

## **BUILDING PERMITS- WHAT IS REQUIRED**

### **All Building Permits require PDF copied attachments of:**

- Contractor's License
- Worker's Compensation Insurance Certificate
- Letter of Authorization: required only if the contractor is giving the permission of the homeowner or agent to take out a permit under their license number.
- Owner can do their own work and take out their own permits, but the State Building Code states that the home must be owned and inhabited by the owner to allow doing their own work. Flips and rental homes/units require licensed mechanical, plumbing, electrical and building contractors to apply for permitting.

**In addition to the above mentioned permitting, more detailed reviews and submissions may be required. If you are constructing, erecting, enlarging, and altering the current footprint and/or moving, removing, or changing the use of a current building it will require reviews by multiple departments. It will most definitely need the following extra submissions:**

- Plot plan with the proposed structure and work/activity depicted to scale.
- Detailed drawings/plans showing how the structure or space is to be built and if changing or adding onto existing space, an existing plan with designations of spaces used and a proposed plan of designated spaces (both new and existing).

**In some cases, this may even require more information to allow for a full and thorough review. You may be asked to provide:**

- Additional supporting evidence by outside sources, specifications, calculations, etc.

### **All Electrical Permits require PDF copied attachments of:**

- Contractor's License
- Worker's Compensation Insurance Certificate
- Letter of Authorization: required if the contractor is giving the permission of the homeowner or agent to take out a permit under their license number.
- Owner can do their own work and take out their own permits, but the State Building Code states that the home must be owned and inhabited by the owner to allow doing their own work. Flips and rental homes/units require licensed electrical contractors to apply for permitting.

**All Plumbing Permits require PDF copied attachments of:**

- Contractor's License
- Worker's Compensation Insurance Certificate
- Letter of Authorization: required if the contractor is giving the permission of the homeowner or agent to take out a permit under their license number.
- Owner can do their own work and take out their own permits, but state building code states that the home must be owned and inhabited by the owner to allow doing their own work. Flips and rental homes/units require licensed plumbing contractors to apply for permitting.

**All Mechanical Permits require PDF copied attachments of:**

- Contractor's License
- Worker's Compensation Insurance Certificate
- Letter of Authorization: required if the contractor is giving the permission of the homeowner or agent to take out a permit under their license number.
- Owner can do their own work and take out their own permits, but state building code states that the home must be owned and inhabited by the owner to allow doing their own work. Flips and rental homes/units require licensed mechanical contractors to apply for permitting.
- Heat loss calculations are required for any new heating or air conditioning system.

**All Gas Permits require PDF copied attachments of:**

- Contractor's License
- Worker's Compensation Insurance Certificate
- Letter of Authorization: required if the contractor is giving the permission of the homeowner or agent to take out a permit under their license number.
- Owner can do their own work and take out their own permits, but state building code states that the home must be owned and inhabited by the owner to allow doing their own work. Flips and rental homes/units require licensed mechanical and plumbing contractors to apply for permitting.

**Paid Property Taxes:**

All Town taxes must be paid and current to be able to accept applications for permitting. If a property is flagged as "Delinquent" the review process will be delayed.

**Online Permitting System Guidelines**

For your convenience, the Town has adopted new online permitting for the submittal of

applications for residential building permits, commercial building permits, electrical permits, plumbing and gas permits, mechanical permits, Demolition and Fire Protection permits.

Paper permit applications will no longer be accepted. If you do not own a computer or if you need assistance using a computer, please contact the Building Department for assistance.

You will have the option to pay online after the application has been submitted. Applicants can also mail a check payable to: Town of Middlefield. You may also visit us with payment during our normal business hours. Any payments sent in without a copy of the necessary documents will not be accepted.

Before applying for a permit, you should review the Building Department information above to see what documentation is required. Please scan and attach supporting documentation with your completed application. If you do not have the ability to scan and upload, please send by mail or in person with a copy of your application. Provide as much information as you can on the form as incomplete applications may be rejected.

**Filling Out a Permit Application** (after you have logged onto the online permitting website type in an email address and a password):

- Select the appropriate permit application from the menu on the left.
- Select the location for the permit by entering any characters of column text in the white boxes under House # and/or Street to narrow your search.
- Choose the address by highlighting its row.
- Click the Next button above the Property List.
- Fill out the application fields to completion.
- Once you have filled out all text fields click Submit.
- This will prompt you to add attachments. Click ok if you want to add attachments.
- Once done adding your Attachments you will be prompted to make a payment.

**Adding Attachments to Your Permit Application After Submit:**

If you need to add attachments after closing a submitted application or want to check your status, go to My Documents at the top center of the Main Page. Select the Permit and click buttons to the left.