

# Town of Bethany

## Zoning Inspection Process

***Lina V. Cortez - Frazer***

Zoning Enforcement Officer  
Inland & Wetlands Enforcement Officer  
Building & Land Use Administrator  
Office Hours: Mon-Fri 9:00 a.m. - 4:00 p.m.  
Phone: (203) 393-2100 x1115

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:

\_\_\_\_ Location of completed dwelling      \_\_\_\_ Calculation of final height of dwelling  
\_\_\_\_ Location of accessory structures      \_\_\_\_ Location of completed driveway  
\_\_\_\_ Calculation of final driveway grades      \_\_\_\_ Other:

6. **Certificate of Zoning Compliance:** The owner or builder must request *in writing or email* ([lfrazer@bethany-ct.com](mailto:lfrazer@bethany-ct.com)) that a Certificate of Zoning Compliance be issued *prior* to use and occupancy of such construction, 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

**Brian Donovan**  
Building Official  
Office Hours by Appointment  
(203) 393-2100 Ext. 1116  
BDonovan@bethany-ct.com

**Maher Hussein**  
Assistant Building Official  
Office Hours by Appointment  
(203) 393-2100 Ext. 1117  
AsstBldgInspector@bethany-ct.com

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 appointments must be made with the Building Inspector 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:** Must call for an inspection when the forms are set and *prior* to pouring concrete.
5. **Foundation Inspection:** *Prior* to backfilling foundation – must 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 installing the sheetrock.
11. **Final Inspection:** Contractor or owner must call for a final inspection.
12. **Certificate of Zoning Compliance / Building Use and Occupancy:** The owner or builder must request *in writing or email (lfrazier@bethany-ct.com)* the closing of the any opened permits. A Certificate of Occupancy OR a Certificate of Approval will be issued by the Building/Land Use Departments of the Town of Bethany *prior* to the use and occupancy of such construction, 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, Quinipiack Valley Health Department, 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 a Certificate of Zoning Compliance / a Certificate of Approval/ a Certificate of 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. Call for inspection at (203) 393-2100 ext. 1119.

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

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

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