

# BUILDING DEPARTMENT

## BUILDING PERMITS APPLICATION PROCESS

***Important Note:*** *Some or most applications do require prior approval from the Quinnipiack Valley Health District (QVHD) please call (203) 248-4528 to check with their department before you apply for a permit with the Town.*

- 1) Please be prepared to present the owner's authorization form. It could also be the signed contract page or an Email from homeowner authorizing, for you to pull out the permit on his/her behalf.
- 2) Please provide a copy of your valid contractor's license and workers' compensation documentation with the Town of Bethany listed as the certificate holder. In the event that you do have the electronic version of the workers' compensation insurance, it can be emailed to [buildingclerk@bethany-ct.com](mailto:buildingclerk@bethany-ct.com) in order to have the permit placed at the Building Official's desk for approval.
- 3) If you don't have workers' compensation, you could fill out the form (7A), (7B), or (7C) and have it notarized at the Town Clerk's office. *(the form can only be signed in front of the Town Clerk).*
- 4) Please be sure to complete the form with correct applicant/contractor/owner name, address, and zip code, contact number, and email address, in the event that we need to contact you with any questions or any other additional details needed for the Building Official.
- 5) Please do make sure to provide a complete address, including zip code, in order to mail the permit to you as soon as the Building Official has approved your application.
- 6) Three (3) complete sets of building plans are to be provided at the time of the application.
  - a. Please check that the property/job location has not pending Delinquent Taxes:
  - b. Check with Town Tax Collector
  - c. Town Website > Quick Links > Pay Tax History.
- 7) Please make sure you call the Building Official to schedule Inspections on the job you applied for with the Building Department. The inspections are scheduled directly/only with the Building Official at (203) 393-2100 ext. 1116. We DO NOT manage the Building Official hours of inspection. Be sure to leave a message at the inspector's phone line, with the job location, type inspection request, your full name, and phone number to assure they contact you back.
- 8) Please note that a Certificate of Occupancy or a Certificate of Approval will not be granted for your application without a Final Inspection ticket from the Building Official in order to close out the permit.

**Have a pleasant day!**

***Please note that we will not receive permits without all applicable documentations being provided at the time of the application for permitting.***