

BUILDING PERMIT PROCEDURE FOR TENANT FIT-UP/COMMERCIAL

TENANT FIT-UP/NEW COMMERCIAL CONSTRUCTION* AND RESIDENCES GREATER THAN TWO FAMILY

**Fee: \$20 PER THOUSAND DOLLARS OR EACH PART THEREOF.
(PLUS \$.26 PER THOUSAND OR PART THEREOF)**

(Based on cost of construction) PLUS A \$50.00 C/O FEE. (MINIMUM \$150.00)

1. Tax Assessor Room 106: 203-854-7887
2. Tax Collector Room 105: 203-854-7731

*Sheets will be provided by the Tax Assessors Office for parcel verification/proof of paid taxes

**** Check with other agencies on how many copies of plans they require* (2) department stamped copies of construction drawings or floor plans are required for the building department at time of appointment. (One for file and one for job copy). ****

3. Planning & Zoning Room 129: 203-854-7780
(Requires a set of drawings)

4. Conservation Room 129: 203-854-7744

5. Fire Marshall 121 Connecticut Ave: 203- 854-0200
(Requires set of drawings) Rowayton Fire Dept.: 203-854-6666 Ext: 2

6. Department of Public Works Room 225: 203-854-7791
(Sewer, driveway, & state/local road approvals)

7. Health Department: *All restaurants, cafeterias, food services, beauty & nail salons
(Requires a set of drawings)

*****ALL restaurants must go to customer service to pick up a packet and then contact WPCA with the Public Works Garage (203-854-3235) to schedule an appointment for a review of the fats, oils, and grease plans.**

8. Redevelopment (Required for redevelopment areas only) 3 Belden Ave: 203-854-7810

*Building permit applications are not available to the public. They are filled out by a building inspector.

In addition to the above you will need for Code Enforcement:

1. Copy of lease from tenant.
2. Cost of construction- Are trades (prices required) included?
4. Contractor needs license (dependent on size of job), workman's compensation.
5. All major credit cards or check made payable to: City of Norwalk

****A TENANT FIT-UP IS REQUIRED IN ORDER TO OCCUPY A COMMERCIAL SPACE REGARDLESS OF WHETHER OR NOT WORK WAS DONE.**