

HOME ADDITION

What Permits/Forms are required?

1. Zoning and Building Application, signed by Property Owner
and signed by Haddam Tax Department
2. Health Department: B100a Application – Septic System
3. Site Plan of the property, at a **SCALE of 1"=20' or 1"=40'**, showing all structures, dimensions, location of proposed addition, distance from the addition to the property boundaries, distance from the addition to the well & septic system – **3 COPIES**.
4. Construction Documents – **2 COPIES**

All completed applications, documentation and payments are accepted in the Haddam Land Use Department.

2 payments are required at time of application, either cash or check, payable to:

CT River Area Health District	---	\$ 100.00
Town of Haddam	---	\$ 100.00 (includes State fee) for Zoning Permit

The application package is first reviewed by Health Department. Once approved, it is then reviewed by the Zoning Officer. Once approved by Zoning, the application package is then sent to the Building Department.

You will be contacted by the Building Department once the application is in that Department. There will be a Building Permit Fee due, payable to the Town of Haddam, based on the Estimated Cost of the project. This fee is assessed and collected once the Application is Approved by the Building Department. Additional Permit(s) will be required for Electrical, HVAC and Plumbing work.

Note: If any additional information or documentation is required by the Zoning, Health, or Building Departments, you will be contacted by those departments.

TOWN OF HADDAM
BUILDING AND ZONING APPLICATION TEL# 860-345-8531

**YOUR APPLICATION TO THE BUILDING DEPARTMENT WILL NOT BE REVIEWED UNTIL ALL OTHER REQUIREMENTS HAVE BEEN COMPLETED.*

Permit Location _____
Number _____ Street Name _____

Owner's Name _____			
Mailing Address _____			
No.	Street	P.O. Box	

Town	State	Zip Code	

Applicant _____			
Mailing Address _____			
No.	Street	P.O. Box	

Town	State	Zip Code	

Phone # _____
E-Mail: _____
Cell# _____
License # _____
Phone # _____
E-Mail: _____
Cell# _____

CONSTRUCTION: New _____ Alteration _____ Addition _____ Repair _____ Demolition _____ Estimated Cost _____

BRIEF DESCRIPTION OF PROPOSED WORK: _____

PROPOSED NEW WORK	Total Sq. Ft. of New Work _____	No. of Stories _____	Building Height _____	Use Group _____	Construction Type _____
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SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, HEATING, PLUMBING, FIREPLACE, MASORNY, WELL, WELL, PUMP & SEPTIC

OTHER APPROVALS OR REVIEWS REQUIRED/RECEIVED

DATE

____ Tax Collector _____

____ Variance _____

____ Health Dept. _____

____ Inland Wetlands _____

____ DW Bond/E&S Bond _____

____ Fire Marshal _____

Certification: I hereby certify that () 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 the application as an authorized agent, and we agree to conform to applicable laws, regulations and ordinances. All information contained within is true and accurate to the best of my knowledge and belief.

Owner _____ Date _____

Agent _____ Date _____

Is any work being done within 100 feet of a lake, pond, river, perennial stream and/or soil types designated as poorly drained, very poorly drained, alluvial and flood plain?

YES _____ NO _____

Would you like your building plans returned to you after issuance of a Certificate of Occupancy?

YES _____ NO _____

OFFICE USE ONLY

Building Permit # _____ Map # _____ Lot # _____ Lot Size _____ Zone _____

____ APPROVED ____ DISAPPROVED
Permit Fee Pd _____ Ck# _____ Zoning Permit# _____
Zoning Official _____ Date _____
Comments: _____

