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. Letters from licensed contractors (not original contractors that did the work) certifying that the work done is in compliance with the current State of Connecticut Building Code. Along with the appropriate Electrical/Mechanical permit form. This includes all mechanical work (plumbing, electrical, HVAC, etc). It also may be required to expose framing and/or mechanical work behind walls based upon the Building Inspector’s evaluation.

5. If insulation has been done, a State of CT Code Modification may be required or insulation must be brought up to the current code.

**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**