

BUILDING DEPARTMENT

MECHANICAL PERMITS APPLICATION PROCESS

- 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 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.

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.

Electrical Permits' applicants must provide the CRS# from Eversource at the time of the application.