

# Town of Bethany Zoning Inspection Process

**Isabel Kearns**

Land-Use Administrator  
Office Hours: Mon-Fri 9:00 AM – 4:30 PM  
Mon. eve. 6:30 – 7:30 PM  
Phone: (203) 393-2100 x1135

**Lina Frazer**

Land-Use Assistant  
Office Hours: Mon-Fri 10:00 AM - 2:30 PM  
Mon. eve. 6:30 – 7:30 PM  
Phone: (203) 393-2100 x1113

1. Contractor/owner needs to sign “Zoning Inspection Process” notice prior to issuance of any Zoning Permit.
2. No inspections will be made if appropriate Zoning and Building Permits have not been posted.
3. No inspections will be made and no Zoning Permit, Superstructure Permit or Certificate of Zoning Compliance will be issued if the house number isn’t prominently displayed.
4. **PRIOR TO CONSTRUCTION OF SUPERSTRUCTURE:**
  - **Three (3) zoning improvement location surveys done to a Class A-2 level must be received showing the location of the foundation and footing drains;**
  - **Inland Wetlands and Zoning site inspections are required.**
5. An A-2 level site plan (stamped and sealed by a surveyor licensed in CT.) may be submitted to the Zoning Enforcement Office prior to the issuance of a Certificate of Zoning Compliance and may contain the following information:

<input type="checkbox"/> Location of completed dwelling	<input type="checkbox"/> Calculation of final height of dwelling
<input type="checkbox"/> Location of accessory structures	<input type="checkbox"/> Location of completed driveway
<input type="checkbox"/> Calculation of final driveway grades	<input type="checkbox"/> Other:

6. **Certificate of Zoning Compliance:** The owner or builder must request *in writing* that a Certificate of Zoning Compliance be issued by *prior* to use and occupancy if required by the terms of the Zoning Permit.
7. *At least 14 days notice, exclusive of weekends and holidays, is needed before issuance of Certificate of Zoning Compliance.*

**I have read the above and agree to comply with this process.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Building Inspection Process

**Robert Walsh**

Building Official

Office Hours: Monday 6:30 – 7:30 PM

393-2100 Ext. 1116

**Brian Donovan**

Assistant Building Official

Office Hours: Monday 6:30 – 7:30 PM

393-2100 Ext. 1117

1. No inspections will be made if appropriate Zoning and Building Permits have not been posted.
2. No mechanicals inspections will be made prior to the issuance of the mechanical permits.
3. Requests for inspections must be made to the Building Inspector in person or directly to him by telephone. Such requests require at least two full days notification, exclusive of weekends and holidays. *A re-inspection fee of \$50 will be paid to the Town of Bethany by the property owner or contractor if an inspection is made and the work is not completed and not ready for such inspection or does not comply with the Connecticut State Building Code. No further inspections will be performed prior to receipt of the \$50 fee.*
4. **Soil / Footing Inspection:** Set forms and *prior* to pouring concrete – call for an inspection.
5. **Foundation Inspection:** *Prior* to backfilling foundation – call for an inspection. Footing drains, tar membrane, waterproofing, and rigid insulation should be installed prior to calling for inspection if these items are applicable.
6. **A-2 As Built:** Three A-2 as-builts are required prior to the construction of the superstructure.
7. **Framing inspection:** *All* electrical, plumbing, heating and other mechanical permits must be secured. If not previously submitted, heat loss/gain calculations must accompany all HVAC Permit Applications. A full framing inspection will be conducted in conjunction with all electrical, plumbing and HVAC roughs. All fire-stopping components shall be installed.
8. **Hearth inspection:** Rebar installed before poured.
9. **Smoke Chamber inspection:** at start of first floor
10. **Insulation Inspection:** Must be done *prior* to sheetrock.
11. **Final Inspection:** Contractor or owner should call for a final inspection.
12. **Certificate of Zoning Compliance / Building Use and Occupancy:** The owner or builder must request *in writing* that a Certificate of Zoning Compliance / Building Use and Occupancy be issued by the Building/Land Use Departments of the Town of Bethany *prior* to use and occupancy if required by the terms of the Building Permit. A Certificate of Use and Occupancy generally requires the approval of the following departments: Building, Highway, Inland Wetlands, Sanitarian, and Zoning as well as all mechanical permits having been obtained.
13. *At least 14 days notice, exclusive of weekends and holidays, is needed before issuance of Certificate of Zoning Compliance / Building Use and Occupancy.*
14. **Fire Marshal:** Any commercial occupancy will be subject to review and inspections from the Fire Marshal. Said inspections will be done in conjunction with the Building Department. All commercial occupancies will need to comply with the current Connecticut Fire Safety Code and shall be subject to annual inspections.

**I have read the above and agree to comply with this process.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_