

Town of East Lyme

Building Office

PO Box 519
Niantic, CT 06357

Fax (860) 691-0351

Phone (860) 691-4114

REQUIREMENTS FOR NEW SINGLE FAMILY BUILDING CONSTRUCTION AND BUILDING ADDITIONS

1. **BUILDING PERMIT REQUIREMENTS** - Applications shall include the following:

Please note that on or after September 1, 2004, Residential Building Applications must show compliance with the 2003 IRC- a copy is available at the Town Hall Building Office for review.

- a. Application form **completed legibly in ink** and signed by property owner or owner's agent.
- b. Two (2) copies of proposed building plans –
(If commercial/industrial – three (3) copies of proposed building plans.)
Plan will include:
 - Floor and foundation plans
 - Typical wall section, elevations
 - Plans must include proof of compliance with Model Energy Code.
 - All engineered items (Trusses, LVL beams, etc.) must be accompanied by specifications showing proof of compliance with all applicable codes.
 - Site plan must include topography and site drainage information.
- c. Permit fees are based upon area of improvements and should include all mechanical permits and costs. Plumbing, heating and electrical permit applications shall be submitted prior to start of any mechanical work.
- d. Copy of Workers Compensation Certificate or Affidavit
- e. Building permits are subject to approvals from several other departments Some departments may or may not require separate permits and or information.
 - Taxes must be current.
 - Zoning department must sign application approval. (See permit requirements page 2)
 - Health department must sign application approval. (See permit requirements page 3)
 - Wetlands /Conservation
- f. **Please note that Certificate of Occupancy approval from the Zoning Official and Health Department can be obtained prior to the Building Official's final inspection to aid in speeding up the Certificate of Occupancy process.**

2. **ZONING PERMIT REQUIREMENTS:**

Application form shall include the following:

- f. Application form completed legibly in ink and signed by property owner or owner's agent.
 - a. **SITE PLAN** showing distances from proposed addition or new structure to all property lines and location of all existing buildings or structures.
 - b. Permit Fee is based on type of project, See Fee Schedule.
 - c. A copy of any recorded variance, Inland Wetlands Permit or Floodplain Development Permit (if required).
 - d. If the property is located in certain beach districts, the Town needs authorization from the Association Zoning Officer prior to accepting your permit application.
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|----|-------------------|------------------------|-------------------------------|
| 1. | Crescent Beach | Wayne Blair | 739-5152 |
| 2. | Giants Neck Beach | Jim Horton | 739-7742 |
| 3. | Black Point Beach | Charlie Beckham II, PE | 739-1848 or Cell 860-287-1821 |

3. **HEALTH DEPARTMENT REQUIREMENTS:**

If you are planning a **Building Conversion, Addition, attached or Detached Garage, Accessory Structures, (Sheds, gazebos, open decks, Barns) a Below or Above ground Pool** you will need:

- a) soil test data
- b) complete as-built locations for the sewage disposal system.

If soil data is not available in your street file, a deep pit and percolation test must be conducted. The soil data will ensure a code complying area exists on the lot for installation of a subsurface sewage disposal system, should the existing system fail. This will require the homeowner to hire a back hoe to dig a 7 foot pit and coordinate a time with the Health Department for soil testing. The home owner shall submit design shall submit design plans or a sketch to demonstrate how the property contains a code complying area that can accommodate a sewage disposal system. If an as-built is not available, the location of the system would need to be detailed, potentially by excavation or other means.

Note: Should the proposed change or building expansion result in more than 50% increase in the design flow, the local director of Health may require the expansion of the existing septic system to correct code sizing or installation of a new sewage disposal system at the time of the change in use.

