



## TOWN OF PRESTON

Building Department  
389 Route 2  
Preston, Connecticut 06365

### One and Two Family Dwellings and Detached Accessory Structures Minimum Permit Application Requirements

*Note: Please keep in mind that a complete application with all required information will help expedite the application process. An incomplete application will not be dated as accepted or circulated until all of the information is received. The following information is provided to assist in preparing a complete application package but in no way guarantees application approval or compliance with all applicable code requirements. It is the responsibility of the applicant to provide a complete and code compliant building permit application with supporting documentation.*

#### General Requirements

- Completed building permit application form(s) (available online or in Land Use Office)
- Submission of two signed and sealed sets of all drawings and information is required. One set will be returned with comments and/or conditions of approval and is to be left at the job site during construction.
- Zoning Enforcement and Inland Wetland approvals are required prior to issuance of the building permit.
- A certificate of insurance for workers' compensation coverage must be provided by contractors or a sworn notarized affidavit provided, stating that the building owner / agent will require proof of workers' compensation insurance for all those employed on the job site.
- Mechanical (HVAC), Electrical, Plumbing, Communications, Fire Protection and other trades are required to be licensed in Connecticut. A copy of their license and proof of insurance will be required at the time of application.

#### Minimum Plan Requirements

- Plans shall be drawn to scale (1/4" per ft. preferred) and shall include (as applicable) the following drawings and information for review and approval. The size, scope and type of project will dictate what drawings are required.
- Plans shall be drawn to scale (1/4" per ft. preferred) and shall include the following:
  - Site plan(s) 1"=20'
  - Front, side(s) and rear elevations (min. 1/8" per ft.) Foundation / Pier plan and details
  - Floor plan
  - Existing conditions plan/Demolition plan
  - Framing plan(s)
  - Building section(s)
  - Finish schedules, notes and details
  - Door and window schedules and details
  - Dimensions, specifications and details as required to convey the scope of work.
- Plans shall indicate that smoke detectors and CO detectors will be provided throughout the entire house in accordance with the latest edition of the International Residential Code.
- Braced Wall Plans and Calculations
- Indicate clear opening sizes for any bedroom windows or indicate that they will meet the minimum escape and rescue requirements.
- Plans shall show all retaining walls, decks, porches, overhangs, stairs or other similar features along with all construction details, dimensions and material call-outs. Retaining walls may require engineered plans
- Plans shall clearly indicate all vertical dimensions such as floor to ceiling heights, headroom heights at beams and stairs, railing heights, etc.
- Dimensions, specifications and details as required to convey the scope of work. Any other drawings that may be needed to convey the scope of work



**TOWN OF PRESTON**  
**Building Department**  
 389 Route 2  
 Preston, CT 06365

**FOR TOWN USE ONLY**  
 Permit \_\_\_\_\_  
 Completed Application Received

Admin Assistant [lpappas@preston-ct.org](mailto:lpappas@preston-ct.org) • 860-887-5581 x103 • Building Official [lacombe@preston-ct.org](mailto:lacombe@preston-ct.org) • 860-887-5581 x130

**Building Permit Application**

\_\_\_ New Construction    \_\_\_ Addition    \_\_\_ Renovation    \_\_\_ Residential    \_\_\_ Commercial

Building site address \_\_\_\_\_ Lot/Map # \_\_\_\_\_

Is above address within an Historic District area? \_\_\_ Yes \_\_\_ No      Within the floodplain? \_\_\_ Yes \_\_\_ No

Property Owner Information			Applicant Information (if different than Owner)		
Name _____			Name _____		
Address _____			Address _____		
City _____	State _____	Zip _____	City _____	State _____	Zip _____
Day phone _____	Cell _____		Day phone _____	Cell _____	
E-mail _____			E-mail _____		

Contractor	License #	Expiration Date

**Project Information**

Describe proposed work: \_\_\_\_\_

Area of Project \_\_\_\_\_ sq.ft. Building Area \_\_\_\_\_ sq.ft. Building Height \_\_\_\_\_ ft. # of stories \_\_\_\_\_

Check for associated trade permits: \_\_\_ Plumbing \_\_\_ Electrical \_\_\_ HVAC \_\_\_ Gas

Estimated Cost of Labor + Materials: \_\_\_\_\_

**Signature of owner or authorized agent**

The applicant certifies and agrees as follows: (1) \_\_\_ I am the owner of record of the named property or \_\_\_ that the proposed work is authorized by the owner of record and/or I have been authorized to make this application as an authorized agent (2) that the information is correct; (3) that the project will comply with all regulations of the Town of Preston which are applicable hereto; (4) that they will only perform work on the above property specifically described in this application; (5) that they grant Town officials the right to enter onto the property for the purpose of inspecting the work permitted

Owner or Authorized Agent (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Zoning Information**

Application is hereby made for a Zoning Permit for the purposes described herein and shown on the accompanying plans.

