

P & Z PERMIT REQUIREMENT GUIDE

TOWN OF WESTPORT

DEPARTMENT APPROVALS REQUIRED TO OBTAIN A P&Z PERMIT

1. HEALTH Dept. - If property is on a private septic system & for pools/spas. - Located at 180 Bayberry Ln - 227-9571
2. CONSERVATION Dept. - If property is on or near wetlands or in Aquifer Zone. - Room 205 Town Hall - 341-1170.
3. ENGINEERING Dept. - See # 7 below for requirement details. - Room 210 Town Hall - 341-1120
4. P & Z Dept. - Permit is required for any construction and /or site changes. - Room 203 Town Hall - 341-1030.
5. BUILDING Dept - Permit is required for any construction or demolition. - Located at 515 Post Rd. E.
2nd Floor of Firehouse - 341-5025.
6. Contact each of the above departments separately to obtain more detailed permit requirements.

PRIOR TO YOUR P&Z PERMIT REVIEW

7. For NEW HOUSE, Large Addition, Grading or Pools ask if your project requires drainage/ grading review, if yes;
a. Submit 2 sets of drainage/grading plans & calculations to P&Z 7-10 business days prior to requesting permit.

ALWAYS

8. Observe all sediment & erosion control regulations & maintain them during construction.
9. Observe the construction noise ordinance which allows work: *Weekdays 7am to 8pm, Sat. & Sun. = 9am to 8pm.*

BRING ITEMS #10 - #16 TO ROOM 203 WALK-IN REVIEW - "Mon, Wed & Fri 9am to 11:30am ONLY"

10. Applicant must complete PAGE 1 of Zoning Permit Application.
Zoning Application Form now available at www.westportct.gov in P&Z FORMS or in P&Z office room 203.
11. 3 A-2 Surveys signed & sealed w/ Topo if property contains steep slopes or wetlands & showing proposed project, coverage calculations, A/C compressor pad & generator location if applicable.
12. 3 Sets of Building Plans drawn to scale = 1 each for: HEALTH, CONSV, P&Z & 2 for: BLDG Depts.
Building Plans should include all the following data:
 - a. Floor Plans with dimensions.
 - b. Elevations with height of structures shown from average grade, existing or proposed, whichever is less.
 - c. Concise plans for any proposed structural changes.
 - d. A Professional Architect or Engineers' original seal & signature may be required by BLDG. Dept.
 - e. Only Construction Drawings will be accepted by the BLDG. Dept.
13. Estimated cost to complete your project. Detailed construction costs are required before Zoning Permit can be issued for building project in the flood zone, template available at P&Z office.
14. Bring approvals from all other required Depts. *Review #1, #2 & #3 above.*
15. Cash or a personal Check to pay for permit, which is based on # 13's project cost estimate. *(No credit cards)*
16. When you have all your permit materials ready call P&Z to ask for walk-in permit review hours 341-1030.
If your project went before any Commission or Board you will need to drop off your plans during walk-in hours.

ONCE YOUR PROJECT IS COMPLETED

17. Review the back of your P&Z permit form for requirements needed to close permit & obtain ZCC.
 - a. Most P&Z projects require you to bring 1 Original Final As Built Survey to P&Z Dept. & request final inspection.
18. Contact all other Depts. checked off on back of your Zoning Permit to request their final approvals.

AFTER ALL DEPT. APPROVALS RECEIVED BY P&Z

19. Once the final Zoning inspection is successfully completed P&Z will prepare a ZCC & fax it to the Bldg. Dept.
20. The Building Dept. will then send the Certificate of Occupancy (CO) to the Applicant.