____ APPROVED ____ DISAPPROVED
Permit Fee Pd _____ Ck# _____
Building Official _____ Date _____
Comments: _____

White: Building Department

Yellow: Zoning Department

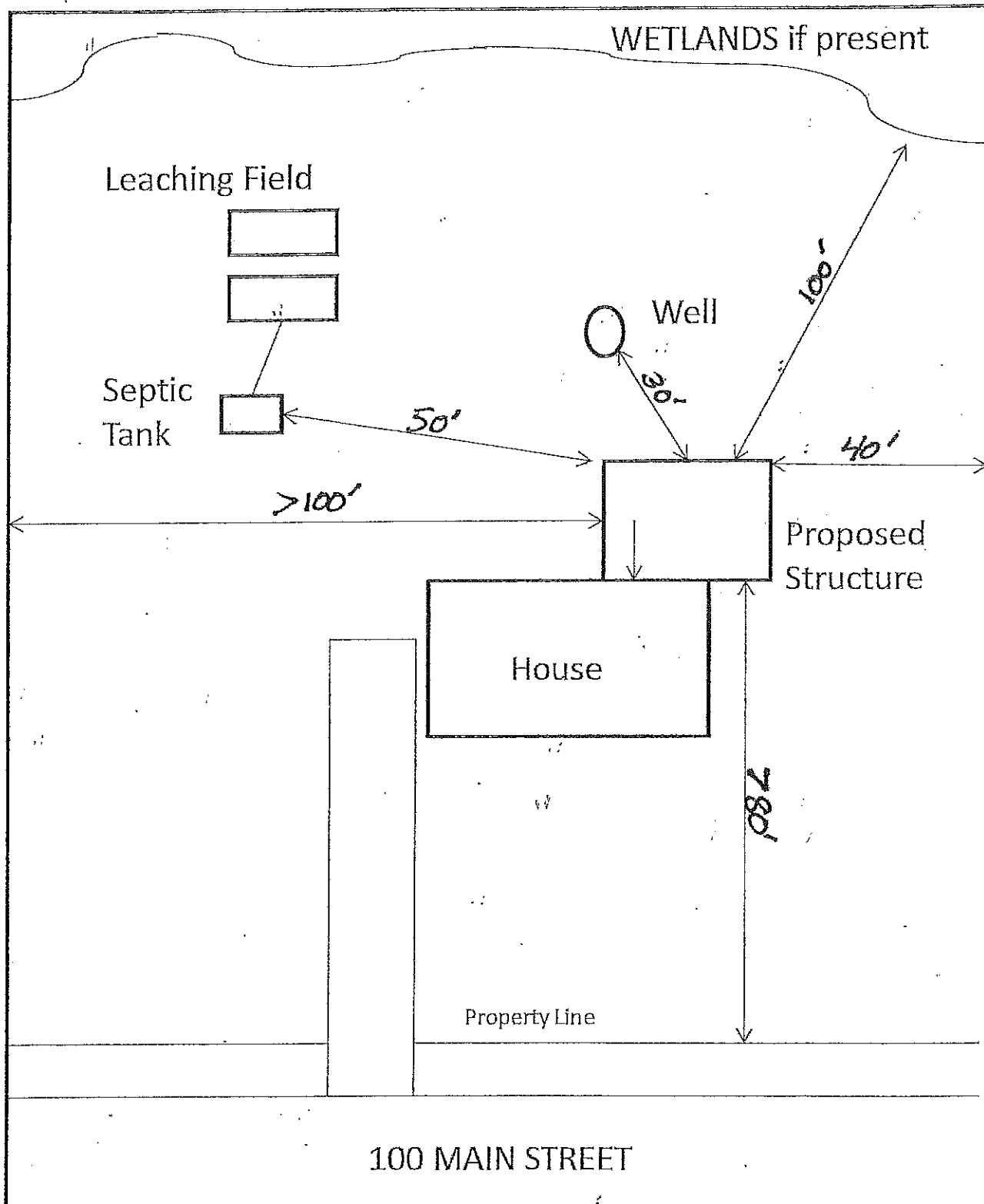
Pink: Assessor

Gold: Applicant

**YOUR APPLICATION TO THE BUILDING DEPARTMENT WILL NOT BE REVIEWED UNTIL ALL OTHER REQUIREMENTS HAVE BEEN COMPLETED.*

Gold: Applicant

SITE PLAN EXAMPLE



EXAMPLE ONLY - ALL SITE
PLANS SHOULD BE DRAWN TO
SCALE



Connecticut River Area Health District

455 Boston Post Road, Suite 7

Old Saybrook, CT 06475

Telephone (860) 661-3300 · FAX (860) 661-3333

Fee: \$100.00

Payable to: CRAHD

B-100a: Application

Note: A diagram of the proposed addition or accessory structure in relation to existing structures, property lines, septic system and water source must be shown on attached detailed plot plan. Proposed building plans must also be submitted with this application. Submit any/all septic system information and soil testing available for the subject property.

Circle Town: Old Saybrook Clinton Deep River Haddam

Date: _____ Property Address: _____

Owners Name: _____ Owners Phone #: _____

Applicant Name: _____ Applicant Address: _____

Applicant Phone # _____ Applicant Fax # _____

Existing Structure: [Residential _____ Number of Bedrooms _____]

[Non-Residential _____ Describe _____]

Water Service: Well ☐ Public ☐ Year Septic System Installed: _____

Type of Application:

☐ Building Conversion (Winterization)

☐ Change in Use (Addition of Bedrooms etc.) Existing Bedrooms _____ Proposed Bedrooms _____

☐ Building Addition Existing sq.ft _____ Proposed sq.ft _____

☐ Accessory Structure, ex. Garages, Pools, Sheds, Decks.