Work is to commence no earlier than 7:00am Weekdays and 9:00 am Weekends.

Applicants for permitted residential dwellings or additions of such buildings shall submit a plot plan, drawn to scale, on a separate piece of paper. (See example provided as part of this application.)

**Zoning Enforcement Officer Use Only**

Approved \_\_\_\_\_

ZEO Signature \_\_\_\_\_ Date \_\_\_\_\_

A permit issued on the basis of this application certifies conformance with the Zoning Regulations of the Town of Preston

ZEO Comments: \_\_\_\_\_

**Town Use Only**

Valuation \_\_\_\_\_ Permit Fee \_\_\_\_\_ Education Fee \_\_\_\_\_

Total fee due \_\_\_\_\_ Payment received by \_\_\_\_\_ Date \_\_\_\_\_

Special Conditions if any \_\_\_\_\_



Permit # \_\_\_\_\_

**Application for Site Testing and the Installation of Sewage Disposal Systems**

Property Location: Town: \_\_\_\_\_ Street: \_\_\_\_\_ Street #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Installer  / Owner  Email address: \_\_\_\_\_

Installer: \_\_\_\_\_ License #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

No of Bedrooms: \_\_\_\_\_ Use of Structure: \_\_\_\_\_

Garbage grinder/disposal?  No  Yes Whirlpool/Oversized tub?  No  Yes # of Gals. \_\_\_\_\_

Non-residential design criteria: \_\_\_\_\_ Flow \_\_\_\_\_ GPD

Within 200 ft. of: A public water supply?  Yes  No A public sewer?  Yes  No Water Supply:  Public  Well

Footing Drain:  Yes  No Curtain Drain:  Yes  No In-ground Fuel Tank:  Yes  No Easements on Lot:  Yes  No

On a Flood Plain?:  Yes  No Wetlands:  Yes  No Within 100 ft of a Watercourse or Pond:  Yes  No

**DISTRICT USE ONLY**

Site Testing - \$100.00/lot	<input type="checkbox"/> New System	<input type="checkbox"/> Subdivision	No. of lots _____	\$ _____
Additional Testing - <input type="checkbox"/> \$75.00/lot			No. of lots _____	\$ _____
Septic Repair/Renovation Testing - <input type="checkbox"/> \$75.00				\$ _____
Perc Testing Fill - <input type="checkbox"/> \$50.00				\$ _____
Groundwater Monitoring - <input type="checkbox"/> \$100.00				\$ _____
Sewage Disposal System Permit -	<input type="checkbox"/> New Residential System \$125.00			
	<input type="checkbox"/> Commercial System \$150.00	<input type="checkbox"/> Transfer or Renew Permit \$50.00		
	Residential System: <input type="checkbox"/> Repair	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Sewer Line	<input type="checkbox"/> D-Box \$100.00
Plan Review -	<input type="checkbox"/> Residential \$75.00 w/1 rev.	<input type="checkbox"/> Commercial \$150.00 w/1 rev.		
	<input type="checkbox"/> Subdivision/Site Plan 1 lot w/ 1 rev \$75.00			
	<input type="checkbox"/> Subdivision/Site Plan 2 or more lots w/1 rev. \$100.00	# of lots _____		
	<input type="checkbox"/> Well Only \$25.00	<input type="checkbox"/> Revisions \$25.00/lot	# of lots _____	\$ _____
<b>Total Fee Due:</b>				\$ _____
Fee Paid: \$ _____	Cash: <input type="checkbox"/> Charge Card	<input type="checkbox"/> Check #:	_____	Receipt #: _____
				Date: _____
Fee Paid: \$ _____	Cash: <input type="checkbox"/> Charge Card	<input type="checkbox"/> Check #:	_____	Receipt #: _____
				Date: _____

Signature of Installer: \_\_\_\_\_ Date: \_\_\_\_\_

- The installer must present a copy of his current license and sign the application in person at the District office.
- A set of house plans must be submitted with the application for new construction.
- The applicant for site testing must arrange for a backhoe and supply 10 gallons of water on-site.
- A minimum of 4 test holes and a perc test, in the primary and reserve areas, are required per lot.
- An accurate plot plan, to scale, must accompany the application.
- The fee must be submitted with the application prior to testing the lot.