SEPARATING DISTANCES from the building conversion, addition, attached or detached garage, accessory structure, above or below ground pool, to any part of the septic system shall be:

Building served (without footing drains)	15 Feet
Building served (with footing drains)	25 feet (uphill), 50 feet (downhill of system)
Below ground Pool	25 feet
Above ground Pool	10 feet
Open Deck, Gazebo, Shed, Barn	5 feet
Detached garage(without footing drains)	10 feet
Attached garage becomes Building served	

Applications for both Well and Sub-Surface Septic System Permits shall include the following:

- a) Application signed by licensed subsurface septic installer and licensed well driller.
- b) Permit fees
- c) Permits must be issued prior to construction.

No Building Permit shall be authorized without review and compliance with Section 19-13-B100a of the Public Health Code.

4. ENGINEERING DEPARTMENT REQUIREMENTS

Town of East Lyme Right of Way Permit from the Engineering Dept.

The Town Right of Way is the land owned by the Town located between homeowner's front property line and the edge of the road, and the roadbed itself. The distance from the edge of the road and front property line varies, but is normally 10 to 15 feet.

A Right of Way Permit is required for but not limited to:

1. Any work performed in the Town Right of Way.
2. New house construction.
3. New or modified driveway.
4. Underground Utility work in the Town Right of Way (electrical, sewer, water, drainage, etc.)
5. Planting or installing anything in the Town Right of Way
6. Any other activity deemed by the Town Engineer to affect the Right of Way Permit.

Applications and instructions are available in the Engineering and Land Use offices.

The permit is free, but a bond may be required. Please submit the application and supporting documents as soon as possible so that the Engineering Department will have adequate time to process your permit.

- **A State Department of Transportation Right of Way Permit** is needed when work is done on a State Road (Route 1, Route 156, or Route 161). An East Lyme Right of Way Permit is not required on these roads.

This permit is available in the Engineering and Land Use offices. Questions should be directed to the Connecticut Department of Transportation. (860) 823-3230

- Permits and other information are available from www.ct.gov/dot
- Click on Permits on the Left.
- Click on Encroachment Permits under the Highway section.

5. BUILDING INSPECTION SCHEDULE

The following is a list of required inspections, other than the special inspections require by Chapter 17 of the IBC and BOCA Codes.

It is the property owner and/or contractors responsibility to schedule inspections. All inspections require at least 24 hours notice. **MORE TIME MAY BE NEEDED DURING TIMES OF HIGH DEMAND.**

The intent is to have all building systems inspected before they are covered by other building components, rendering them impossible to inspect.

Please contact the Building Official to discuss inspection requirements for items not mentioned here, such as underground tanks, sewer injectors, etc. Also refer to Sections R109, P2503, E3303, and G2417 of the 2003 IRC, and Section 109 of the 2003 IBC, Sections 107 of the 2003 IPC and 2003 IMC.

Gas logs, gas ranges, unvented and vented gas heaters, fireplace, etc. – Inspections required on appliance and piping – test must be on pipes and witnessed by inspector – pipes must be labeled.

Retaining Walls – Upon placement of each level of reinforcement, prior to cover.

Footings – When forms and required reinforcement are in place. Porch and deck piers can be done at this time or at a later date. Piers must rest on virgin soil.

Foundation – When forms and required reinforcement are in place. This inspection is not required when there is no required reinforcement.

Underslab – Items such as rough plumbing, radiant heat, etc. must be inspected prior to cover by basement floor or other concrete slab.

Backfill – When footing drains and foundation coating is complete, prior to backfill.

Framing – When framing is complete, prior to installation of siding and roofing. Electrical, plumbing, and mechanical inspection can be done at this time.

Rough Plumbing – When rough plumbing is complete, framing repaired. Water test only on DWV. Water or air test on water supply.

Rough Electrical – When rough electrical is complete, including installation of nail plates, connections in boxes (without devices). May also include electrical service.

Electrical Service – Upon installation of meter socket and panel.

Electrical Service Trench – Prior to backfill of trench.

All items which will be covered by building finish must be inspected prior to installation of finish.

Insulation – Prior to start of drywall.

Final – When structure is ready for Certificate of Occupancy.

Permits must be obtained prior to start of work.

No inspections will be conducted on work without approved permits.