☐ Lot Division, Lot Line Change, Lot Reduction

Give a brief description of proposed application:

Applicable to Old Saybrook Only: Is the property in the Wastewater Management District: YES NO

Print: _____ Sign: _____
(Owner or authorized agent)

Address: _____ Check# _____ Cash _____

Building Conversion, Change in Use: ☐ Applicable

Has a code complying area been determined for this property? ☐ Yes ☐ No

Will the proposed change result in greater than 50% increase in design flow? ☐ Yes ☐ No

• If yes, will the property owner be required to expand the existing septic system? ☐ Yes ☐ No

Building Addition: ☐ Applicable

Has a code complying area been determined for this property? ☐ Yes ☐ No

If a code complying area is not found, does the application meet the following conditions?

1. Replacement area **provides** 50% of effective leaching area ☐ Yes ☐ No

2. Replacement area **provides** 50% of MLSS requirement

3. **No** exception(s) to well separation distance is required

4. The addition does **not** reduce the potential repair area

5. The addition does **not** increase the design flow of building

Will the proposed addition result in greater than 50% increase in design flow? ☐ Yes ☐ No

• If yes, will the property owner be required to expand the existing septic system? ☐ Yes ☐ No

Accessory Structure: ☐ Applicable

Has a code complying area been determined for this property? ☐ Yes ☐ No

If a code complying area is not found, does the application meet the following conditions?

1. Accessory structure, etc. does **not** reduce the potential repair area and the separation distances between the accessory structures, etc. and any part of the existing septic system shall comply with technical standard requirements. ☐ Yes ☐ No

Lot Division, Lot Line Change, Lot Reduction: ☐ Applicable

Has a code complying area been determined on the lot containing the existing building and has a code complying primary and reserve are been determined for the new lot? ☐ Yes ☐ No

Will the septic system be repaired: YES NO Approved ☐ ☐ Not Approved

Comments: _____

Signed: _____ Date: _____

TOWN OF HADDAM

PERMIT FEE SCHEDULE

BE IT ORDAINED by the Town Meeting at the Town of Haddam, that pursuant to Section 3-7 of the Town of Haddam Charter, the following amendments to ordinance chapter 52. BUILDING CONSTRUCTION, shall be adopted on October 25, 2017, to be effective on November 1, 2017

1. Building Permit Fee Evaluations:

The applicant for a permit shall provide an estimated permit value at the time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and other permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.

2. The following fees shall be paid for processing building permit applications:

- A. State Education Fee of \$.26 per thousand for all permits (effective July 1, 2010)
- B. Building permit fee: -\$20.00 per thousand or any fraction thereof of construction cost based on fair market value; Minimum fee - \$25.00 (plus state education fee)
- C. Electric permit fee: \$20.00 per thousand or any fraction thereof of construction cost based on fair market value; Minimum fee - \$25.00 (plus state education fee)
- D. Plumbing permit fee: \$20.00 per thousand or any fraction thereof of construction value based on fair market value; Minimum fee - \$25.00 (plus state education fee)
- E. HVAC permit fee: \$20.00 per thousand or any fraction thereof of construction cost based on fair market value; Minimum fee - \$25.00 (plus state education fee)
- F. Renewal of existing Permit - \$25.00

G. Permit fees are non refundable (effective August 1, 2008)

TOWN OF HADDAM

BUILDING DEPARTMENT

REQUIRED INSPECTIONS

According to Section R109 of the IRC and section 110 of the IBC within the 2016 Connecticut State Building Codes, construction or work for which a permit is required shall be subject to inspection and the work shall remain accessible and exposed for inspection purposes until approved. It is the duty of the permit applicant to keep the work accessible and exposed and to request inspections. '12 IBC 110.5

The Building Dept. requires at least two (2) business days' notice prior to requested inspection.

