

## **Building Department**

(continued from other side)

- Proof of contractor license and Proof of worker's compensation coverage or appropriate waiver if applicable (State of CT Form 7A, B or C)
- Permit fee (Fees are based on building costs and are \$20 for the first \$1, 000 plus \$10 for each additional \$1,000 or any part thereof)

**Note:** Professional Architect's or Engineer's original seal and signature is required when the construction drawings indicate the use of any engineered lumber (LVLS, paralams, gluelams or trusses) or steel I-beams or flitch plates. The Building Official may require engineering at his discretion for any project.

A copy of the list of required inspections is available on the town website and in the Land Use Office. Please be sure to advise the building department as work is completed and ready for inspection. It is important to make sure you receive a Certificate of Occupancy or a Certificate of Approval upon finishing your project

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## **Project Checklist**

1. Call/visit the Land Use Office to discuss details of your project
2. Health Department Approval
3. Zoning Permit Approval 
  - Wetlands Approval (if required)
  - ZBA Approval (if required)
4. Building Permit Approval
5. Call the Land Use Office to Request Inspections
6. Certificate of Occupancy/Approval

**Note:** Public Health Code, Building Code and Essex Zoning Regulations are not always in alignment. Approval received from one department does not automatically mean you'll receive approval from another department. It is in your best interest to provide the Land Use Office Staff with a detailed plan & description of your project to ensure it complies with all Codes and Regulations.

Land Use Secretary: x119

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## **Town of Essex**



### **LAND USE OFFICE The Purpose of a Permit**

The Essex Land Use Office consists of the Health, Zoning and Building departments and the Office of the Fire Marshal. It is the first stop for businesses and anyone starting a new project to find out the correct application process. Permits are required to ensure compliance with State Codes, Local Regulations & Ordinances. For most projects, the permits should be sought in the order presented in this brochure.

#### **Land Use Office Hours**

Monday – Friday

9:00 – 4:00

(860) 767-4340

All permit applications are on the  
Town of Essex website

[www.essexct.gov](http://www.essexct.gov)

## 1. Health Department

The purpose of the review & approval from the Health Department is to ensure compliance with State Public Health Code. The Dept. will review the location of the existing septic system to ensure appropriate separation distances are maintained & evaluate its capacity to accommodate additional wastewater flows (if any) from the proposed project

### When do you need Health Dept. permit?

- Constructing/expanding/altering residential or commercial buildings (e.g. dormers, enclosed porches, mezzanines, offices/retail space)
- Constructing/expanding/altering accessory structures (e.g. garages, decks, sheds, barns, gazebos)
- Installing/modifying a swimming pool
- Creating an accessory apartment
- Converting unfinished space to heated, conditioned, habitable living space (e.g. attic, basement, porch, attached or detached garage)
- Changing the Use within Residential or Commercial space
- Installing a new septic system/Repairing an existing septic system
- Changing a Lot line
- Installing an irrigation system
- Installing a new or replacing an existing drinking water well or a well-water treatment system
- Opening a New or modifying an Existing food service establishment

### To obtain a Health Dept. Permit:

You must provide a **Site Plan** showing property boundaries, existing & proposed buildings and locations of the existing septic system and well or public water line; **Septic tank pump-out record** (within past 5-yrs); **Soil Test** (if required); **Floor plan** showing existing & proposed modifications; **Other information** relevant to your project. The Health Dept. has the right to request a survey at any time.

## 2. Zoning Department & Inland Wetland Watercourses Commission

The purpose of a Zoning permit is to ensure compliance with the Essex Zoning Regulations which are available in the Land Use Office or at: [www.essexct.gov/land-use-zoning-inland-wetlands](http://www.essexct.gov/land-use-zoning-inland-wetlands)

### When do you need a Zoning permit?

- Constructing new building or accessory structure
- Expanding any part of a house or other building
- Adding a dormer or raising a roof line
- Installing a swimming pool
- Installing a fence, wall or patio
- Installing or changing a sign
- Creating an accessory apartment
- Converting unfinished space to living space
- Changing the use of Residential or Commercial space
- Changing a Lot line

The Zoning Enforcement Official will review the Zoning Permit Application and either approve it or advise whether the project needs additional applications/approvals, such as a variance through the Zoning Board of Appeals (ZBA) or an approval from the Inland Wetlands Watercourse Commission (IWWC).

A **Site Plan** is **required** with all Zoning applications showing the location of new or expanded improvements. New uses are required to add the proposed floor plan to the application. New houses need an A2 survey. The Zoning Enforcement Official has the right to request a survey at any time for other proposals.

### You need a Wetland approval for:

The IWWC regulates activities proposed within 100 feet of any inland wetland, watercourse or tidal watercourse. Activities in tidal wetlands are regulated by the State DEEP. [www.ct.gov/DEEP](http://www.ct.gov/DEEP)

## 3. Building Department

The purpose of a building permit is to ensure compliance with the State Building Code.

### When do you need a Building permit?

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, change the occupancy of a building or structure, or move a lot line that will affect any existing building or structure; or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by Code, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit.

Work such as painting, papering, tiling, carpeting, cabinets, countertops and similar finish work not involving structural changes or alterations do not require a permit.

### To obtain a Building Permit:

If applicable, all required Zoning and Health Department permits should be obtained prior to applying for a Building Permit.

- Two sets of blueprints (for new buildings, additions, interior renovations)

**Building Permit Information is continued on reverse side →**

**Note: Zoning, ZBA, IWWC meets monthly. Be sure to ask if any of these regulations apply to your project at the very onset of your planning so that you are fully aware of the permitting requirements and timelines.**