## TOWN OF PRESTON

Building Department  
389 Route 2  
Preston, Connecticut 06365

860-888-5581 x103 Administrative Assistant  
860-887-5581 x130 Building Official

building@preston-ct.org  
iacombe@preston-ct.org

### PLOT PLAN

Many land use authorization or building permit applications for the Town of Preston require plot plans. This handout has been prepared to assist applicants in preparing plot plans. It lists the information that must appear on the plot plan and shows a sample plot plan for your reference.

#### What is a Plot Plan?

A plot plan is an accurate drawing or map of your property that shows the size and configuration of your property and the size and precise location of most man-made features (i.e. buildings, driveways, utility lines and walls or fences) on the property. Plot plans show both what currently exists on the property and what the desired physical changes are, that will change the physical appearance of the land and man-made features.

#### When do you need to draw a Plot Plan?

Plot plans are required to accompany most applications that change how the property will be used or that are needed in order to construct something on the property. For example, plot plans are required when you apply for:

- Building permits to building an addition, construct a new structure, alter an existing structure or do other exterior work such as installing pools, sheds and decks.
- A variance for Zoning Compliance
- A change of use of the structure
- Septic Design and/or revisions as mandated by the Sanitarian

A plot plan is also helpful to have when you have questions about what you can and cannot do on your property. It will help Town personnel to see the specific and unique conditions of your site. They can then provide you with specific rather than general information. This is particularly important when what you are doing involves Zoning Compliance and Building Code requirements.

#### What does a Plot Plan show?

1. A plot plan must contain the following information:
2. Name and address of the owner of the property
3. Address of the property (if different from the owner's address)
4. The location and dimension of driveways (existing and proposed)
5. Identification of adjacent streets
6. Any easement that crosses the property or other pertinent legal features
7. A north arrow
8. Identification of the drawings scale (1/8" = 1'-0")
9. The property lines and property dimensions
10. Locations, sizes and shape of any structures presently on the site and proposed for construction
11. Dimensions showing: front, side and rear yard setbacks, size of structures, porches, pools and decks
12. Creeks, shorelines, drainage ditches and wetlands
13. Contour lines as may be required

#### How to prepare a simple Plot Plan

Step 1 – Access the Preston GIS website and search for your property ([http://www.prestongis.com/ags\\_map/](http://www.prestongis.com/ags_map/))

Step 2 – Search for your property and from there you can print a quick map to scale

Step 3 – Verify that all of the man-made structures are noted as listed above

Step 4 – Add/ Draw onto the map the proposed structures (to scale) and include the relevant dimensions to the new structure(s)

Step 5 – Make at least two copies to drop off with your application



# TOWN OF PRESTON

Assessor's Office  
389 Route 2  
Preston, Connecticut 06365  
860-889-2529 voice 860-204-0021 facsimile

## INFORMATION FOR PERMIT NEEDED BY ASSESSOR

Date of Application \_\_\_\_\_ Assessor's Tax Map & Lot # \_\_\_\_\_/\_\_\_\_\_

The undersigned hereby applies for a permit to: ERECT ( ), ALTER ( ), ENLARGE ( ), REPAIR ( ), REMOVE ( ), DEMOLISH ( ), a building or structure herein described and in accordance with plans and specifications submitted.