Depending on the scope of work of each project and permit the following inspections may be required:

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official. '12 IBC 110.6

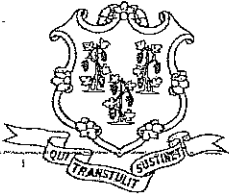
- A preliminary inspection of buildings, structures and sites is authorized by the building official prior to issuing a permit. This can be helpful with alterations.
'12 IBC 110.2
- Footing/soil inspection done after excavation for footings are complete and any required reinforcing steel is in place.
'12 IBC 110.3.1
- Foundation inspection of formwork and any required reinforcing steel must be in place.
'12 IBC 110.3.1
- Footing Drain and foundation coating in place and prior to backfill.
- Concrete slab and under floor inspection done after in-slab and under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place and before any concrete is poured or floor sheathing is installed, including the subfloor and required insulation at edge of slab. The required **vapor barrier** is also required to be inspected prior to concrete placement.
'12 IBC 110.3.2
- Well trench (48" minimum trench depth with 6" sand bed with well lines covered with a minimum of 12" of clean material over)
- Lowest floor elevation verification. This applies to construction in flood hazard areas only.
'12 IBC 110.3.3

TOWN OF HADDAM

BUILDING DEPARTMENT

REQUIRED INSPECTIONS

- Permanent electrical service/Electric trench if underground. (24"-36" minimum trench depth with 6" sand bed with conduits covered with a minimum of 12" of clean material over with dig safe tape 6" above conduit)
- Rough mechanical & electrical. All electrical wiring and devices, heating wiring, piping and ducts, and plumbing piping to be concealed must be inspected prior to framing inspection. '12 IRC R109.1.2
- Rough Framing inspection done after roof deck or sheathing, all framing, fireblocking and bracing are in place and pipes, chimneys and vents to be concealed are complete.
'12 IBC 110.3.4
- Fireplace inspection including hearth (formed with rebar in place), throat (with smoke shelf and flue started) and firebox.
- Energy efficiency inspections. Inspections shall be made to determine compliance with energy code requirements such as thermal insulation, insulation of pipes and ducts, sealing of gaps, duct tight fenestration U-value, etc. These may be done at various stages of construction **prior to drywall application.** '12 IBC 110.3.7
- Gypsum board For fire-resistance rated assemblies this inspection is required before joints and fasteners are taped and finished.
'12 IBC 110.3.6
- Fire-resistant penetrations and protection of joints in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.
'12 IBC 110.3.6
- **Other inspections may be required to determine code compliance as determined by the building official.**
'12 IBC 110.3.8
- Special inspections as required in Chapter 17 of the 2012 International Building Code portion of the 2016 State Building Code.
'12 IBC 110.3.9
- Final inspection. This is done after all other inspections and all work required by the building permit is completed and prior to issuance of a certificate of occupancy/approval.
'12 IBC 110.3.10



State of Connecticut
Workers' Compensation Commission

Please TYPE or PRINT IN INK

REV. 3-17-2006

7B

**Proof of Workers' Compensation Coverage when Applying
for a Building Permit for the 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 _____

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 above-named 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 following:

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 _____.

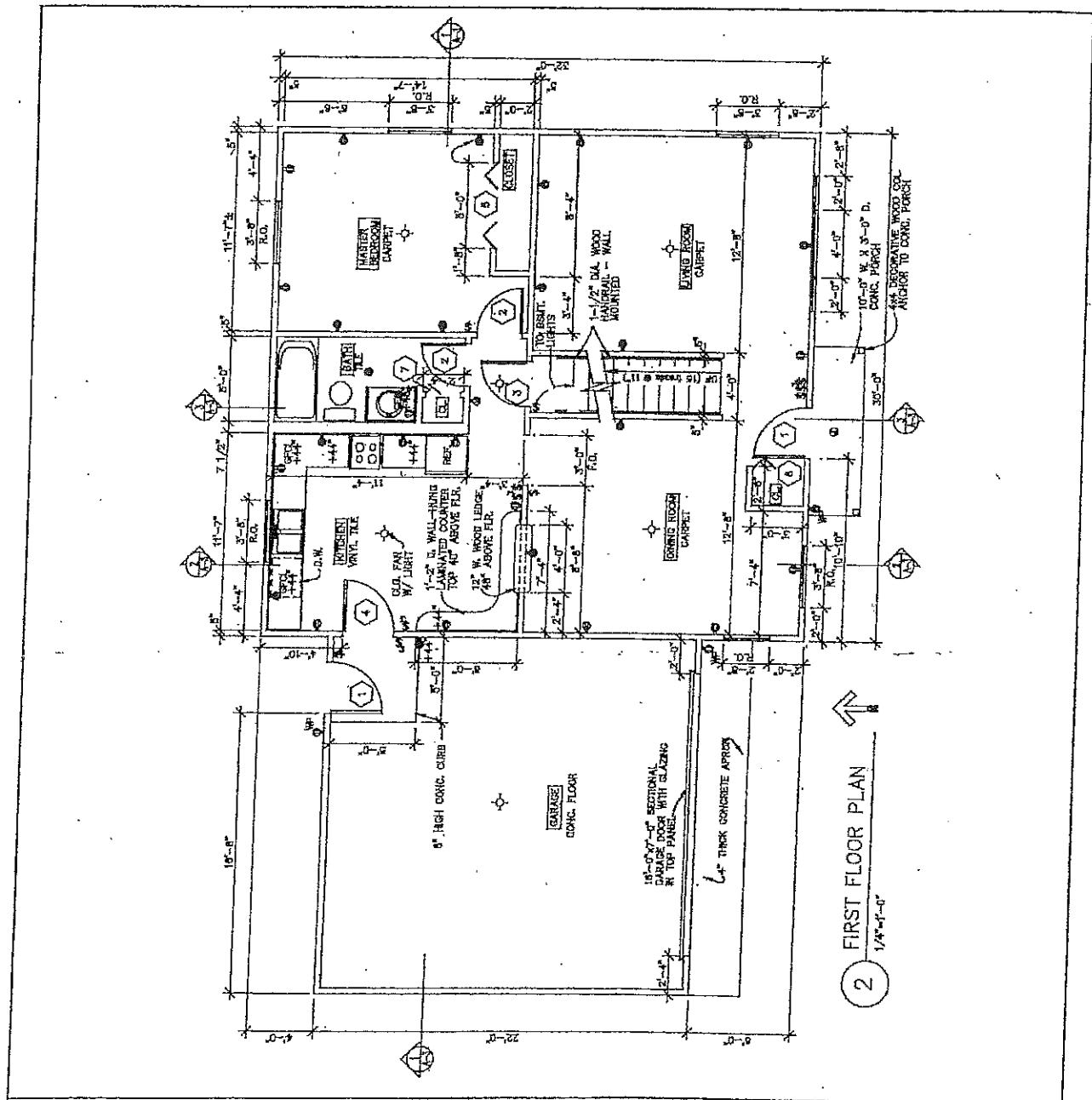
Signature of Notary Public / Commissioner of the Superior Court _____

