

WILTON BUILDING
DEPARTMENT

Building Official
Demolition Officer



TOWN HALL ANNEX
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AFTER THE FACT

MEMORANDUM

May 1, 2020

TO: All contractors, homeowners, permittees

FROM: Robert E. Root, Chief Building Official

RE: The requirements for the issuance of a Building Permit and subsequent Certificate of Occupancy for construction done without originally obtaining permits.

This department requires the following information/approvals for anyone seeking the issuance of a Certificate of Occupancy for work which was completed without permits and inspections.

1. A checklist must be obtained and be approved based upon the requirements listed on said form.
2. Two sets of plans must be submitted, showing all elevations, cross sections and floor plan. (Framing and insulation values must be included where applicable).
3. If footings are involved, they must be verified.
4. The licensed plumbing, electrical, HVAC contractors (not original contractors that did the work) need to submit the Electrical/Mechanical permit form certifying that the work done is in compliance with the current State of Connecticut Building Code. It also may be required to expose framing and/or mechanical work behind walls based upon the Building Inspector's evaluation.
5. State of CT Code Modifications will be required on all after the fact permits. This could delay the approval process.

*****BE ADVISED ALL WORK MUST MEET THE CURRENT STATE BUILDING CODE. YOU MAY NEED TO MAKE CORRECTIONS IN ORDER TO OBTAIN A FINAL CERTIFICATE OF OCCUPANCY*****