



City of Ansonia

253 Main Street
Ansonia, Connecticut 06401
**BUILDING PERMIT
PROCEDURE**

To obtain permits for new home construction, sheds, signs, pools, decks, additions, garages or any structure or use requiring a permit, please follow the steps below. Specific application forms and regulations can be obtained in each department. Review project with each department personnel to determine specific requirements. There are separate fees for each department.

APPROVAL SIGNATURES ARE REQUIRED FOR EACH DEPARTMENT AND MUST BE OBTAINED IN NUMERICAL ORDER. All plans submitted will have a coinciding date for each department. Review project with each department personnel to re-submit plans for the previous departments.

CALL FOR HOURS EACH DEPARTMENT IS AVAILABLE

1. Obtain a copy of the “City of Ansonia Required Construction Approvals”. This checklist will require signatures from each department. Signatures will be obtained only after approvals have been given. After obtaining all required signatures, submit the original to the Building Official in Step #9.
2. **Tax Assessor** **736-5950:**
The Tax Assessor will supply you with a street address and the Map, Block and Lot Numbers.
3. **Tax Collector** **736-5910:**
The Tax Collector will verify status of taxes. If taxes are due, no permits will be issued.
4. **Water Pollution Control Authority** **736-5908:**
If the health Department fills out an application, a plot plan is required showing the septic system location. Perc testing and/or soil testing is required. An engineered plan maybe required if WPCA staff will need to review and approve application. Plans are required. W.P.C.A. issues a release for paid W.P.C.A. bills. **OR**
5. **Valley Health Department:** **881-3255:**
Only Septic Systems or Private Well.
6. **Inlands/Wetlands** **736-5980:**
Fill out application completely. Submit a plot plan. Review application with I/W Enforcement Officer (Activity in a Wetland will require Commission approval).
7. **Zoning Enforcement Official** **736-5990:**
Fill out application completely. Submit a plot plan depicting setbacks of all structures and topography of the lot. Z.E.O. will need to review and stamp house or structure plans.
8. **Fire Marshal** **734-3525:**
Provide detailed plans and specifications for review (Per CGS 29-290 thru 29-298) for all new structures and additions, renovations or alterations to existing structures. (Exception: one and two family, detached structures). **WRITTEN APPROVAL OF PLANS IS REQUIRED PRIOR TO ISSUANCE OF BUILDING PERMIT.**
9. **Building Department** **736-5960:**
Need to fill out application. Supply Building Official with the house or structure plans. The B.O. will need a copy of the “Construction Approval” checklist.
10. **Plumbing, Heating and Electrical** **736-5960:**
A proper application must be filled out.
11. **Planning and Zoning** **736-5905:**
Meet with Zoning Enforcement Officer to determine which application is needed for the proposal. Once that is determined a submission packet can be obtained.
12. **City Engineer** **736-5945:**
Meet with City Engineer to determine if a sign-off is required.

APPROVAL SIGNATURES ARE REQUIRED FOR EACH DEPARTMENT AND MUST BE

***** Save your copy of "City of Ansonia Required Construction Approvals" *****

Below are the steps to follow when obtaining a **Certificate of Occupancy**. All steps **must** be completed and **ALL REQUIRED SIGNATURES MUST BE OBTAINED IN NUMERICAL ORDER.** If you have any questions, please contact that department..

1) **Valley Health Department:**

An As-Built septic plan is required prior to final approval. Once approved, a Permit To Discharge form will be issued.

2) **Water Pollution Control Authority:**

An As-Built plan must be submitted and reviewed. Once approved, an Application to Discharge will be issued.

3) **Inland / Wetlands:**

A signature is required from the Enforcement Officer to determine that specific requirements stated on the original application have been met. Staff will review a certified plan.

4) **Zoning Department:**

An Improvement Location Survey will need to be reviewed. An inspection may be conducted. A fee will be required upon issuance of the Certificate of Compliance.

5) **Fire Marshal:**

Schedule a final inspection.

6) **Building Department:**

A final C.O. inspection shall be conducted. Inspections for Plumbing, Heating and Electrical are also required, if applicable, prior to the issuance of the Certificate of Occupancy.

7) **Planning and Zoning**

Meet with Zoning Enforcement Office to determine which application is needed for the proposal.

CITY OF ANSONIA
REQUIRED CONSTRUCTION APPROVALS

1) Applicant: _____

Street Address _____

Permit Use: _____ Subdivision Lot #: _____ Zone: _____

Obtain signatures in numerical order

The same plan must be submitted to each land-use department. If changes are made to the plans after an Approval has been given; the plans must be re-submitted to all prior departments for re-approval.

2) **To be filled out by Tax Assessor:**

Map: _____ Block: _____ Lot: _____

Street Address: _____

Signature of Assessor: _____ Date: _____

3) **To be filled out by Tax Collector:**

Taxes Current: Yes / No

Signature of Tax Collector: _____ Date: _____

4) **To be filled out by Valley Health Department or W.P.C.A.:**

Plan Date: _____ Signature: _____ Date: _____

5) **To be filled out by Inland / Wetlands:**

Plan Date: _____ Signature: _____ Date: _____

6) **To be filled out by Zoning Enforcement Official:**

Plan Date: _____ Signature: _____ Date: _____

7) **To be filled out by Fire Marshal (If applicable):**

Plan Date: _____ Signature: _____ Date: _____

8) **To be filled out by Building Official:**

Plan Date: _____ Signature: _____ Date: _____

Building Permit Number: _____

(After construction, applicant **MUST** obtain post-construction approvals on back of this form in order to receive a C.O.)

POST-CONSTRUCTION APPROVALS

Obtain sign-offs from the following Land Use departments. A Certificate of Occupancy will be Issued if approval has been received by all departments.

Obtain signatures in numerical order

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1) **Tax Collector:**

Date: _____ Signature: _____ (Taxes Paid)

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2) **Valley Health Department:**

Date: _____ Signature: _____ (Permit to Discharge)

OR

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3) **Water Pollution Control Authority:**

Date: _____ Signature: _____ (Application to Discharge)

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4) **Inland / Wetlands:**

Date: _____ Signature: _____ (Activity / S&E Controls)

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5) **Zoning Department:**

Date: _____ Signature: _____ (Zoning Compliance)

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6) **Fire Marshal (if applicable):**

Date: _____ Signature: _____ (Fire Code Compliance)

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7) **Building Department:**

Date: _____ Signature: _____ (Building Code Compliance)

***** Building Official will obtain a copy of this checklist for our files *****