Architectural Views

Architectural views provide builders, owners and permit technicians different ways of looking at proposed construction. There are six different types of views that can be shown.

• Plan View

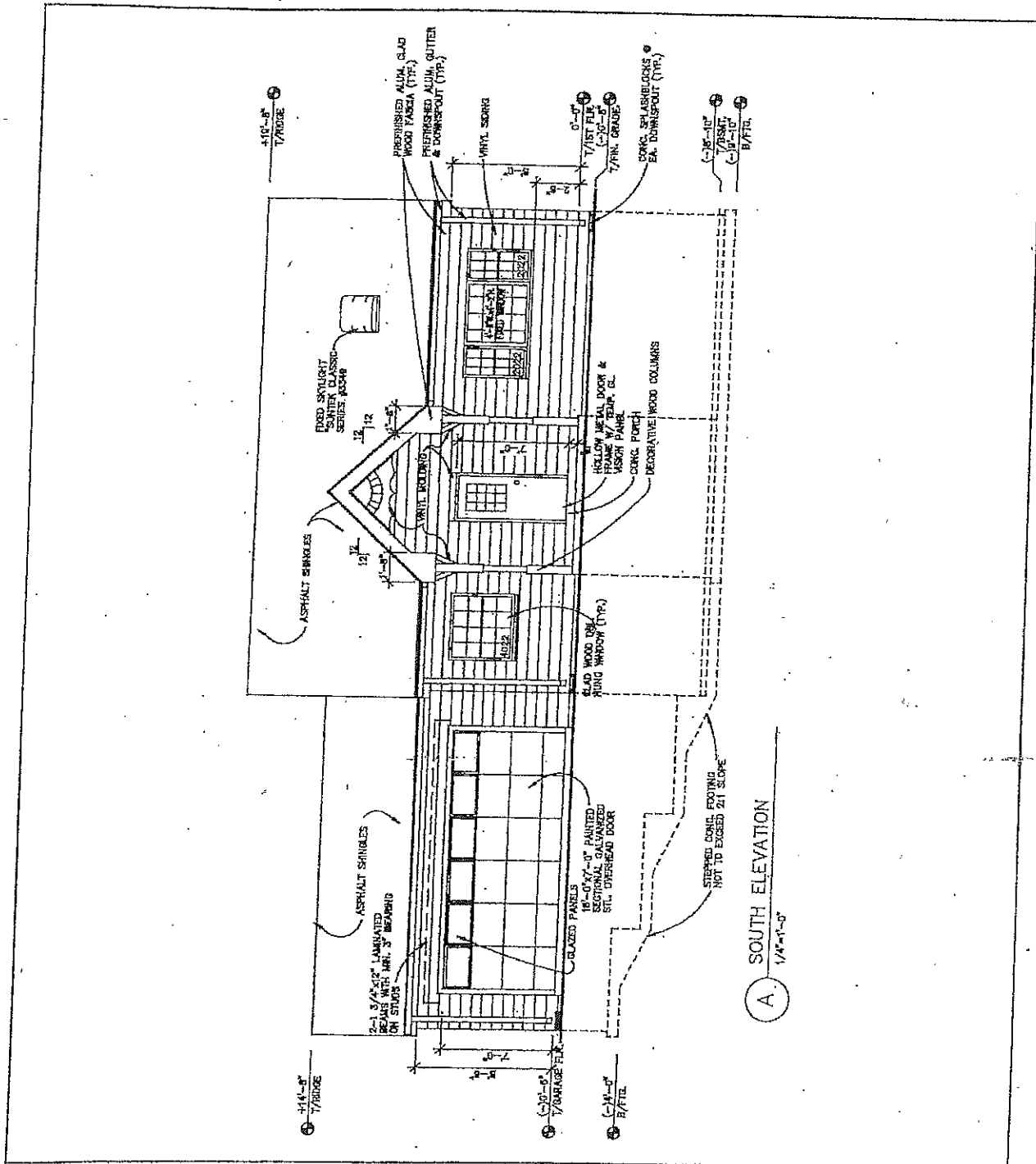
The plan view shows the proposed construction as if it were being viewed from the air.



