

LAND USE DEPARTMENT & BUILDING DEPARTMENT

OBTAINING ZONING & BUILDING PERMITS FOR NEW STRUCTURES OR USES

To obtain permits for structures or uses, please follow the steps below. Specific application forms and regulations can be obtained in each department. Discuss with staff which department approvals will be necessary for the structure or use you are seeking. Then review the project with personnel from each department to determine specific requirements.

Any revisions to plans will require the applicant to resubmit plans to the previous departments.

1) **Health Department: (QVHD) - QUINNIPIACK VALLEY HEALTH DISTRICT**
(203) 248 – 4528 or www.qvhd.org

No building permits are to be received nor granted without the QVHD approval. Please call their offices to confirm if a permit from their department would be required prior to entering permits' applications with the Town. A review may be mandated by the State Health Code. Obtain an application for necessary task: Percolation (perc) tests or septic system and well permits. Submit a plot plan showing the septic system, well and underground utility locations. Perc testing and/or soil testing is usually required. An engineered plan may be required. Once approved, a Permit to Discharge will be issued and a Sanitarian will sign off and stamp plans with approval.

2) **Land Use Department Inland/Wetlands:** Obtain applications for an Inland Wetlands Permit for Site Plan Approval, when required.

- ❑ Submit the electronic and paper version of the Land Surveyor / Engineer sealed and signed plot plan to Land Use Department for Review of the application with I/W Enforcement Officer. *See Inland Wetlands Regulations posted on the Town of Bethany website: www.bethany-ct.com for other criteria.*
- ❑ If and when required Inland and Wetlands Commission approvals, six (6) copies of the Land Surveyors A-2 As-built and plot plan submission would be required with all appropriate IWC permits. *(QVHD reviews/approvals, Fire Marshal reviews, Regional Water Authority review, and Soil and Environmental Expert reviews would be required prior to meeting with the commission).*
- ❑ If the IWC permit or Site Plan approval has been granted, and inspection will be conducted to assure compliance with the Inland Wetlands and Watercourse Regulations. Cash Bonds and Surety Bonds may be required if site is not stabilized and may be required if driveway and/or apron are not paved.

Hours: Monday – Friday, by appointment 9 a.m. to 4:30 p.m.

Inland Wetlands Enforcement Officer – Lina Cortez-Frazer (203) 393 -2100 ext. 1115 or LFrazer@bethany-ct.com

Commission Meetings: *Third Monday of every month at 7:30 P.M.* – submissions must be entered two weeks prior to the meeting.

3) **Land Use Department – Planning and Zoning (See ZEO):**

- ❑ Obtain a Zoning permit application and submit to Land Use Department.
- ❑ Submit the electronic version of the Land Surveyor / Engineer sealed and signed plot plan and building/architectural plans, including all **scaled** elevation drawings. *The maximum building height is 35 feet measured ten feet out from the building. Eave and gutters will be considered when determining the setback line. See Zoning Regulations posted on the Town of Bethany website: www.bethany-ct.com for other criteria.*
- ❑ If and when required Zoning Board of Appeals approvals for a Variance, eleven (11) copies of the engineered sealed and signed plot plan and drawings must be provided and the applicant must show proof of hardship of land in accordance with the Town's regulations.

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- If and when required Planning and Zoning Commission approvals, eleven (11) copies of the engineered sealed and signed plot plan would be required. *(QVHD reviews/approvals, Fire Marshal reviews, Regional Water Authority review, and Soil and Environmental Expert reviews would be required prior to meeting with the commission).*

Hours: Monday – Friday, 9:00 AM – 4:30 PM

Zoning Enforcement Officer – Lina Cortez-Frazer (203) 393 -2100 ext. 1115 or LFrazer@bethany-ct.com

Commission Meetings: *First Wednesday of every month at 7:30 P.M.*

- **Obtain a Driveway Interface Permit Application and submit to the Land Use Department.** Location of driveway needs to be approved prior to issuance of a curb cut permit. Stake out the center of driveway. If driveway is over 500 feet long, a copy of the plot plan should be submitted for review to the Zoning Enforcement Officer for review from **Michael Sullivan, Bethany Volunteer Firemen’s Association Representative and Water Resource Officer and for Inspections from the Public Works Director.** Liability insurance with the Town of Bethany included as additional named insured along with a bond and surety in the amount of \$1,000 must be submitted to the Land Use Department. ***Public Works Director must sign off on the inspection form for the release of the bond on completion of the driveway.***
 - **Public Works Director:** An inspection will be conducted to assure driveway compliance. An additional cash bond and surety bond may be required if driveway is not in compliance or if the paved driveway apron has not been installed.

