

RESIDENTIAL BUILDING PERMIT PROCEDURE

ADDITIONS/ALTERATIONS AND NEW CONSTRUCTION*

**FEE: \$18 PER THOUSAND DOLLARS OR EACH PART THEREOF.
(PLUS \$.26 PER THOUSAND OR PART THEREOF)**

(Based on cost of construction) PLUS A **\$25.00 C/O FEE. (MINIMUM \$100.00)**
***CONDO COMPLEXES ARE CHARGED AT A COMMERCIAL RATE OF \$20.00**

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| 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

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| 3. Planning & Zoning
(Requires a set of drawings) | Room 129: 203-854-7780 |
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| 4. Conservation | Room 129: 203-854-7744 |
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| 5. Department of Public Works
(If altering a driveway, new home construction, first floor expansion) | Room 225: 203-854-7791 |
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| 6. Health Approval
(Is required if residence has septic or well regardless of impact) | 203-854-7995 |
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| 7. WPCA
(Required for <u>NEW</u> homes) | 203-854-3228 |
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- Building permit applications are not available to the public. Applications are filled out by the building inspector

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

1. **2 department stamped copies** of construction drawings or floor plans required for the building department at the time of appointment. (One for file and one for job copy). Check with other agencies on how many copies they require.
2. Cost of construction- Are trades (prices required) included?
3. Contractor needs to bring a copy of license, workman's compensation or certificate of insurance.
4. All major credit cards or check made payable to: City of Norwalk