

REQUIREMENTS FOR NEW SINGLE FAMILY BUILDING CONSTRUCTION AND BUILDING ADDITIONS

Town of East Lyme Building Department
108 Pennsylvania Avenue
PO Box 519
Niantic, CT 06357
Telephone: (860) 691-4114 Fax: (860) 691-0351

1. **BUILDING PERMIT REQUIREMENTS** - Applications shall include the following:
 - A. Application form completed legibly in ink and signed by property owner or owner's agent.
 - B. **AN EMAIL ADDRESS MUST BE PROVIDED** if you wish to receive notification of an issued building permit. The building department will no longer call an applicant/owner to notify of an issued permit, rather, the issued permit will be emailed.
 - C. Two (2) copies of proposed building plans **which will include:**
 1. Floor and foundation plans
 2. Typical wall section, elevations
 3. Plans must include proof of compliance with Model Energy Code.
 4. All engineered items (Trusses, LVL beams, etc.) must be accompanied by specifications showing proof of compliance with all applicable codes.
 5. Site plan must include topography and site drainage information.
 - D. 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.
 - E. Copy of Workers Compensation Certificate or Affidavit
 - F. Building permits are subject to approvals from several other departments some departments may or may not require separate permits and or information.
For example:
 1. **Taxes must be current.**
 2. Zoning department must sign application approval. (See permit requirements Section 2)
 3. Wetlands review may be required; please provide a site plan with a 1"=40' scale.
 - G. 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
 - H. If the property is served by a septic system, please submit a copy of all plans to the Ledge Light Health District, located within the Land Use office at Town Hall.

2. **ZONING PERMIT REQUIREMENTS:**

Application form shall include the following:

- A. Zoning application form completed legibly in ink and signed by property owner or owner's agent.
- B. **PLOT PLAN** showing distances from proposed addition or new structure to all property lines and location of all existing buildings or structures.
- C. Permit Fee is based on type of project, See Fee Schedule.
- D. A copy of any recorded variance, Inland Wetlands Permit or Floodplain Development Permit (if required).
- E. If the property is located in certain beach districts, the Town needs authorization from the Association Zoning Officer prior to accepting your permit application.

Crescent Beach: Facebook: CrescentBeachAssociation
Email: CBAZEO@yahoo.com
Phone: Steve Rebelowski, 860-625-5528

Giants Neck Beach: On the web: www.giantsneckbeach.org
Email: vannoordennen@sbcglobal.net
Phone: Gerry Van Noordennen, 860-462-9707

Black Point Beach: Email: murray7272@sbcglobal.net
Phone: Dave Murray, 860-559-8030

3. **ENGINEERING DEPARTMENT REQUIREMENTS: -YOU MUST VISIT THE ENGINEERING DEPARTMENT TO COMPLETE THESE ITEMS**

Right of Way Permit - 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 office.

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.

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.

4. **WETLANDS REQUIREMENTS:**

Wetlands review is required. As such, please provide a site plan at a minimum scale of 1"=40'. Proposed activities within a wetland or watercourse or within the 100-foot upland review area are regulated under the East Lyme Inland Wetlands and Watercourses Regulations and require a wetlands permit to be conducted. For activities within the Upland Review Area which will have only a minimal wetlands impact there is an expedited administrative process for issuance of permits. For activities which affect wetlands directly the Inland Wetlands Agency must issue the permit. Clear cutting-which is cutting all of the trees in an area-also requires a permit. If it is determined a wetlands permit is required see Section 2 of this form.

WETLAND PERMIT REQUIREMENTS

- A. Application form completed legibly in ink and signed by the property owner or owner's agent with the appropriate fee.
- B. A Site Plan showing the locations of all existing and proposed structures including subsurface sewage disposal systems, land uses, topographical and man-made features including driveways/roads, any flood zones (their classification and delineation), the 100-foot upland review area, any conservation or drainage easements, and the soil types classification and delineation of any wetlands and watercourses. Said plan must bear the original signature of the Soil Scientist's and his certification of the wetlands and watercourse delineation.
- C. A report from a soil scientist or wetlands scientist on the function of the wetlands.
- D. A detailed erosion and sediment control plan which meets requirements set forth in the most recent revision of the *2002 Connecticut Guidelines for Soil Erosion and Sediment Control*.
- E. A narrative of the purpose and description and methodology of all proposed activities; Alternatives considered by the applicant, (i.e. reasons for leaving less than a 25' buffer between clearing and the wetlands). Such alternatives are to be diagrammed on a site plan or drawing and submitted to the Wetlands Agent or Commission as part of the application.
- F. Any other items as identified in the *Checklist for a Complete Application* (included with the Application) deemed necessary for determining whether there are any impacts to wetlands or watercourses.