Please contact the ZEO to schedule the driveway inspection with the Public Works Manager:

Hours: Monday – Friday, 9:00 AM – 4:30 PM

Zoning Enforcement Officer – Lina Cortez-Frazer (203) 393 -2100 ext. 1115 or LFrazer@bethany-ct.com

Department Public Works Manager: Don Shea or DShea@bethany-ct.com

- **When and After approvals have been granted from QVHD, the Planning and Zoning Commission, and/or the Inland Wetlands Commission; Obtain a building permit application and submit to the Building Department with three (3) copies of the A-2 As-builts, plot plan and three copies of the building/architectural plans.** Submit required documentation as noted on back of the Building Permit application. Applicants must provide current workers’ compensation documentation and State license.

Please contact the Building Department Clerk or the ZEO to apply for permits:

Hours: Monday – Friday, 9:00 AM – 4:30 PM

Zoning Enforcement Officer – Lina Cortez-Frazer (203) 393 -2100 ext. 1115 or LFrazer@bethany-ct.com

Building Official Hours are: By Appointment Only!

Building Official – Brian Donovan (203) 393 - 2100 ext. 1116.

Assistant Building Official – Peter Budge (203) 393 – 2100 ext. 1117.

- Any Town trees that may be in or near a proposed driveway or that may create a site line problem should be shown on the plot plan. The trees will be evaluated and tagged prior to removal. Please allow two weeks for this process. ***Prior to removal of any trees, you must notify the Town of Bethany - Tree Warden inspection would be required and be reported back to the Zoning Enforcement Officer for follow ups.***

Hours: Monday – Friday, 9:00 AM – 4:30 PM

Zoning Enforcement Officer – Lina Cortez-Frazer (203) 393 -2100 ext. 1115 or LFrazer@bethany-ct.com

Or Department Public Works Manager: Don Shea or DShea@bethany-ct.com

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- ❑ ***The Fire Marshal must sign off on all new structures and uses in the Business and Industrial zone.*** He must also sign off on all residential home occupations, professional offices, and accessory apartments.
Fire Marshal (203) 393-2100 ext. 1119

- 4) **Demolition Permits:** Demolitions shall be conducted in accordance with the provisions listed on the Connecticut General Statutes 29-401 to 29-415. Obtain Demolition Permit application from the Building Department staff and provide all required copies for issuance of the permit from the Building Official.

Building Official Hours are: By Appointment Only!

Building Official – Brian Donovan (203) 393 - 2100 ext. 1116.

Assistant Building Official – Peter Budge (203) 393 – 2100 ext. 1117.

- 5) **Mechanical Permits:** Obtain applications from Building Department staff. Provide current workers' compensation documentation and State license.

- ❑ ***The MEC (Minimum Explosible Concentration) testing Combustion Air Calculation and Heat Loss/Gain Calculations would also be required prior to issuance of any Certificate of Approvals.***

Please contact the Building Department Clerk or the ZEO to apply for permits:

Hours: Monday – Friday, 9:00 AM – 4:30 PM

Zoning Enforcement Officer – Lina Cortez-Frazer (203) 393 -2100 ext. 1115 or LFrazer@bethany-ct.com

Building Official Hours are: By Appointment Only!

Building Official – Brian Donovan (203) 393 - 2100 ext. 1116.

Assistant Building Official – Peter Budge (203) 393 – 2100 ext. 1117.

Appropriate fees must accompany all applications in order for them to be deemed complete.

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OBTAINING A CERTIFICATE OF OCCUPANCY or A CERTIFICATE OF APPROVAL

**Prior to obtaining a CERTIFICATE OF OCCUPANCY (CO)
or A CERTIFICATE OF APPROVAL (CA).**

*All permits associated to the related job or project MUST receive a
“Final Inspection” from the Building Official.*

Without a Final Inspection, no permits can be closed out nor a (CO) or (CA) can be granted.

**Write a letter requesting a Final Inspection
for a Certificate of Occupancy or a Certificate of Approval
and submit your request to the Building Official at BDonovan@bethany-ct.com**

The following departments will need to review your request for a Certificate of Occupancy. Each department has certain requirements that must be satisfied prior to the issuance of the Certificate of Occupancy.