Plan View
Figure 2-9

• **Elevation View**

The elevation view shows the proposed construction as if you were standing on the ground looking at it. This view would include the building foundation.

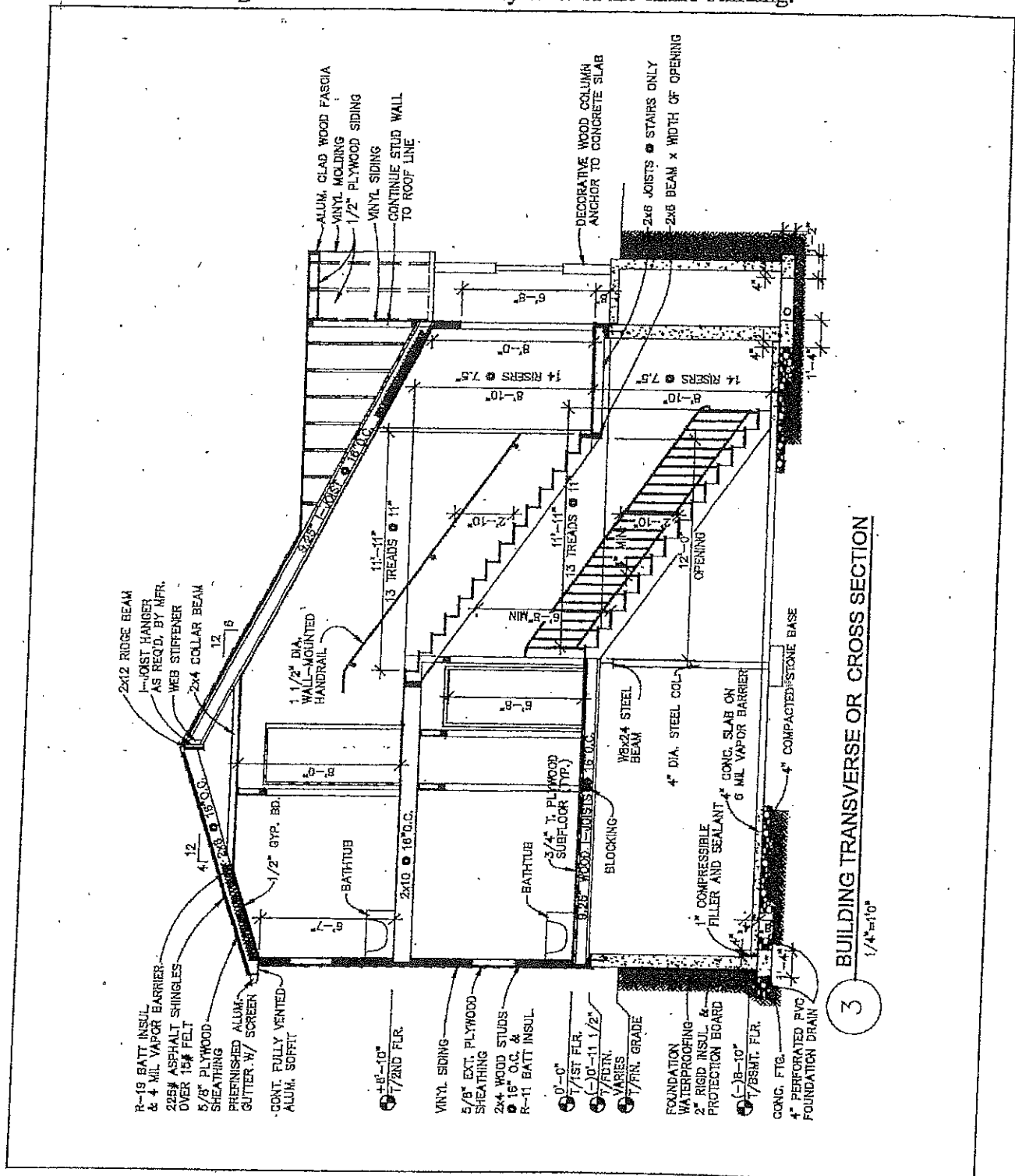


Front Exterior Elevation View

Figure 2-10

• Building Section View

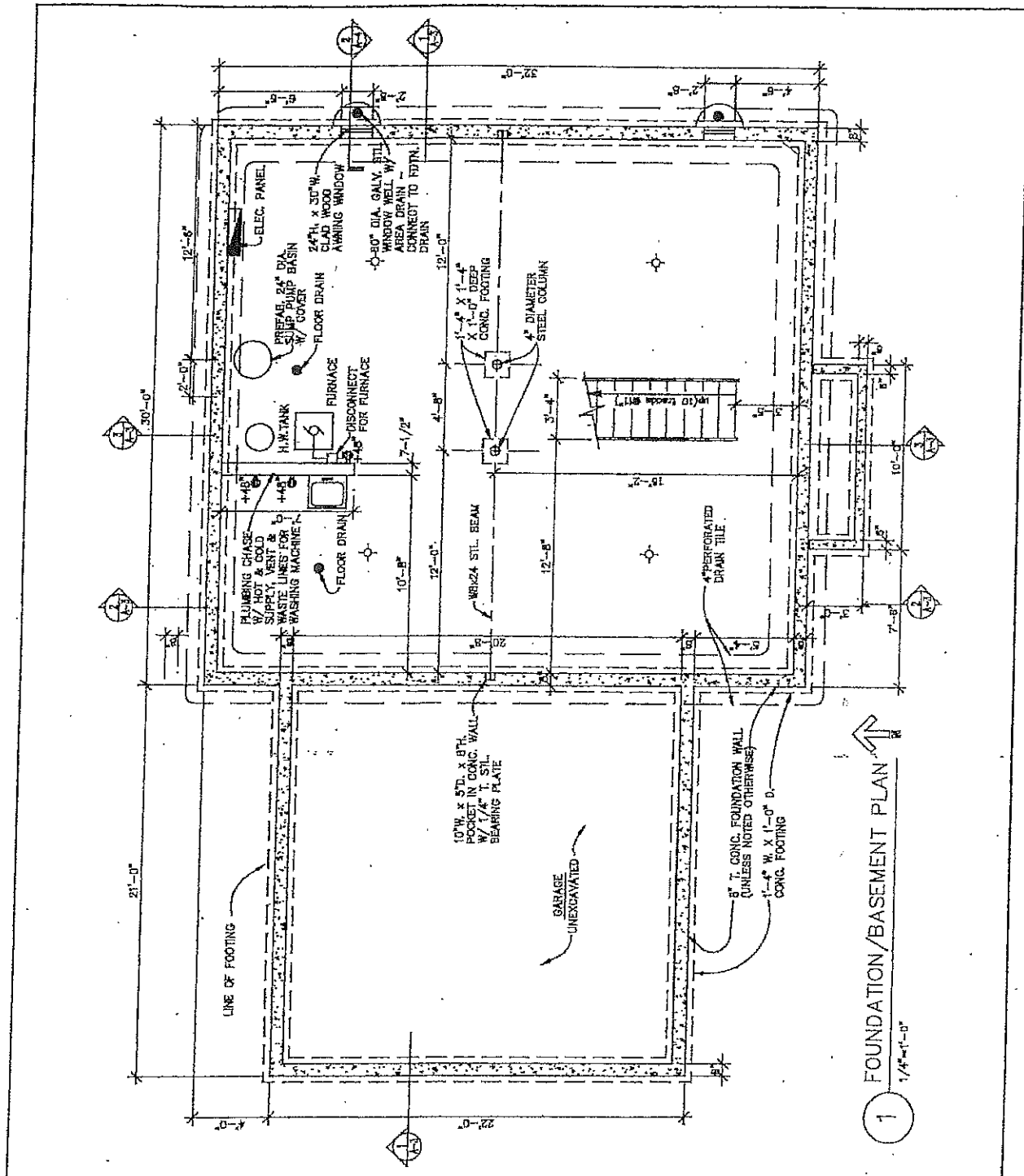
A building section view is a cut-away view of the entire building.