LOCATION (Street & No.) \_\_\_\_\_ PROPERTY OWNER \_\_\_\_\_

TYPE OF CONSTRUCTION \_\_\_\_\_ SIZE OF BUILDING \_\_\_\_\_

GARAGE SIZE \_\_\_\_\_ x \_\_\_\_\_ ATTACHED \_\_\_\_\_ TOTAL FLOOR AREA \_\_\_\_\_

NUMBER OF BATHS \_\_\_\_\_ (TILE BATH \_\_\_\_\_ SHOWER \_\_\_\_\_

JACUZZI / HOT TUBS \_\_\_\_\_ GAL \_\_\_\_\_ CERAMIC \_\_\_\_\_ )

WALLS \_\_\_\_\_ FLOORS \_\_\_\_\_

NUMBER OF BEDROOMS \_\_\_\_\_

INTERIOR WALLS \_\_\_\_\_ FLOORING \_\_\_\_\_

HEATING TYPE \_\_\_\_\_ FUEL TYPE \_\_\_\_\_

FIREPLACE \_\_\_\_\_ FUEL \_\_\_\_\_

AIR CONDITIONING \_\_\_\_\_

ACCESSORY BUILDING SIZE \_\_\_\_\_ USE \_\_\_\_\_

DECK SIZE \_\_\_\_\_

EST. CONSTRUCTION VALUE \$ \_\_\_\_\_

The applicant agrees to comply with all provisions of the building code and with the provisions of all other laws and rules governing building construction.

Signed (Owner or Agent) \_\_\_\_\_ Print Name \_\_\_\_\_

### DESCRIPTION OF PROPOSED WORK UNDER THIS APPLICATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**TOWN OF PRESTON  
TOWN OFFICES  
389 ROUTE 2  
PRESTON, CONNECTICUT 06365-8830**

**Concrete Reporting Requirements Effective October 1, 2016**

Pursuant to Public Act 16-45, a building permit applicant with a project involving concrete foundations is required to provide the name of the concrete supplier and the name of the concrete installer prior to the issuance of a Certificate of Occupancy, or Certificate of Completion. This is for all concrete foundations poured after October 1, 2016 and does not apply to site or hand-mixed concrete and not for minor items like residential deck piers, steps or sidewalks.

**Please make sure to send me a letter referencing address, permit # along with the name of the supplier and name of the installer for any applicable projects.**

Regards,

A handwritten signature in blue ink that reads "Kathy LaCombe".

**Kathy LaCombe  
Building Official  
(860) 887-5581 Ext. 130  
[lacombe@preston-ct.org](mailto:lacombe@preston-ct.org)**

**A Driveway Bond Must Be Secured  
Through The Selectmen's Office As Part Of  
The Building Permit Application Process  
For Single Family Homes**



**Building Permit Requirements for Workers' Compensation**

Section 31-286b of the Workers' Compensation Act requires anyone who requests a building permit to first submit "proof of workers' compensation coverage for all of the employees who are engaged to perform services on the site of the construction project for which the permit was issued.

The only exceptions to this law are the sole proprietor or property owner who will not be acting as general contractor or principal employer.

**What to give to the Building Official to obtain a Building Permit:**

1. The General Contractor or Principal Employer must provide a written certificate of workers' compensation insurance for all of the employees on their project. This certificate may not be for liability, disability or any other type of insurance.
2. The Sole Proprietor or Property Owner who will not act as a general contractor or principal employer is not required to have workers' compensation coverage. In order to obtain the building permit, a FORM 7A should be completed and given to the building official.
3. The Sole Proprietor or Property Owner who will act as a general contractor or a principal employer must provide a written certificate of workers' compensation insurance for all of the employees on their project and must file a FORM 7B with the building official — OR he will sign a sworn notarized affidavit on FORM 7B, stating that he will require proof of workers' compensation insurance for all those employed on the job site.
4. The General Contractor or Principal Employer who has properly excluded himself from coverage using the appropriate WCC form (see NOTE below) must file the FORM 7C with the building official. This form certifies that they have properly excluded themselves, and attests that they will require proof of workers' compensation insurance from every employee that works on the designated job site.

NOTE: The general contractor or principal employer may exclude himself from workers' compensation coverage by filing one of the following forms with the appropriate Workers' Compensation Commission district office:

- :Form 6B for employees who are Officers of a Corporation or Managers / Members of an LLC
- Form 6B-1 for employees who are Members of a Partnership



Please TYPE or PRINT IN INK

**Proof of Workers' Compensation Coverage When Applying for a Building Permit for the Sole Proprietor or Property Owner who WILL NOT act as General Contractor or Principal Employer.**

**APPLICANT FOR BUILDING PERMIT**

Name of Applicant for Building Permit \_\_\_\_\_

Property located at \_\_\_\_\_

In the City/Town of \_\_\_\_\_

Preston, Connecticut

**ATTEST**

If you are the owner of the above-named property or the sole proprietor of a business doing work on the site of the construction project at the above-named property and you WILL NOT act as the general contractor or principal employer, you must provide proof of workers' compensation insurance coverage for all employees.