- 1) **Health Department:** *QUINNIPIACK VALLEY HEALTH DISTRICT – (203) 248 - 4528*
A sign off may be mandated by State Health Code.
An as-built septic plan, well completion report and basic profile water test are required prior to approval.
Once approved, a Permit to Discharge will be issued.
- 2) **Inland Wetlands:** If an Inland Wetlands Permit or Site Plan Approval has been granted, an inspection will be conducted to assure compliance with the Inland Wetland Regulations.
Hours: Monday – Friday, by appointment 9 a.m. to 4:30 p.m.
Inland Wetlands Enforcement Officer – Lina Cortez-Frazer (203) 393 -2100 ext. 1115 or LFrazer@bethany-ct.com
- 3) **Public Works Director:** An inspection will be conducted to assure compliance. A bond may be required if driveway is not in total compliance or if the paved driveway apron has not been installed.
Hours: By appointment - **Department Public Works Manager: Don Shea or DShea@bethany-ct.com**
- 4) **Land Use Department Planning and Zoning:** An inspection will be conducted to assure compliance with the Zoning Regulations prior to issuance of a Certificate of Zoning Compliance.
Hours: Monday – Friday, by appointment 9 a.m. to 4:30 p.m.
Inland Wetlands Enforcement Officer – Lina Cortez-Frazer (203) 393 -2100 ext. 1115 or LFrazer@bethany-ct.com
- 5) **Fire Marshal:** If applicable, an inspection will be conducted to assure compliance with Fire Codes.
Fire Marshal (203) 393-2100 ext. 1119
- 6) **Building Department:** A final inspection will be conducted. Permits and inspections for all mechanicals are also required, prior to the issuance of a Certificate of Occupancy, from the Building Official. **Building Official Hours are: By Appointment Only!**
Building Official – Brian Donovan (203) 393 - 2100 ext. 1116.
Assistant Building Official – Peter Budge (203) 393 – 2100 ext. 1117.

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SETBACKS FOR STRUCTURES

4.4 Schedule of Height, Area and Yard Requirements.

	R-130	R-130	R-65	R-65	B-I	B-I	EHD***
District	(WSO)		(WSO)		(WSO)		
Lot area	130,000	130,000	65,000	87,120	65,000	87,120	130,000
min. (sq. ft.)							
Buildable	43,560	87,120	43,560	87,120	43,560	87,120	Variable
Area min. (sq. ft.)	Sec. 9.3.2						
Buildable area must be non-wetland, contiguous land. As defined herein as Lot Area (Buildable).							
Lot Width	300	300	200	200	200	200	100
min. (ft.)							
Total Building	10	10	10	10	30	30	15
Coverage max. (%)							
Total Ground	15	15	15	12	75	60	Varies
Coverage max. (%)							
Front Yard min.(ft.)	50	50	50	50	70	70	50
Side Yard min.(ft.)	50	50	50	50	20*	20*	50**
<ul style="list-style-type: none"> • An accessory structure as a shed of up to 200 square feet may be located within 20 feet of a side property line. The shed may have electricity but may not have water service. 							
Rear Yard min.(ft.)	50	50	50	50	50*	50*	50**
<ul style="list-style-type: none"> • An accessory structure as a shed of up to 200 square feet may be located within 20 feet of a rear property line. The shed may have electricity but may not have water service. 							
Building	35	35	35	35	35	35	1½ stories or
Height	25 feet which-						
max. (ft.)	ever is less						

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* See also Section 10.2.L.4.b.3. and Sec 5.3.D. Minimum width yard in addition to Buffer Planting Zone where property adjoins or abuts a residence or residence zone.

** Required building setbacks only; Parking setback min. 90 ft. See Section 9.

District	HOD	AHOZ	VCD	MCPD
Lot Area Min	30 acres	None; as per underlying zone	Project dependent	Use dependent
Buildable Area Min.	See Sec 7.3	All bulk Stds as may be approved by Special Permit	Per underlying Zone or as permitted by Special Permit	Minimum Lot area of Underlying zone
Lot Width Min.	See Sec 7.3	“	“	100’
Total Bldg Coverage Max.	10%	“	As permitted by Special Permit	30%
Total Ground Coverage Max.	20%	“	“	40%
Front yard Min.	50’ exterior 10’ interior	“	“	75’
Side yard Min.	10’	“	“	35’
Rear yard Min.	50’ exterior 10’ interior	“	“	35’
Building Height Max.	35’/2.5 stories	35’/2.5 Stories	40’/ 3 stories	40’/3 stories

WSO = Public drinking water supply watershed land.

***Unit density in the EHD, see Sections 9 and Section 7.

The addition to an existing structure of temporary ramps or other handicap access facilities is permitted within the minimum yard or setback for as long as they are needed for that purpose.