





# TOWN OF PRESTON

Building Department  
389 Route 2  
Preston, Connecticut 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

## Electrical Permit Application

All work must be done in accordance with the National Electric Code as adopted by the State of Connecticut.

New Construction     Addition     Renovation     Residential     Commercial

Property Location (Street Address) \_\_\_\_\_

Applicant \_\_\_\_\_ Related Building Permit # \_\_\_\_\_

Property Owner (if not the Applicant) \_\_\_\_\_

Address \_\_\_\_\_ Town/City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Work or Home (circle) Mobile \_\_\_\_\_

E Mail \_\_\_\_\_

Electrician's Name \_\_\_\_\_ License # \_\_\_\_\_

Address \_\_\_\_\_ Town/City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Work or Home (circle) Mobile \_\_\_\_\_

E-Mail \_\_\_\_\_

New     Upgrade    Cost of Installation (labor & material) \_\_\_\_\_  
 Existing     No Change to service, provide existing service size \_\_\_\_\_ Amps    CRS # \_\_\_\_\_

	Qty		Qty		Size	Qty
Switches		Telephone Devices		Amp Service Equipment		
Receptacles		Fire Alarm Devices		Amp Service Conductors		
Wiring Controls - Burners		Security Devices		K.W. Surface Unit		
Medium Base Fixtures		Radio-TV		H.P. Garbage Disposal		
Mogul Base Fixtures		Intercom		K.W. Oven		
Fluorescent Fixtures		CATV		K.W. Dishwasher		
Mercury Vapor Fixtures		Vacuum Cleaner Outlet		H.P. Water Pump		
Paddle Fans		Thermostat		K.W. Water Heater		
Bathroom Exhaust Fan		HVAC Control		K.W. Heat Pump		
Rangehood Exhaust Fan		Elevator Cars		K.W. Electric Furnace		
Smoke Detectors (120V)		Misc		Amp Air Conditioner		

Description \_\_\_\_\_

### 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

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

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

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

Special conditions if any \_\_\_\_\_



### ADDITIONS, DECKS, GARAGES, SHEDS, AND POOLS

Prior to putting an addition onto your home, installing an in-ground or above-ground swimming pool, or building a deck, garage or storage shed, approval is required from the Uncas Health District if you have a septic system. Section 19-13-B100a of the CT Public Health Code sets the conditions under which the District can approve the above construction.

A plot plan must be submitted which shows the exact location of your home, septic system, well and what you propose to build. Dimensions and separating distances must also be included. If you are adding an addition to your home, floor plans of the existing house and the proposed house, with all rooms labeled, must also be submitted.

The Health Code requires that before the District can approve any of these plans, there must either be a septic system on your property which meets all of the current regulations, or, there must be an area in which such a septic system could be installed if needed. In order to determine this, the District must examine records of test holes and percolation tests. If this information is not available, testing must be done before the District can approve or deny the proposal.

In addition, all the required separating distances to the septic system must be met. These distances include 10 feet to an above-ground pool; 25 feet to an in-ground pool; 5 feet to a deck; 5 feet to a storage shed or garage; 15 feet to an addition, provided there are no footing drains. If footing drains are provided, the separating distance to the septic system increases to 25 feet.

These regulations are necessary to ensure that if your septic system has to be replaced, there is an adequate area in which to install a proper system. If there is not enough area, the flow of water from your house may have to be reduced, and things such as washing machines and dishwashers may have to be eliminated.

Revised 6/2/2006



APPLICATION TO CONSTRUCT AN ADDITION, DECK, POOL OR GARAGE OR TO CHANGE THE USE OF A BUILDING

Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Property Address: \_\_\_\_\_ Town: \_\_\_\_\_

No. of Bedrooms Existing: \_\_\_\_\_ No. of Bedrooms after renovation/addition: \_\_\_\_\_

Request approval to:

Construct an addition: Number of rooms: \_\_\_\_\_ Size of addition: \_\_\_\_\_

Use of addition: \_\_\_\_\_

Construct a deck: Size of deck: \_\_\_\_\_

Construct a shed: Size of shed: \_\_\_\_\_ Type of foundation: \_\_\_\_\_

Install a pool:  In-ground  Above-ground Size of pool: \_\_\_\_\_

Construct a garage: Size of garage: \_\_\_\_\_

Other: Description and dimensions: \_\_\_\_\_

Change the use of the building or rooms in the building: Description of change: \_\_\_\_\_

Review Fee \$50.00 \_\_\_\_\_ Site Investigation Fee \$75.00 \_\_\_\_\_ Total Fee \$ \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_ Cash \_\_\_ Credit Card \_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

- \* A plot plan showing the location of the existing building, any proposed additions, decks, garages, pools, etc., the septic system and the well must be submitted.
- \* For an addition, a floor plan of the existing house and the proposed addition must also be submitted.
- \* If test hole and percolation test data is not available, then a test hole(s) must be dug and a percolation test performed.
- \* If the exact location of the septic tank & leaching field is not available, the owner must have them located, if deemed necessary, to ensure that all separating distance requirements are met.