For any additional questions regarding the wetlands permit process or the Regulations please contact the Inland Wetlands Agent at 860-691-4114.

5. WATER AND SEWER DEPARTMENT REQUIREMENTS

VERIFICATION OF WATER & SEWER AVAILABILITY

If an applicant is looking to know whether a property has availability to Town water and/or sewer, he/she can check with the Water & Sewer Department. We are located in the bottom floor of Town Hall across from the Land Use Department. Inquiries can also be made by calling the Sewer Department at 691-4116 or the Water Department at 691-4104.

WATER AND/OR SEWER DISCONNECTION

If an applicant knows that there is water and sewer at an existing house that is scheduled for demolition, the following procedures should be followed;

1. The applicant needs to complete a demolition permit application with the Water & Sewer Department
2. The cost of the demolition permit is \$50 for water and \$50 for sewer.
3. If the applicant is considering a reconnection at a later date, then the application fee would be \$150.
4. The permit application is available in the Water & Sewer Department
5. After the permit application is submitted, the Water & Sewer Department will provide your contractor with the appropriate contact numbers so that the contractor can call and make arrangements for inspection.
6. Water & Sewer personnel need to visually inspect that the disconnection meets all applicable standards.
7. Once the work has been completed and approved, the Water & Sewer Department will notify the Building Department that the disconnection has been approved.

WATER AND/OR SEWER CONNECTION/RECONNECTION

If an applicant is looking to make a connection and/or a reconnection, then the following procedures should be followed;

1. The applicant needs to complete out a connection/reconnection permit application with the Water & Sewer Department.
2. The cost of the connection/reconnection permit is \$100 for water and \$100 for sewer.
3. The permit application is available in the Water & Sewer Department.
4. If an applicant is looking to disconnect and reconnect a water or sewer line, than it would be \$150.
5. After the permit application is submitted, the Water & Sewer Department will provide your contractor with the appropriate contact numbers so that the contractor can call and make arrangements for inspection.
6. Water & Sewer personnel need to visually inspect that the connection/reconnection meets all applicable standards.
7. Once the work has been completed and approved, the Water & Sewer Department will notify the Building Department that the connection/reconnection has been approved.

6. BUILDING INSPECTION SCHEDULE

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

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

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, and G2417 of the 2009 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.

Insulation – Sprayed polyurethane foam insulation and blown insulation must be accompanied by a certification from the installer per section 303.1.1 of the 2009 IECC. Blown insulation in attics must have depth markers

Air Barrier – after drywall, prior to trim, outlet cover plates, etc.; all areas listed in section 402.4 of the 2009 IECC must be sealed or a blower door test must be performed.

Geothermal Well-100 lb test on well pipes prior to backfill

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.**

Pursuant to a recently enacted Town Ordinance, a Re-Inspection Fee of \$50.00 may apply

A re-inspection fee of \$50.00 will be charged to the property owner or contractor for any of the following conditions:

- A. Failure to comply with building code requirements that were cited during a previous inspection.
- B. If the work to be re-inspected is not ready for inspection upon arrival of the building inspector or assistant building inspector.
- C. If no one is present to meet the inspector and prior arrangements have not been made. The inspector, at his discretion, may waive the fee if an emergency situation is demonstrated.
- D. If the scope of work has changed and prior approval was not obtained from the building official.

The fee must be paid prior to scheduling another inspection.

TOWN OF EAST LYME GIS/WEBSITE INSTRUCTIONS

TO FIND OR TO PRINT PROPERTY MAPS:

1. Using Internet Explorer or Mozilla Firefox, go to http://107.20.209.214/EastLymeCT_Public/index.html
2. If you do not already have Microsoft Silverlight, please install it now
3. In the upper right area, to the left of the “search” button is a bubble, enter your search information for the required parcel by address or by map and lot number, the parcel id is the map number with a space and then the lot number, Click “search”.
4. If the parcel is “not found”, try using less information.
5. In the box showing the search results, a list will appear of possible matches. Select the parcel you are searching for.
6. The map will move to a closer view of your parcel.
7. The Parcel Id box on the left has useful information, but should you wish to remove it, simply click the gray box in the top right corner.
8. The menu ribbon (the gray line across the top where the search button is located), contains several useful tools; select the i and click a parcel for information, the ruler will measure distances, the white panel will clear selections, the white panel with the blue highlight will select a parcel, the printer icon, the help icon, and finally a small four panel icon, that when selected offers different views of the parcel, including an aerial photograph,

TO VIEW THE ZONING/WETLANDS/FLOOD INFORMATION FROM HERE:

1. On the “search” box, select the second tab down on the left, map layers,
2. Click the arrow symbol next to the word “Zoning”,
3. Check the box for zoning, map will automatically refresh,
4. The zone will now appear on the map in the parcel, note you may have to zoom out to see the zone abbreviation.
5. Wetlands information can be found by selecting “Natural Resources” then check the wetlands box.
6. Flood information can be found under “Hazard Mitigation” and selecting base flood elevations.

