the LVL design data from the LVL supplier or equivalent prepared by an approved software application
 - j. For new homes, indicate whether energy code compliance will be by the prescriptive method, or submit a REScheck Report
2. State law requires the Building Department to physically approve the construction documents and to return one approved set to the applicant. The applicant’s approved set must be retained on the site during the construction period. This means that, even though you may have uploaded a digital copy of the plans through City Squared, you still need to submit two (2) sets of full-size, printed plans (three (3) sets if the structure will be served by a septic system) before we can perform our review.
3. **YOUR APPLICATION IS NOT COMPLETE UNTIL YOU HAVE SUBMITTED ALL THE REQUIRED DOCUMENTATION.** The Building Department cannot complete our review if any required documentation is missing. By law, the Building Department has 30 days to review applications for building permits. **The 30 day review period does not begin until all the required documentation has been submitted.**
4. **NOTE:** Except for projects involving *only* plumbing, mechanical, or electrical work, plumbing, mechanical and electrical permits cannot be issued until the primary building permit for the project has been issued.

SEE NEXT PAGE FOR A SUMMARY CHECKLIST

This checklist is for your use. It does not need to be submitted.

Residential On-Line Application Checklist

*Check file in Municipality to ensure that all required
supporting documentation has been submitted.*

Address: _____

Permit Application No.: _____

- Zoning approval
 - On-line application (submit through City Squared)
 - H.I.C. / N.H.C.C. Registration
 - Workers' Compensation Insurance or Waiver
 - Site Plan
 - Construction Documents
 - Whole House Ventilation Worksheet
 - Braced Wall Calculation Worksheet
 - Concrete Supplier Information Sheet
 - LVL Design Data
 - Truss Manufacturer's Submittal Package
- Energy Code REScheck Prescriptive