

Garages

Minimum Permit Application Requirements

Note: Please keep in mind that a complete application with all required information will help expedite the application process. The following information is provided to assist in preparing a complete application package but in no way guarantees application approval or compliance with all applicable code requirements. It is the responsibility of the applicant to provide a complete and code compliant building permit application with supporting documentation.

General Requirements

- ___ Completed building permit application form (available in permitting office)
- ___ Submission of two sets of all drawings and information is required. One set will be returned with comments and/or conditions of approval and is to be left at the job site during construction.
- ___ Zoning approval is required prior to issuance of the building permit.
- ___ Building permit application(s) will not be accepted if taxes or utility commission fees are owed on the property.
- ___ If the applicant is not the homeowner, a "Letter of Authorization" from the homeowner shall be submitted with the application.
- ___ A certificate of insurance for workers' compensation coverage must be provided by contractors or a sworn notarized affidavit provided, stating that the homeowner / agent will require proof of workers' compensation insurance for all those employed on the job site.
- ___ All contractors that perform remodeling must have a Connecticut Home Improvement Contractor registration.
- ___ Electrical, Plumbing and other trades are required to be licensed in Connecticut. A copy of their license and proof of insurance will be required at the time of application.

Minimum Plan Requirements

- ___ Plans shall be drawn to scale (1/4" per ft. preferred) and shall include the following:
 - Site plan 1"=20'
 - Front, side(s) and rear elevations (min. 1/8" per ft.)
 - Foundation plan and details
 - Floor plan
 - Existing conditions plan/Demolition plan (if applicable)
 - Framing plan(s)
 - Building section(s)
 - Dimensions, specifications and details as required to convey the scope of work.
 - Any other drawings that may be needed to convey the scope of work

- ___ (R301.2.1.1) The project is located within a high wind zone (appendix M of the IRC) and shall be designed accordingly using one of the referenced publications listed in the referenced section. Generally, the "Wood Frame Construction Manual for One and Two Family Dwellings" (WFCM-01) is the preferred design guide. Please provide references, calculations and details that demonstrate the design meets the prescriptive requirements for this wind zone. Typically, we will be looking for specific plan information related to hurricane clips, hold downs, strapping, plywood layout and nailing patterns, blocking, anchor bolts and various other mechanical fasteners. Depending on the complexity of the proposed project or insufficient proof of compliance with the above referenced document an engineered design may be required.

___ If garage is an attached garage, the door between the house and garage shall be self closing.

___ If the garage is an attached garage, fire separation is required between the house and garage.

___ If the garage is attached, the plans shall clearly indicate the house floor to garage floor elevation change, stairs, landings and door swing.

___ Garage door header specifications shall be provided.

Special Requirements

___ If the existing property is serviced by a private septic system and/or a private well, the plans will need to be reviewed by [Ledge Light Health District](#). The plans will be forwarded to Ledge Light by this office prior to building department review.

Other Requirements

___ A cost estimate as described in the [Permit Fees](#) page shall be provided.