TO PRINT THE MAP WITH OR WITHOUT THE ZONING INFORMATION:

1. Click the printer icon on the menu bar (just to the right of the word “Lyme”), be sure the pop up blocker is off, or you will not see the following menus,
2. Enter a title for the map, such as an address, and adjust scale, paper size, etc., then click ok,
3. Another window/pop up will appear with a pdf of your map in it. Simply click the print icon on the pdf toolbar, and send the document to your printer!

TO FIND THE CONDITIONS OF THE ZONE FOR A PARCEL:

On the eltownhall.com website, select Government, Land Use, Zoning- on the left side menu will be the Zoning Regulations. Please note these are a very large adobe file.



The Ledge Light Health District (LLHD) Environmental Health Division is responsible for the following services. Please refer any questions, concerns or requests for service to a LLHD Sanitarian at 860-448-4882, Monday-Friday, 8:00am–4:30pm and/or check our website at www.llhd.org. We have office hours in the East Lyme Land Use Office on Wednesdays from 8:30am to 12:30pm.

1) Parcels Infrastructure (septic and wells)

- a) Any parcel served, or to be served, by an onsite subsurface sewage disposal (septic system)
 - i) Soils testing (test pits, percolation tests, hydraulic analysis, groundwater monitoring, ledge profiling). **See the “Application for Soils Testing” form.**
 - ii) Plan reviews (subdivision, commission reviews, State reviews, new building lots or septic repairs/alterations). **See the “Application for Septic Plan Review” form.**
 - iii) B100a reviews (lot line changes, additions, change in use, accessory structures-decks/out buildings/pools). **See the “B100a: Application” form.**
 - iv) Septic permit (new and repaired/altered septic systems). **See the “Application for Approval to Construct a Subsurface Sewage Disposal System” form.**
 - v) Inspections/site visits re: subsurface sewage disposal systems
 - vi) Requests for parcel data regarding subsurface sewage disposal systems (as-builts, inspections records, soil testing, complaints, etc.)
 - vii) Any parcel served, or to be served, by private well (s) for drinking, irrigation and/or geothermal use See ii), v) and vi) above

2) Foodservice Establishments

- a) Any proposed new facility (Restaurants, Cafes, Convenience Stores, Bars, Bakeries, Caterers, Farmers Markets, Temporary Events and Food Vendors), renovation or change in ownership of an existing facility.
 - b) Food Safety training requests for any food service employee of a facility.
 - c) Complaints relating to any food service establishment regulated by LLHD.
- 3) Cosmetology-**Establishments proposing, currently conducting, changing ownership of or renovating facilities that conduct any or all of the following-the cutting, styling, dying, washing or chemical treatment of hair, manicures, brow waxing or “threading” and/or pedicures.
- 4) Daycares-** Establishments proposing, currently conducting, changing ownership of or renovating facilities that provide supplementary care for children (Family Daycare, Group Daycare Center or Day Care Center).
- 5) Pools/Bathing Water and Shellfish-** Establishments proposing, currently conducting, changing ownership of or renovating facilities that provide swimming, wading, whirlpools or other such public bathing water facilities. LLHD conducts weekly bathing water samples of East Lyme public and private beaches from Memorial Day through Labor Day. LLHD also coordinates the opening and closing of the shellfish beds in East Lyme, Groton and Waterford.
- 6) Group Homes-** Establishments proposing, currently conducting, changing ownership of or renovating facilities that provide a Community Living arrangement.
- 7) Lead-**Any complaints or reports of deteriorated paint, possible lead exposure or elevated blood lead.
- 8) Lodging-** Establishments proposing, currently conducting, changing ownership of or renovating facilities that provide the services of a hotel, motel, bed and breakfast or other similar overnight lodging facility.
- 9) Property Complaints-**Any complaints that may be considered detrimental to the health of the public (trash, debris, standing water, vermin, hoarding, mold, or rental dwelling complaints).
- 10) Miscellaneous-**The following issues as to be referred to the Ledge Light Health District
- a) Loss of water, heat, power or sewage failure (back-up, discharge to the surface of the ground, waterway or storm drainage).
 - b) Requests for any emergency response after working hours can be directed to the Town of Groton Dispatch Center at 860-441-6748.

Rev. 8/31/15

Promoting healthy communities

216 Broad Street • New London, CT 06320 • phone. 860.448.4882 • fax. 860.448.4885 • www.llhd.org