Building Section View
Figure 2-11

• Foundation Plan

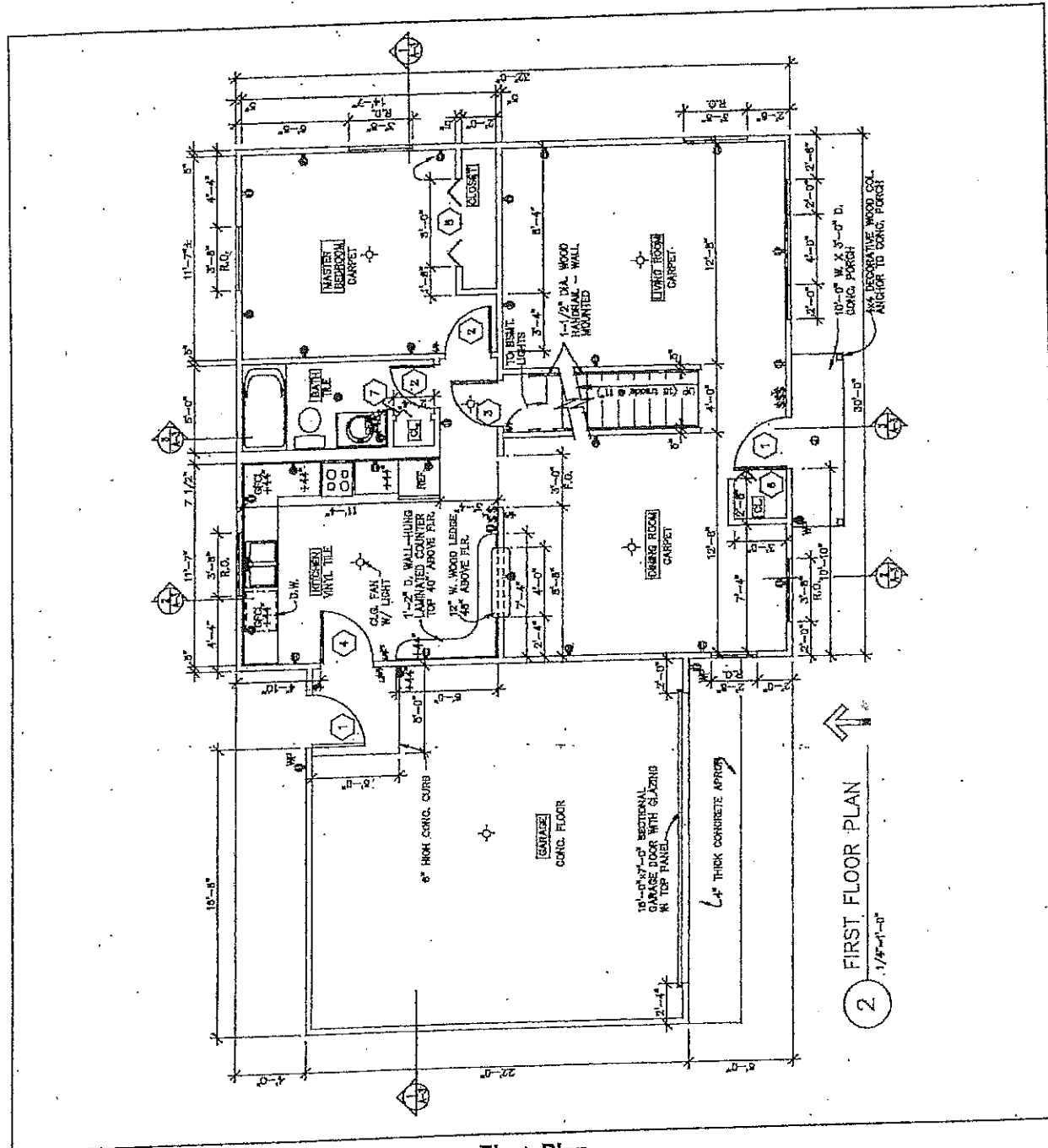
Foundation construction, basement floor construction, wall openings and unexcavated areas are shown on the foundation plan.



Foundation/Basement Plan
Figure 2-7

• **Floor Plan**

A floor plan shows the layout and dimensions of the rooms in the proposed construction. Types and thickness of wall partitions can also be determined.



Floor Plan
Figure 2-8