Complete this form and, if applicable, sign the Affidavit below in the presence of a Notary Public or a Commissioner of the Superior Court.

**CHECK ONE (1) BOX ONLY and complete the following:**

- I am the **OWNER** of the above-named property. I WILL NOT act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the above-named property.

Signature of OWNER Applicant \_\_\_\_\_

- I am the **SOLE PROPRIETOR** of a business doing work at the above-named property. I WILL NOT act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the abovenamed property.

Name of Business—if applicable \_\_\_\_\_

Federal Employer ID# (FEIN)—if applicable \_\_\_\_\_

Signature of SOLE PROPRIETOR Applicant \_\_\_\_\_





State of Connecticut  
Workers' Compensation Commission

Please TYPE or PRINT IN INK

7B

**Proof of Workers' Compensation Coverage When Applying for a Building Permit for a Sole Proprietor or Property Owner who WILL act as General Contractor or Principal Employer.**

APPLICANT FOR BUILDING PERMIT

Name of Applicant for Building Permit \_\_\_\_\_

Property located at \_\_\_\_\_  
In the City/Town of \_\_\_\_\_

Preston, Connecticut

ATTEST

If you are the owner of the above-named property or the sole proprietor of a business doing work on the site of the construction project at the above-named property and you WILL act as the general contractor or principal employer, you must provide proof of workers' compensation insurance coverage for all employees.

Complete this form and, if applicable, sign the Affidavit below in the presence of a Notary Public or a Commissioner of the Superior Court.

**CHECK ONE (1) BOX ONLY, provide the appropriate information, and sign:**

I am the **OWNER** of the above-named property. I WILL act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the above-named property.

Signature of OWNER Applicant \_\_\_\_\_

I am the **SOLE PROPRIETOR** of a business doing work at the above-named property. I WILL act as the general contractor or principal employer and, as such, will submit proof of workers' compensation insurance coverage for all employees who are doing work on the site of the construction project at the abovenamed property.

Signature of SOLE PROPRIETOR Applicant \_\_\_\_\_

I am the **OWNER** of the above-named property or the **SOLE PROPRIETOR** of a business doing work at the above-named property. I will not personally submit proof of workers' compensation insurance coverage, but I will attest to the statement at the end of the page:



State of Connecticut  
Workers' Compensation Commission

Please TYPE or PRINT IN INK

7C

**Proof of Workers' Compensation Coverage When Applying for a Building Permit for the Sole Proprietor or Property Owner who WILL NOT act as General Contractor or Principal Employer.**

APPLICANT FOR BUILDING PERMIT

Name of Applicant for Building Permit \_\_\_\_\_

Property located at \_\_\_\_\_  
In the City/Town of \_\_\_\_\_

Preston, Connecticut

ATTEST

If you are the General Contractor or Principal Employer of a business doing work on the site of the construction project at the above-named property and you have property excluded yourself from workers' compensation coverage by filing one of the appropriate forms listed below with the Workers' Compensation Commission, complete this form and, if applicable, sign the Affidavit below in the presence of a Notary Public or a Commissioner of the Superior Court.

**FIRST — CHECK ONE (1) BOX:**

I am: an Officer of a Corporation     a Manager or Member of an LLC     a Partner in a Business

**THEN — CHECK ONE (1) BOX, provide the appropriate information, and sign the Affidavit at the end of the page:**

I have filed the following certificate with the Workers' Compensation Commission:

Form 6B (for an Officer of a Corporation, a Manager of an LLC, or a Member of a Multiple-Member LLC)

Form 6B-1 (for a Partner in a Business)

**AFFIDAVIT**

I hereby swear and attest that I will require proof of workers' compensation insurance for every contractor, subcontractor, or other worker before he or she does work on the site of the construction project at the above-named property in accordance with Section 31-286b of the Workers' Compensation Act.

Signature of OWNER or SOLE PROPRIETOR Applicant \_\_\_\_\_

Name of Business—if applicable \_\_\_\_\_

Federal Employer ID# (FEIN)—if applicable \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 200 \_\_\_\_\_

Signature of Notary Public / Commissioner of the Superior Court \_\_\_\_\_