

TOWN OF WESTBROOK

APPLICATION PROCESS INFO

TOWARDS OBTAINING A BUILDING PERMIT

The Town of Westbrook does not have online permitting at this time. To obtain applications you may go to our website <http://www.westbrookct.us/>

To find parcel info including zone, flood zone, assessor info please go to Town of Westbrook website, Online Mapping System at <https://westbrookct.mapgeo.io>, here you can search property address, print property record card and go to map themes for flood etc.

Structures in a flood zone are subject FEMA regulations, contact the zoning department. All applications for mechanical units need approval from zoning for placement.

Seasonal properties require plumbing application to bury water lines and HVAC application to add heat, winterization requires application to health department.

As a courtesy the Zoning, Inland/Wetland & Health contacts are below:

Zoning Enforcement Officer/Flood Plain: Eric Knapp- 860-399-3041
or Administrative Assistant 860-399-3091

Inland-Wetlands Enforcement Officer: Heidi Wallace 860-399-3017
or Administrative Assistant 860-399-3091

(Zoning, Planning, Inland /Wetland)

Administrative Assistant (part time):

Kim Riggio 860-399-3091 (Tues 12-4, Wed 9-4, Thurs 9-2pm)

Health Department Director:

Sonia Marino 860-399-9869

Health Department Administrative Assistants:

Robin Donofrio 860-399-2030 Kim Casagrande 860-399-0339

APPLICATION PROCESS :

In order to obtain a building permit in Westbrook you must first obtain written approval from the Zoning/Inland Wetlands department and health department and then submit a copy of those approvals with your application for a building permit.

ALL DEPARTMENTS WITHIN THE LAND USE OFFICE HAVE THEIR OWN APPLICATIONS AND ARE SEPARATE PROCESSES. APPLICANTS SHOULD DISCUSS THEIR SCOPE OF WORK WITH EACH DEPARTMENT- (ZONING, INLAND WETLANDS, HEALTH AND BUILDING DEPARTMENTS) TO DETERMINE WHAT APPLICATIONS ARE REQUIRED IN ORDER TO OBTAIN A BUILDING PERMIT.

Some projects require all departments approvals- some examples are: applications for new construction, accessory buildings, additions, detached structures, placement of tanks or mechanicals such as generators/AC condensers, and swimming pools. (This list of examples is not all inclusive.)

APPLICATION PROCESS CHECKLIST:

Zoning / Inland Wetlands application submitted with site & architectural plans
(If structure is in a flood zone applicant may have to comply with FEMA)

Site plan can incorporate health & zoning requirements if it includes distances showing the following:

- a. all property lines
 - b. building set back lines (zoning)
 - c. all existing structures on the property
 - d. all proposed structures, and/or additions, HVAC unit placements
 - e. existing septic tank and leaching system location
 - f. location of soil testing (deep test pits and percolation tests required for all additions and new structures**)
 - g. code compliant septic system location (see health code section 19-13-B100a)
 - h. well location or water line location
 - i. wetlands locations (if known)
2. Health Project application with 2 copies of the site (engineer designed septic system if this has been required by the Sanitarian) and architectural plans (B100a/Engineered Plan Review)
 3. Building permit application & two sets structural plans (**plans** must be clear in detail showing structural, elevations, sectional views, bearing load paths, framing and material details.(additional PDF copy welcomed) *(application is not a permit until signed by Building Official)*)
 4. Applicant must submit applications signed by Tax Collector.
 5. "Tear Down-Rebuilds" require Demolition Application to be filed with Building Application.
 6. Applicable worker's compensation insurance COI or affidavit (copy attached to Building Application)
 7. Applicable licensure of all contractors (Copy of License attached to Building Application)

****If soil testing has not been done on the property, it must be done as part of the permit process for new construction, accessory structure, additions.**

Any existing soil testing will be in your property file in the Land Use Department.

Soil testing requires the services of a backhoe. Fill out a Soil testing application and make an appointment to witness the soil testing with Health Department at 860-399-0339 or 860-399-2030.

SCHEDULE OF REQUIRED BUILDING DEPT INSPECTIONS

ALL INSPECTIONS REQUIRE A MINIMUM OF ONE DAY'S NOTICE

CALL 860-399-2030 or 860-399-0339 TO CONFIRM OR SCHEDULE INSPECTION.

Footing inspection-when forms are installed, prior to pouring concrete

Footing drains and damp proofing before backfill

Nailed sheathing, strapping and tie-down inspection before installing the exterior house wrap

Rough framing, rough plumbing (air for water lines, air for gas lines and water for drain lines), rough HVAC, rough electrical, RADON piping and nail plate inspection.

Electrical trench inspection (backfilled 12" with marking tape) if underground service

Electric service inspection. (Panel covers must be removed for inspection)

Gas line pressure test and bonding if not part of rough inspection

Insulation before you sheetrock

Final inspection before moving in furniture

Certificate of Completion or Occupancy cannot be issued until all required departments give their final approval.

Special inspections when required

Flood Zone inspections, when required