

DATE: \_\_\_\_\_ **\*This is a single permit and includes all trades (instructions on reverse)**  
PAID: \_\_\_\_\_  
CASH: \_\_\_\_\_ CHECK # \_\_\_\_\_ Application# \_\_\_\_\_

**Application for Single Form Building Permit, Town Of Westbrook**

Property Address: \_\_\_\_\_  
Is Property Pre-1978?  N Y  Flood Zone?:  N Y -  Is Property South of I95?  N Y  SEASONAL?:  N Y

Owner of Record: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_ Email : \_\_\_\_\_

Address: \_\_\_\_\_ Tel#: \_\_\_\_\_ License#: \_\_\_\_\_

**COST OF CONSTRUCTION \$ \_\_\_\_\_** (Building Dept to determine cost of construction)

**Certification**

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE NAMED PROPERTY, OR THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION. AS HIS/HER AUTHORIZED AGENT I AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION. IN ADDITION, IF A PERMIT FOR WORK DESCRIBED IN THIS APPLICATION IS ISSUED, I CERTIFY THAT THE CODE OFFICIAL OR THE CODE OFFICIALS AUTHORIZED REPRESENTATIVE SHALL HAVE THE AUTHORITY TO ENTER AREAS COVERED BY SUCH PERMIT AT ANY REASONABLE HOUR TO ENFORCE PROVISIONS OF THE CODE(S) APPLICABLE TO SUCH PERMIT. BY SIGNING BELOW, I ALSO CERTIFY THAT I AM RESPONSIBLE TO ENSURE THAT ALL TRADES WORKING ON THIS PROJECT ARE CT LICENSED CONTRACTORS AS REQUIRED BY STATE REGULATIONS AND STATUTES.

**\*This is a single permit and includes all trades (instructions on reverse)**

NAME OF APPLICANT: (PLEASE PRINT): \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Address: \_\_\_\_\_

Tel# \_\_\_\_\_ Email: \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_  
CT Ed Fee: \$ \_\_\_\_\_  
Inspection Fee: \$ \_\_\_\_\_  
Total Fees Due: \$ \_\_\_\_\_

\*Plans which have been reviewed in compliance with CT Code shall become part of this permit. Codes shall take precedence over the drawings.

\_\_\_\_\_  
Building Official Date

**\*Not Valid without Tax Collectors Signature prior to submittal**  
\_\_\_\_\_  
Tax Collector / Asst Tax Collector Date

Fire Marshal Signature (if applicable) \_\_\_\_\_  
Fire Marshal Date

**\*PERMIT IS ONLY VALID WITH BUILDING OFFICIAL'S SIGNATURE AND COMMENTS BELOW:**

**FP:**  YES  NO  
REFERRAL Date \_\_\_\_\_

Zoning Approval Date \_\_\_\_\_

# Westbrook Building Department Single Form Building Permit Application Instructions

## Single Form Building Permit:

1. Who can apply? Any owner or authorized agent of the owner, with a notarized letter from the owner allowing the agent to apply for the permit on the owner's behalf.
2. Does the owner or authorized agent of the owner have to be a licensed or registered contractor? No
3. If the authorized agent is also a contractor does the agent have to apply as a contractor and show proof of contractor registration? Yes
4. What does the Permit cover? All construction trades requiring a permit including Building, Plumbing, HVAC and Electrical.
5. Will I need to apply for any other permits with the building department? No, as long as the drawings match the final construction.
6. Will I still need to have my plumber, heating and electrical contractor take out permits for their work? No, the Single Form Building permit covers all contractor's work.
7. As the owner or owner's authorized agent do I have to verify that all contractors working on my project have the proper license/registration as required per Chapter 400 of the C.G.S.? **Yes, you will be responsible for verifying all trades are properly licensed or registered.**
8. Who determines the value of construction for my project? The Building Official will determine the value of construction based on a SF value or other pricing methods if applicable. Once the value of construction is determined the fee will be based on the adopted fees schedule in place at time of application.
9. When can I apply for my permit? After you have received Zoning and Health approval you can submit your application and plans to the building department.
10. What documents do I need to apply for a Permit? Final approval from Zoning and from Health, completed application, notarized letter from owner authorizing you as their agent if you're not the owner, two sets of plans drawn to scale with dimensions.
11. What inspections are required during construction? (only if applicable)
  - Footing before you pour
  - 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 new underground service
  - Electric service inspection. (panel covers must be removed for inspection)
  - Gas line pressure test if not part of rough inspection
  - Insulation before you sheetrock
  - Final inspection before moving in furniture
  - Certificate of Completion cannot be issued until Zoning and Health have given final approval