Owner's or Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



# Town of Preston - Building Department

389 Route 2  
Preston, CT 06365

Building Official 860-887-5581 x 130  
Administrative Assistant 860-887-5581 x 103

lacombe@preston-ct.org  
building@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 driveway (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 (1/2" = 25')
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 structure, porches, pools and decks
12. Creeks, shoreline, drainage ditches
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

# Sample 1: PLOT PLAN FOR RURAL PROPERTY I

## CHECKLIST

- ✓ Size: No smaller than 8.5" X11"
- ✓ North arrow
- ✓ Plot Plan Scale (if required)
- ✓ Existing buildings
- ✓ Proposed buildings
- ✓ Location of septic tank, leach field, propane tank and/or water well
- ✓ Owner name and legal description
- ✓ County road or street names
- ✓ Access and driveway dimensions

↕ Use arrows to show measurements and distances from proposed buildings to other structures and property lines

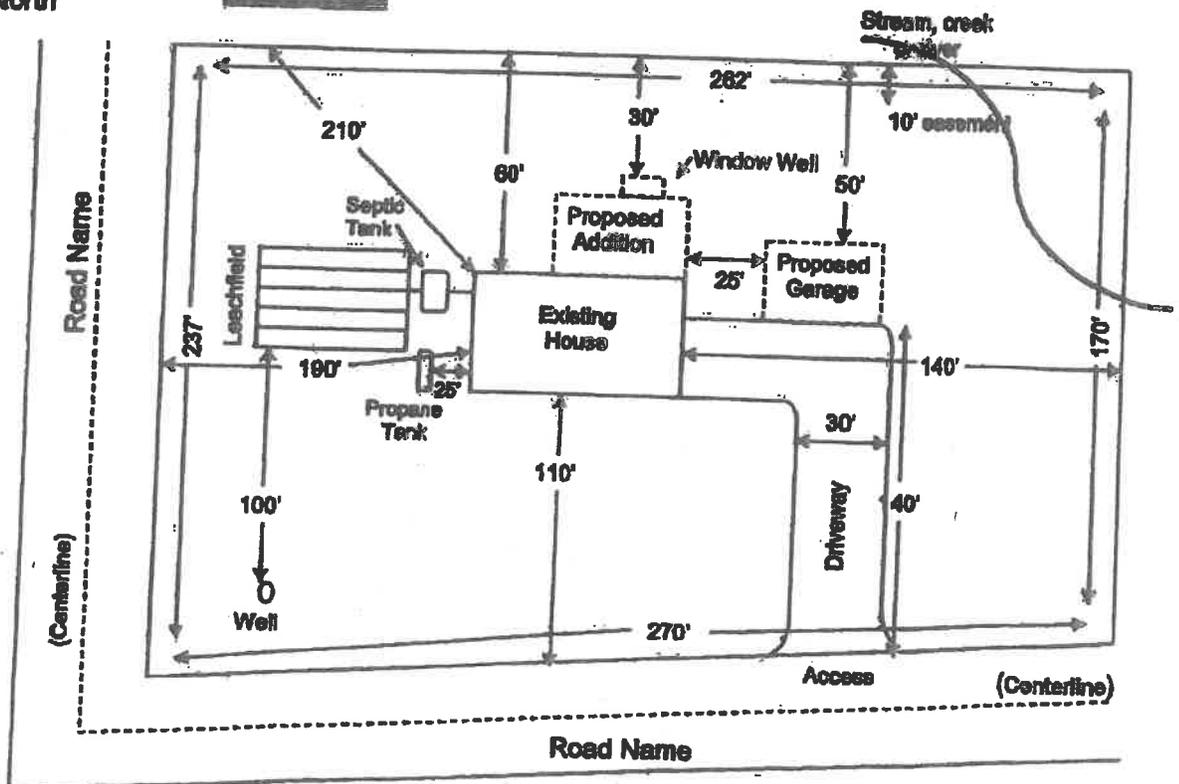
 Use solid lines to indicate existing structures

 Use dashed lines to indicate proposed structures



Scale: 1 inch = 50 ft  
0 25 50

John Smith Residence  
PT SE1/4 31-7-88 Lot A RE-1228





**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**

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



State of Connecticut  
Workers' Compensation Commission

DIRECTIONS for FILING FORMS 7A, 7B and 7C

Rev. 3-17-2006

**7A - 7B - 7C**  
**DIRECTIONS**

## 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 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:



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 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 properly 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 \_\_\_\_\_